

CONTAGIOUS - Trustees Annual Report

Year Ending 31st December 2022

Charity Number: 1089954

Trustees

The following is correct as of 31st December 2022:

Trustee	Date	Status
Andrew Duff	21/05/2013	Appointed
Henry Playle	16/11/2016	Appointed
Madeline Russell	04/03/2019	Appointed
Roy Dobb	24/02/2020	Appointed
Maureen Dixon	03/11/2021	Appointed

Specific responsibilities of Trustees

Chair	Andrew Duff
Treasurer	Maureen Dixon
Employee Supervisor	Henry Playle (and Safe Recruitment lead)
Prayer Newsletter	Madeline Russell
Fundraising	Andrew Duff

Activity leaders in addition to Trustees:

Jessica McArdle	Ignite Youth & Schools Worker
(vacancy)	Mighty Oaks Alnwick team leader
Chris Friend	Ignite Chaplaincy at Duchess Community High School
Caroline Friend	Messy Church Alnwick representative

Partner organisation representatives:

Geoff Brown	Scripture Union representative
Robin Winder	Appleby Trust Trustee, Alnmouth

General overview

The work of the charity has continued, under the new working title 'IGNITE'. The official charity-registered name remains 'Contagious'. Although Covid-19 pandemic restrictions had been lifted, activities during the first quarter of the year were still constrained due to illness affecting our Youth and Schools Worker. Also, schools were still only slowly opening up to activities involving external visitors. As the year progressed, there has been a steady rebuilding of youth and schools activity, although not yet up to pre-pandemic level.

Meetings

Four Trustee meetings were held in 2022: in May, September and November. Each meeting was quorate with a minimum of 3 Trustees present, plus our Youth and Schools Worker.

It was not possible to hold an annual open meeting for partner organisations, but several exploratory meetings were held with other local youth work leaders and organisations to explore the scope for further collaboration.

Objectives and Vision

No change has been made to the charity's aims, which are:

- Our belief that all young people should be encouraged to think about spiritual matters while recognising that they need the space to make their own choices as to what to believe.
- Our desire to raise the aspirations of young people and facilitate their healthy and full development.
- Our wish to help young people become active in the community and develop into mature and responsible citizens.

Youth and Schools Worker

Our Youth and Schools Worker Jess McArdle gradually returned to work during the first quarter of the year, but with restrictions on face-to-face contact and a further period of absence in April for hospital treatment. The youth cell groups continued to meet weekly with the help of volunteers and a temporary relocation to an alternative home. After Easter Jess was able to resume in-person meetings and hosting of the youth cell groups, with priority given to renewing the momentum of groups, building up community contacts and preparing plans for new and re-launched activities. Several activities took place over the summer break, including sports and social events. Plans

for a new Junior Youth Club (formerly Rock Solid) have been held back due to difficulty finding a suitable venue. Some schools work has resumed, including Year 6 transitions work.

Other services provided under the banner of IGNITE (Contagious):

Open the Book – this Bible Society story-telling activity has resumed as schools welcomed our volunteers back into classrooms, and by autumn had expanded to five schools each with a team of four volunteers.

Chaplaincy at Duchess Community High School - working with the school Pastoral Team, a small team (Chris and Caroline Friend, and David Archer) offers support to a small group of young people facing personal challenges.

Messy Church – has continued monthly during school term-time, but with a delayed start in the Autumn term due to volunteer capacity. It continues to be well attended with a number of families regularly taking part.

Mighty Oaks – this volunteer-run service offers free hot drinks in the centre of Alnwick as a friendly point of contact for adults and young people. However, following two years off-road since the pandemic it has required significant repairs, delaying plans to re-instate this during 2022. We aim to address this in 2023.

Finances

With many activities resuming, expenditure has gradually increased towards pre-pandemic level. Support from individual donors has declined slightly, but with support from local churches and other sources overall income remains steady. The final year-end accounts show a surplus of income over expenditure of £3,093. Our reserves remain healthy, and we are in a good position to plan responsibly for continuing the planned build-up of activities in 2023.

Volunteers

We have been fortunate in retaining many of our volunteers, currently numbering around 30. Although the suspension of Mighty Oaks has coincided with a number of people retiring from their roles, the resumption of Open the Book has attracted some new volunteers.

All volunteers working with young people or vulnerable adults are DBS checked (as appropriate) with a requirement that they register for the update service so allowing the charity to carry out 6 monthly checks on the volunteers.

Safeguarding and Risk Management

Our safeguarding policy and procedures were updated in 2020. Our Safeguarding Recruiter ensures that all volunteers complete the current appointment process and checks. We continue to maintain and apply policies on risk assessment, anti-bullying and data privacy (including GDPR compliance). We maintain comprehensive insurance cover for all activities, with risks reviewed annually.

