

Glasshoughton Community Forum Limited

Charity No. 1088959

Company No. 03828134

Trustees' Report and Unaudited Accounts

31 March 2023

Glasshoughton Community Forum Limited

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Glasshoughton Community Forum Limited

Trustees Annual Report

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 purpose of charity law.
The following Directors and Trustees served during the year:

A.F. Cairns
A. Carney
R.A. Forster
A. Gale
A. Horn
G. Jackson
D.M. Jeffery
E. Jones
A. Lee
A.R. Wallis

Company Secretary

E. Jones

Accountants

Stephens Accountants
Southgate Business Centre
32 Gillygate
Pontefract
WF8 1PQ

OBJECTIVES AND ACTIVITIES

Glasshoughton Community Forum Limited

Trustees Annual Report

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 with 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.

Glasshoughton Community Forum Limited

Trustees Annual Report

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
19th January 2024

Glasshoughton Community Forum Limited

Independent Examiners Report

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 2023 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.

Bethany Musgrave
MAAT
Stephens Accountants
Southgate Business Centre
32 Gillygate
Pontefract
WF8 1PQ

Glasshoughton Community Forum Limited
Statement of Financial Activities

for the year ended 31 March 2023

		Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
	Notes			
Income and endowments from:				
Donations and legacies	4	2,016	2,016	500
Charitable activities	5	92,892	92,892	92,634
Investments	6	48	48	15
Other	7	15,963	15,963	45,740
Total		110,919	110,919	138,889
Expenditure on:				
Charitable activities	8	20,488	20,488	31,265
Other	9	139,062	139,062	132,476
Total		159,550	159,550	163,741
Net gains on investments		-	-	-
Net expenditure	10	(48,631)	(48,631)	(24,852)
Transfers between funds		-	-	-
Net expenditure before other gains/(losses)		(48,631)	(48,631)	(24,852)
Other gains and losses				
Net movement in funds		(48,631)	(48,631)	(24,852)
Reconciliation of funds:				
Total funds brought forward		1,298,077	1,298,077	1,322,929
Total funds carried forward		1,249,446	1,249,446	1,298,077

Glasshoughton Community Forum Limited
Summary Income and Expenditure Account

for the year ended 31 March 2023

	2023	2022
	£	£
Income	110,871	138,874
Interest and investment income	48	15
Gross income for the year	<u>110,919</u>	<u>138,889</u>
Expenditure	120,364	125,183
Depreciation and charges for impairment of fixed assets	39,186	38,558
Total expenditure for the year	<u>159,550</u>	<u>163,741</u>
Net expenditure before tax for the year	<u>(48,631)</u>	<u>(24,852)</u>
Net expenditure for the year	<u><u>(48,631)</u></u>	<u><u>(24,852)</u></u>

Glasshoughton Community Forum Limited
Balance sheet

at 31 March 2023

Company No. 03828134	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	12	1,188,481	1,213,377
		<u>1,188,481</u>	<u>1,213,377</u>
Current assets			
Debtors	13	23,299	28,256
Cash at bank and in hand		46,187	69,477
		<u>69,486</u>	<u>97,733</u>
Creditors: Amount falling due within one year	14	<u>(8,521)</u>	<u>(13,033)</u>
Net current assets		60,965	84,700
Total assets less current liabilities		<u>1,249,446</u>	<u>1,298,077</u>
Net assets excluding pension asset or liability		<u>1,249,446</u>	<u>1,298,077</u>
Total net assets		<u><u>1,249,446</u></u>	<u><u>1,298,077</u></u>
The funds of the charity			
Restricted funds	15		
Unrestricted funds	15		
General funds		1,249,446	1,298,077
		<u>1,249,446</u>	<u>1,298,077</u>
Reserves	15		
Total funds		<u><u>1,249,446</u></u>	<u><u>1,298,077</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 2023 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 19 January 2024

And signed on its behalf by:

E. Jones
Trustee
19 January 2024

Glasshoughton Community Forum Limited

Notes to the Accounts

for the year ended 31 March 2023

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.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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.
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.
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.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.

Glasshoughton Community Forum Limited

Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accrual 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.

Glasshoughton Community Forum Limited

Notes to the Accounts

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 as 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.

