

Glasshoughton Community Forum Limited

Charity No. 1088959

Company No. 03828134

Trustees' Report and Unaudited Accounts

31 March 2021

	Pages
Trustees' Annual Report	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Summary Income and Expenditure Account	7
Balance Sheet	8
Notes to the Accounts	9 to 16
Detailed Statement of Financial Activities	17 to 18

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 03828134

Charity No. 1088959

Registered Office

The Glasshoughton Centre

Leeds Road

West Yorkshire

WF10 4PF

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.

The following Directors and Trustees served during the year:

A.F. Cairns

A. Carney

C. Fender

R.A. Forster

A. Gale

A. Horn

G. Jackson

D.M. Jeffery

E. Jones

F. Maclachlan (Resigned 1 January 2021)

B. Vessey

A.R. Wallis

Company Secretary

E. Jones

Accountants

Hansons

St Oswald House

St Oswald Street

Castleford

WF10 1DH

OBJECTIVES AND ACTIVITIES

The charity exists to:

1. Promote the benefit of the inhabitants of Glasshoughton and the neighbourhood thereof without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating, together with the said inhabitants and the local authorities, voluntary and other organisations, in a common effort to advance education, relieve poverty and sickness and to provide facilities in the interest of social welfare for recreation, sport and other leisure-time occupations, with the object of improving the conditions of the life for the said inhabitants.
2. Establish or secure the establishment of a community centre and to maintain and manage the same, whether alone or in co-operation with any local authority or other person or body in the furtherance of these objects.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

FINANCIAL REVIEW

Principal funding sources

Currently the revenue position of the Glasshoughton complex is sound and we are making good progress in establishing more income opportunities. These investments highlight the confidence which many differing organisations have in the Glasshoughton Centre and its work. The Centre is entirely funded through the let of its own facilities.

We work closely with the Local Council

PLANS FOR FUTURE PERIODS

We are still working with the City Council on the possibilities of them transferring the ownership of an adjacent parcel of underused land which they control into the ownership of Glasshoughton Community Forum Limited, which we could develop for leisure/sporting purposes.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

GCF actively encourages 'new blood' to join the Board of Trustees. There is no formal procedure in place, but GCF recognises the need to have a good quality skills mix on the Board and one which representative of the local Glasshoughton community.

GCF actively encourages volunteer recruitment and retention and has many volunteers active across the broad range of activities at the Glasshoughton complex. Volunteers are recruited by both formal and informal methods.

Organisational structure

Glasshoughton Community Forum Limited, (GCF), meets bi monthly to discuss management and future development proposals. There is also a meeting bi - monthly of the Finance and Human Resources Sub , group which is composed of a smaller number of Forum Directors. Day to day management of the complex is carried out by a Project Development Manager and support team.

Glasshoughton Community Forum Limited
Trustees Annual Report

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

E. Jones
Company Secretary
17 December 2021

Independent Examiner's Report to the trustees of Glasshoughton Community Forum Limited

I report to the charity trustees on my examination of the accounts of Glasshoughton Community Forum Limited for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the trustees of the charity (and also its 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 satisfied myself 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting 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 to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Upex
BA FCA
Hansons
St Oswald House
St Oswald Street
Castleford

WF10 1DH
17 December 2021

Glasshoughton Community Forum Limited
Statement of Financial Activities
for the year ended 31 March 2021

		Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
	Notes			
Income and endowments from:				
Donations and legacies	4	-	-	1,000
Charitable activities	5	52,744	52,744	106,601
Investments	6	-	-	6
Other	7	81,899	81,899	-
Total		134,643	134,643	107,607
Expenditure on:				
Charitable activities	8	28,654	28,654	20,705
Other	9	119,422	119,422	118,484
Total		148,076	148,076	139,189
Net gains on investments		-	-	-
Net expenditure	10	(13,433)	(13,433)	(31,582)
Transfers between funds		-	-	-
Net expenditure before other gains/(losses)		(13,433)	(13,433)	(31,582)
Other gains and losses				
Net movement in funds		(13,433)	(13,433)	(31,582)
Reconciliation of funds:				
Total funds brought forward		1,336,362	1,336,362	1,367,944
Total funds carried forward		1,322,929	1,322,929	1,336,362

