

Glasshoughton Community Forum Limited

Charity No. 1088959

Company No. 03828134

Trustees' Report and Unaudited Accounts

31 March 2022

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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 2022.

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 (Resigned 20 February 2022)

R.A. Forster

A. Gale

A. Horn

G. Jackson

D.M. Jeffery

E. Jones

A. Lee

B. Vessey (Resigned 20 February 2022)

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.

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

21 December 2022

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

I report to the charity trustees on my examination of the financial statements of Glasshoughton Community Forum Limited for the year ended 31 March 2022 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 financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

Having satisfied myself that the financial statements 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 financial statements 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 financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements 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 financial statements to be reached.

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

WF10 1DH
21 December 2022

Glasshoughton Community Forum Limited
Statement of Financial Activities
for the year ended 31 March 2022

		Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
	Notes			
Income and endowments from:				
Donations and legacies	4	500	500	-
Charitable activities	5	92,634	92,634	52,744
Investments	6	15	15	-
Other	7	45,740	45,740	81,899
Total		138,889	138,889	134,643
Expenditure on:				
Charitable activities	8	31,265	31,265	28,654
Other	9	132,476	132,476	119,422
Total		163,741	163,741	148,076
Net gains on investments		-	-	-
Net expenditure	10	(24,852)	(24,852)	(13,433)
Transfers between funds		-	-	-
Net expenditure before other gains/(losses)		(24,852)	(24,852)	(13,433)
Other gains and losses				
Net movement in funds		(24,852)	(24,852)	(13,433)
Reconciliation of funds:				
Total funds brought forward		1,322,929	1,322,929	1,336,362
Total funds carried forward		1,298,077	1,298,077	1,322,929

Glasshoughton Community Forum Limited
Summary Income and Expenditure Account
for the year ended 31 March 2022

	2022 £	2021 £
Income	138,874	134,643
Interest and investment income	15	-
Gross income for the year	<u>138,889</u>	<u>134,643</u>
Expenditure	125,183	109,764
Depreciation and charges for impairment of fixed assets	38,558	38,312
Total expenditure for the year	<u>163,741</u>	<u>148,076</u>
Net expenditure before tax for the year	(24,852)	(13,433)
Net expenditure for the year	<u>(24,852)</u>	<u>(13,433)</u>

Glasshoughton Community Forum Limited

Balance Sheet

at 31 March 2022

Company No. 03828134	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	12	1,213,377	1,248,678
		<u>1,213,377</u>	<u>1,248,678</u>
Current assets			
Debtors	13	28,256	28,889
Cash at bank and in hand		69,477	52,339
		<u>97,733</u>	<u>81,228</u>
Creditors: Amount falling due within one year	14	(13,033)	(6,977)
Net current assets		<u>84,700</u>	<u>74,251</u>
Total assets less current liabilities		<u>1,298,077</u>	<u>1,322,929</u>
Net assets excluding pension asset or liability		<u>1,298,077</u>	<u>1,322,929</u>
Total net assets		<u>1,298,077</u>	<u>1,322,929</u>
The funds of the charity			
Restricted funds	15		
Unrestricted funds	15		
General funds		1,298,077	1,322,929
		<u>1,298,077</u>	<u>1,322,929</u>
Reserves	15		
Total funds		<u>1,298,077</u>	<u>1,322,929</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 2022 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 21 December 2022

And signed on its behalf by:

E. Jones

Trustee

21 December 2022

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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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.
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.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

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.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

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 2021 £	Total funds 2021 £
Income and endowments from:		
Charitable activities	52,744	52,744
Other	81,899	81,899
Total	<u>134,643</u>	<u>134,643</u>
Expenditure on:		
Charitable activities	28,654	28,654
Other	119,422	119,422
Total	<u>148,076</u>	<u>148,076</u>
Net income	<u>(13,433)</u>	<u>(13,433)</u>
Net income before other gains/(losses)	(13,433)	(13,433)
Other gains and losses:		
Net movement in funds	<u>(13,433)</u>	<u>(13,433)</u>
Reconciliation of funds:		
Total funds brought forward	1,336,362	1,336,362
Total funds carried forward	<u><u>1,322,929</u></u>	<u><u>1,322,929</u></u>