Glasshoughton Community Forum Limited
Notes to the Accounts

3 Statement of Financial Activities - prior year

	Unrestricted funds 2022 £	Total funds 2022 £
Income and endowments from:		
Charitable activities	92,634	92,634
Other	46,255	46,255
Total	138,889	138,889
Expenditure on:		
Charitable activities	31,265	31,265
Other	132,476	132,476
Total	163,741	163,741
Net income	(24,852)	(24,852)
Net income before other gains/(losses)	(24,852)	(24,852)
Other gains and losses:		
Net movement in funds	(24,852)	(24,852)
Reconciliation of funds:		
Total funds brought forward	1,322,929	1,322,929
Total funds carried forward	1,298,077	1,298,077

4 Income from donations and legacies

	Unrestricted £	Total 2023 £	Total 2022 £
Donations	2,016	2,016	500
	2,016	2,016	500

5 Income from charitable activities

	Unrestricted £	Total 2023 £	Total 2022 £
Room and MUGA Hire	92,892	92,892	92,634
	92,892	92,892	92,634

6 Income from investments

	Unrestricted £	Total 2023 £	Total 2022 £
Deposit Account Interest	48	48	15
	48	48	15

Glasshoughton Community Forum Limited
Notes to the Accounts

7 Other income

	Unrestricted	Total	Total
	2023	2023	2022
	£	£	£
Covid Grants	6,000	6,000	29,269
Other Grants	9,963	9,963	16,471
	<u>15,963</u>	<u>15,963</u>	<u>45,740</u>

8 Expenditure on charitable activities

	Unrestricted	Total	Total
	2023	2023	2022
	£	£	£
<i>Expenditure on charitable activities</i>			
Room and MUGA Hire	14,751	14,751	26,143
Household & cleaning	3,287	3,287	1,972
<i>Governance costs</i>			
Accountancy Fees	1,860	1,860	2,035
Professional Fees	590	590	1,115
	<u>20,488</u>	<u>20,488</u>	<u>31,265</u>

9 Other expenditure

	Unrestricted	Total	Total
	2023	2023	2022
	£	£	£
Employee costs	71,129	71,129	66,822
Premises costs	18,083	18,083	17,812
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	39,186	39,186	38,558
General administrative costs	8,497	8,497	8,316
Legal and professional Fees	2,167	2,167	968
	<u>139,062</u>	<u>139,062</u>	<u>132,476</u>

10 Net expenditure before transfers

	2023	2022
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	39,186	38,558

Glasshoughton Community Forum Limited
Notes to the Accounts

11 Staff costs

	2023	2022
	£	£
Salaries and wages	69,692	65,033
Pension costs	467	469
	<u>70,159</u>	<u>65,502</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:

	2023	2022
	Number	Number
Project Manager	1	1
Admin & Clerical	5	5
GCF Wage Scale	1	1
	<u>7</u>	<u>7</u>

12 Tangible fixed assets

	Land and buildings £	Computer Equipment £	Fixtures & Fittings £	Total £
Cost or revaluation				
At April 2022	1,885,123	3,845	25,820	1,914,788
Additions	12,300	310	1,680	14,290
At 31 March 2023	<u>1,897,423</u>	<u>4,155</u>	<u>27,500</u>	<u>1,929,078</u>
Depreciation and impairment				
At April 2022	675,553	2,246	23,612	701,411
Depreciation charge for the year	37,948	546	692	39,186
At 31 March 2023	<u>713,501</u>	<u>2,792</u>	<u>24,304</u>	<u>740,597</u>
Net book values				
At 31 March 2023	<u>1,183,922</u>	<u>1,363</u>	<u>3,196</u>	<u>1,188,481</u>
At 31 March 2022	<u>1,209,570</u>	<u>1,599</u>	<u>2,208</u>	<u>1,213,377</u>

13 Debtors

	2023	2022
	£	£
Trade debtors	19,703	25,243
Other debtors	-	274
Prepayments and accrued income	3,596	2,739
	<u>23,299</u>	<u>28,256</u>

Glasshoughton Community Forum Limited
Notes to the Accounts

14 Creditors:

amounts falling due within one year

	2023	2022
	£	£
Other taxes and social security	7,010	7,060
Other creditors	118	120
Creditors & Accruals	1,393	5,853
	<u>8,521</u>	<u>13,033</u>