Glasshoughton Community Forum Limited
Summary Income and Expenditure Account
for the year ended 31 March 2021

	2021 £	2020 £
Income	134,643	107,601
Interest and investment income	-	6
Gross income for the year	<u>134,643</u>	<u>107,607</u>
Expenditure	109,764	101,165
Depreciation of fixed assets	38,312	38,024
Total expenditure for the year	<u>148,076</u>	<u>139,189</u>
Net expenditure before tax for the year	<u>(13,433)</u>	<u>(31,582)</u>
Net expenditure for the year	<u><u>(13,433)</u></u>	<u><u>(31,582)</u></u>

Glasshoughton Community Forum Limited

Balance Sheet

at 31 March 2021

Company No. 03828134	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	12	1,248,678	1,286,990
		<u>1,248,678</u>	<u>1,286,990</u>
Current assets			
Debtors	13	28,889	16,782
Cash at bank and in hand		52,339	40,523
		<u>81,228</u>	<u>57,305</u>
Creditors: Amount falling due within one year	14	(6,977)	(7,933)
Net current assets		<u>74,251</u>	<u>49,372</u>
Total assets less current liabilities		<u>1,322,929</u>	<u>1,336,362</u>
Net assets excluding pension asset or liability		<u>1,322,929</u>	<u>1,336,362</u>
Total net assets		<u><u>1,322,929</u></u>	<u><u>1,336,362</u></u>
The funds of the charity			
Restricted funds	15		
Unrestricted funds	15		
General funds		1,322,929	1,336,362
		<u>1,322,929</u>	<u>1,336,362</u>
Reserves	15		
Total funds		<u><u>1,322,929</u></u>	<u><u>1,336,362</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2021 the company was entitled to exemption 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 Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 17 December 2021

And signed on its behalf by:

E. Jones

Trustee

17 December 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.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
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Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
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Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
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Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
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Volunteer help	The value of any volunteer help received is not included in the accounts.
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Investment income	This is included in the accounts when receivable.
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Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
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Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.
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Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

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

Freehold property	2% Straight Line
Computer Equipment	33% Straight Line
Fixtures & Fittings	25% Reducing Balance

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Statement of Financial Activities - prior year

	Unrestricted funds 2020 £	Total funds 2020 £
Income and endowments from:		
Donations and legacies	1,000	1,000
Charitable activities	106,601	106,601
Investments	6	6
Total	<u>107,607</u>	<u>107,607</u>
Expenditure on:		
Charitable activities	20,705	20,705
Other	118,484	118,484
Total	<u>139,189</u>	<u>139,189</u>
Net income	<u>(31,582)</u>	<u>(31,582)</u>
Net income before other gains/(losses)	(31,582)	(31,582)
Other gains and losses:		
Net movement in funds	<u>(31,582)</u>	<u>(31,582)</u>
Reconciliation of funds:		
Total funds brought forward	1,367,944	1,367,944
Total funds carried forward	<u><u>1,336,362</u></u>	<u><u>1,336,362</u></u>

4 Income from donations and legacies

	Total 2021 £	Total 2020 £
Donations	-	1,000
	<u>-</u>	<u>1,000</u>

5 Income from charitable activities

	Unrestricted	Total 2021	Total 2020
	£	£	£
Room and MUGA Hire	52,744	52,744	106,601
	<u>52,744</u>	<u>52,744</u>	<u>106,601</u>