4 Income from donations and legacies

	Unrestricted	Total 2022	Total 2021
	£	£	£
Donations	500	500	-
	<u>500</u>	<u>500</u>	<u>-</u>

5 Income from charitable activities

	Unrestricted	Total 2022	Total 2021
	£	£	£
Room and MUGA Hire	92,634	92,634	52,744
	<u>92,634</u>	<u>92,634</u>	<u>52,744</u>

6 Income from investments

	Unrestricted	Total 2022	Total 2021
	£	£	£
Deposit Account Interest	15	15	-
	<u>15</u>	<u>15</u>	<u>-</u>

7 Other income

	Unrestricted	Total 2022	Total 2021
	£	£	£
Covid Grants	29,269	29,269	81,899
Football Foundation	16,471	16,471	-
	<u>45,740</u>	<u>45,740</u>	<u>81,899</u>

8 Expenditure on charitable activities

	Unrestricted	Total 2022	Total 2021
	£	£	£
<i>Expenditure on charitable activities</i>			
Room and MUGA Hire	26,143	26,143	22,352
Household & Cleaning	1,972	1,972	2,279
<i>Governance costs</i>			
Accountancy Fees	2,035	2,035	1,950
Professional Fees	1,115	1,115	2,073
	<u>31,265</u>	<u>31,265</u>	<u>28,654</u>

9 Other expenditure

	Unrestricted	Total 2022	Total 2021
	£	£	£
Employee costs	66,822	66,822	61,407
Premises costs	17,812	17,812	12,414
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	38,558	38,558	38,312
General administrative costs	8,316	8,316	7,289
Legal and professional costs	968	968	-
	<u>132,476</u>	<u>132,476</u>	<u>119,422</u>

10 Net expenditure before transfers

	2022	2021
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	38,558	38,312

11 Staff costs

	2022	2021
Salaries and wages	65,033	60,904
Pension costs	469	503
	<u>65,502</u>	<u>61,407</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:

	2022 Number	2021 Number
Project Manager	1	1
Admin & Clerical	5	6
GCF Wage Scale	1	1
	<u>7</u>	<u>8</u>

12 Tangible fixed assets

	Land and buildings £	Computer Equipment £	Fixtures & Fittings £	Total £
Cost or revaluation				
At 1 April 2021	1,885,123	2,363	24,045	1,911,531
Additions	-	1,482	1,775	3,257
At 31 March 2022	<u>1,885,123</u>	<u>3,845</u>	<u>25,820</u>	<u>1,914,788</u>
Depreciation and impairment				
At 1 April 2021	637,851	1,590	23,412	662,853
Depreciation charge for the year	37,702	656	200	38,558
At 31 March 2022	<u>675,553</u>	<u>2,246</u>	<u>23,612</u>	<u>701,411</u>
Net book values				
At 31 March 2022	<u>1,209,570</u>	<u>1,599</u>	<u>2,208</u>	<u>1,213,377</u>
At 31 March 2021	<u>1,247,272</u>	<u>773</u>	<u>633</u>	<u>1,248,678</u>

13 Debtors

	2022 £	2021 £
Trade debtors	25,243	21,675
Other debtors	274	824
Prepayments and accrued income	2,739	6,390
	<u>28,256</u>	<u>28,889</u>

14 Creditors:
amounts falling due within one year

	2022 £	2021 £
Other taxes and social security	7,060	2,008
Other creditors	120	103
Accruals	5,853	4,866
	<u>13,033</u>	<u>6,977</u>

15 Movement in funds

	At 1 April 2021 £	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2022 £
Restricted funds:				
Unrestricted funds:				
General funds	1,322,929	138,889	(163,741)	1,298,077
	<u>1,322,929</u>	<u>138,889</u>	<u>(163,741)</u>	<u>1,298,077</u>

16 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	1,213,377	1,213,377
Net current assets	84,700	84,700
	<u>1,298,077</u>	<u>1,298,077</u>

17 Reconciliation of net debt

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash and cash equivalents	52,339	17,138	69,477
	<u>52,339</u>	<u>17,138</u>	<u>69,477</u>
Net debt	<u>52,339</u>	<u>17,138</u>	<u>69,477</u>

18 Commitments

Pension commitments

	2022 £	2021 £
The pension cost charge to the company amounted to:	<u>469</u>	<u>503</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.