15 Movement in funds

	At 1 April 2022	Incoming resources (including other gains/losses)	Resources expended	At 31 March 2023
	£	£	£	£
Restricted funds:				
Unrestricted funds:				
General funds	1,298,077	110,919	(159,550)	1,249,446
	<u>1,298,077</u>	<u>110,919</u>	<u>(159,550)</u>	<u>1,249,446</u>
Total funds	<u>1,298,077</u>	<u>110,919</u>	<u>(159,550)</u>	<u>1,249,446</u>

16 Analysis of net assets between funds

	Unrestricted funds	Total
	£	£
Fixed assets	1,188,481	1,188,481
Net current assets	60,965	60,965
	<u>1,249,446</u>	<u>1,249,446</u>

17 Reconciliation of net debt

	At 1 April 2022	Cash flows	At 31 March 2023
	£	£	£
Cash and cash equivalents	69,477	(23,290)	46,187
	<u>69,477</u>	<u>(23,290)</u>	<u>46,187</u>
Net debt	<u>69,477</u>	<u>(23,290)</u>	<u>46,187</u>

18 Commitments

Pension commitments

	2023	2022
	£	£
The pension cost charge to the company amounted to:	<u>467</u>	<u>469</u>

Glasshoughton Community Forum Limited
Notes to the Accounts

19 Related party disclosures

Controlling party

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

Glasshoughton Community Forum Limited
Detailed Statement of Financial Activities

for the year ended 31 March 2023

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income and endowments from:			
Donations and legacies			
Donations	2,016	2,016	500
	<u>2,016</u>	<u>2,016</u>	<u>500</u>
Charitable activities			
Room and MUGA Hire	92,892	92,892	92,634
	<u>92,892</u>	<u>92,892</u>	<u>92,634</u>
Investments			
Deposit Account Interest	48	48	15
	<u>48</u>	<u>48</u>	<u>15</u>
Other			
Covid Grants	6,000	6,000	29,269
Other Grants	9,963	9,963	16,471
	<u>15,963</u>	<u>15,963</u>	<u>45,740</u>
Total income and endowments	110,919	110,919	138,889
Expenditure on:			
Charitable activities			
Room and MUGA Hire	14,751	14,751	26,143
Household & Cleaning	3,287	3,287	1,972
	<u>18,038</u>	<u>18,038</u>	<u>28,115</u>
Governance costs			
Accountancy Fees	1,860	1,860	2,035
Professional Fees	590	590	1,115
	<u>2,450</u>	<u>2,450</u>	<u>3,150</u>
Total of expenditure on charitable activities	20,488	20,488	31,265
Employee costs			
Salaries/wages	69,692	69,692	65,033
Pension costs	467	467	469
Staff training	970	970	1,320
	<u>71,129</u>	<u>71,129</u>	<u>66,822</u>
Premises costs			
Rent	1,866	1,866	1,474
Rates	2,579	2,579	2,429
Light, heat and power	13,638	13,638	13,909
	<u>18,083</u>	<u>18,083</u>	<u>17,812</u>

Glasshoughton Community Forum Limited
Detailed Statement of Financial Activities

General administrative costs,
including depreciation and
amortisation

Depreciation of land and buildings	37,948	37,948	37,702
Depreciation of Computer Equipment	546	546	656
Depreciation of Fixtures & Fittings	692	692	200
Bank charges	479	479	375
General insurances	3,511	3,511	3,106
Stationery and printing	682	682	1,716
Sundry expenses	2,124	2,124	1,857
Telephone, fax and broadband	1,701	1,701	1,262
	<u>47,683</u>	<u>47,683</u>	<u>46,874</u>

Legal and professional costs

Other legal and professional costs	2,167	2,167	968
	<u>2,167</u>	<u>2,167</u>	<u>968</u>

Total of expenditure of other costs

	<u>139,062</u>	<u>139,062</u>	<u>132,476</u>
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Total expenditure

	159,550	159,550	163,741
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Net gains on investments

	-	-	-
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Net expenditure

	<u>(48,631)</u>	<u>(48,631)</u>	<u>(24,852)</u>
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Net expenditure before other gains/(losses)

	<u>(48,631)</u>	<u>(48,631)</u>	<u>(24,852)</u>
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Other Gains

	-	-	-
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Net movement in funds

	<u>(48,631)</u>	<u>(48,631)</u>	<u>(24,852)</u>
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Reconciliation of funds:

Total funds brought forward	1,298,077	1,298,077	1,322,929
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Total funds carried forward	<u>1,249,446</u>	<u>1,249,446</u>	<u>1,298,077</u>
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