6 Income from investments

	Total 2021	Total 2020
	£	£
Deposit Account Interest	-	6
	<u>-</u>	<u>6</u>

7 Other income

	Unrestricted	Total 2021	Total 2020
	£	£	£
Covid Grants	81,899	81,899	-
	<u>81,899</u>	<u>81,899</u>	<u>-</u>

8 Expenditure on charitable activities

	Unrestricted	Total 2021	Total 2020
	£	£	£
<i>Expenditure on charitable activities</i>			
Repairs & Maintenance	22,352	22,352	14,828
Household & Cleaning	2,279	2,279	3,017
<i>Governance costs</i>			
Accountancy Fees	1,950	1,950	1,900
Professional Fees	2,073	2,073	960
	<u>28,654</u>	<u>28,654</u>	<u>20,705</u>

9 Other expenditure

	Unrestricted	Total 2021	Total 2020
	£	£	£
Employee costs	61,407	61,407	61,999
Premises costs	12,414	12,414	11,757
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	38,312	38,312	38,024
General administrative costs	7,289	7,289	6,704
	<u>119,422</u>	<u>119,422</u>	<u>118,484</u>

10 Net expenditure before transfers

	2021	2020
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	38,312	38,024

11 Staff costs

Salaries and wages	60,904	61,422
Pension costs	503	577
	<u>61,407</u>	<u>61,999</u>

No employee received emoluments in excess of £60,000.

The average monthly number of full time equivalent employees during the year was as follows:

	2021 Number	2020 Number
Project Manager	1	1
Admin & Clerical	6	5
GCF Wage Scale	1	1
	<u>8</u>	<u>7</u>

12 Tangible fixed assets

	Land and buildings	Computer Equipment	Fixtures & Fittings	Total
	£	£	£	£
Cost or revaluation				
At 1 April 2020	1,885,123	2,363	24,045	1,911,531
At 31 March 2021	<u>1,885,123</u>	<u>2,363</u>	<u>24,045</u>	<u>1,911,531</u>
Depreciation and impairment				
At 1 April 2020	600,148	1,193	23,200	624,541
Depreciation charge for the year	37,703	397	212	38,312
At 31 March 2021	<u>637,851</u>	<u>1,590</u>	<u>23,412</u>	<u>662,853</u>
Net book values				
At 31 March 2021	<u>1,247,272</u>	<u>773</u>	<u>633</u>	<u>1,248,678</u>
At 31 March 2020	<u>1,284,975</u>	<u>1,170</u>	<u>845</u>	<u>1,286,990</u>

13 Debtors

	2021	2020
	£	£
Trade debtors	21,675	14,052
Other debtors	824	-
Prepayments and accrued income	6,390	2,730
	<u>28,889</u>	<u>16,782</u>

14 Creditors:

amounts falling due within one year

	2021	2020
	£	£
Other taxes and social security	2,008	3,600
Other creditors	103	129
Accruals and deferred income	4,866	4,204
	<u>6,977</u>	<u>7,933</u>

15 Movement in funds

	At 1 April 2020	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2021 £
Restricted funds:				
Unrestricted funds:				
General funds	1,336,362	134,643	(148,076)	1,322,929
Revaluation Reserves:				
Total funds	<u>1,336,362</u>	<u>134,643</u>	<u>(148,076)</u>	<u>1,322,929</u>

16 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	1,248,678	1,248,678
Net current assets	74,251	74,251
	<u>1,322,929</u>	<u>1,322,929</u>

17 Reconciliation of net debt

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash and cash equivalents	40,523	11,816	52,339
	<u>40,523</u>	<u>11,816</u>	<u>52,339</u>
Net debt	<u>40,523</u>	<u>11,816</u>	<u>52,339</u>

18 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2021 Land and buildings £	2021 Other £	2020 Land and buildings £	2020 Other £
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Operating leases with expiry date:

Pension commitments

	2021 £	2020 £
The pension cost charge to the company amounted to:	<u>503</u>	<u>577</u>

19 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.