Our new Treasurer has had a full year in this role and is now fully conversant with our annual cycle of income and expenditure.

The future

As we have emerged from the post-pandemic restrictions and many of our activities have resumed, we are exploring new opportunities for collaboration and growth. We agreed a partnership with Felton Parish Church to recruit and employ a Children and Families Worker, but this post remains unfilled and this is being reviewed as part of a potential wider local partnership scheme. This opens up the prospect of significant new activity over the next couple of years, which will require recruitment of new trustees, volunteers and supporters.

Trustees will continue to meet at least four times per year. Priorities for the year ahead are to:

- Continue to build relationships with local church leaders, community organisations, teachers and students in local primary schools and the Duchess High School.
- Review our policies, procedures, risk assessment and management structure to ensure that we provide effective support to the Youth and Schools Worker, activity leaders and volunteers, and that we have the capacity and skills to respond to new opportunities.
- Explore opportunities for developing work amongst young people within the wider Alnwick high school catchment area in collaboration with key local church partners and organisations.
- Plan and carry out a new 'way forward' appeal for new trustees, volunteers and supporters.
- Continue to raise funds to augment our finances and enable us to deliver activities on a sustainable basis

Signed:



Andrew Duff
Chair of Trustees
14 September 2023

CONTAGIOUS (IGNITE) CHARITY, ALNWICK
Income and Expenditure for Year to December 31st 2022

Income 2022 - Contagious	£
Group Monthly Donations	
Alnwick Baptist Church	
Total Group Monthly Donations	3,030.00
Group One-Off Donations	
Hugonin Family Trust	-
Alnwick Town Council	660.00
St James URC	2,030.00
Key Fund grant	-
Scripture Union (grant)	-
St Hilda's Ed Trust	-
St Christophers Ed Trust	-
Other	1,500.00
Total Group Donations	4,190.00
Income: Individual Donations	
Monthly Donations	8,209.00
One-off Donations via Stewardship	-
One-off Donations - other	850.00
Contributions for Books/Calendars	-
Total Individual Donations	9,059.00
Other Income	
Monies Banked by YSW	-
HMRC Gift Aid Reclaim	4,660.45
Bank Interest	7.66
Other income	250.00
Total Other Income	4,918.11
Contagious Income for 2022	21,197.11
Income 2022 - Mighty Oaks	
Alnwick Baptist Church	200.00
Armstrong Hall	200.00
MACPI	
Alnwick Town Council	
Individual Donations	5,300.00
Mighty Oaks Income for 2022	5,700.00
Total Ignite Income for 2022	26,897.11

Expenditure 2022 - Contagious

Youth & Schools Worker (Jessica McArdle)

Salary	12,838.01
PAYE Payments to HMRC	1,109.75
Gross Salary	13,947.76
Payments to NEST Pension	1,887.60
Pam Yorke Payroll service	115.00
Total Employment Costs	15,950.36

Contagious General Expenses

Other Overheads	1,094.05
Training/Safety	538.82
YSW Expenses	983.95
Youth Cells	1,178.62
Messy Church	34.78
Events/ activities	-
Contagious Expenses for 2022	19,780.58

Expenditure 2022 - Mighty Oaks

Consumables	1,426.29
Vehicle Service	1,333.34
Vehicle Tax	290.00
Vehicle Insurance	973.24
Mighty Oaks Expenses for 2022	4,022.87

Total Contagious /(Ignite) Expenses for 2022	23,803.45
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Surplus/Deficit for 2022

Contagious/Ignite	1,416.53
Mighty Oaks	1,677.13
Total Contagious	3,093.66

Bank Balance


Contagious b/f 2021	34,694.08
Contagious c/f 2022	36,110.61
Change in Cash	1,416.53

Mighty Oaks Current Account b/f 2021	1,786.59
Mighty Oaks Current Account c/f 2022	3,463.72
Change in Cash	1,677.13

Total Cash b/f 2021	36,480.67
Total Cash c/f 2022	39,574.33
Change in Cash	3,093.66

Prepared by:

Examined by:


Jean Barr
37 Springfield Park, Alnwick, NE66 2NH
17th May 2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

Contagious Charity, Alnwick

On accounts for the year
ended

31st December 2022

Charity no
(if any)

1089954

Set out on pages

1 - 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2022.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Jean Barr

Date:

17th May 2023

Name:

Jean Barr

Relevant professional
qualification(s) or body
(if any):

n/a

Address:

37 Springfield Park

Alnwick

Northumberland NE66 2NH

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

**Give here brief details of
any items that the
examiner wishes to
disclose.**

Charity name: Contagious
Receipts and payments accounts

Charity no. 1089954

Charity
Commission
template
CC16a

	For the period from	Period start date 1st January 2022	To	Period end date 31st December 2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Group Monthly Donations	3,030	-	-	3,030	3,000
Group one-off donations	4,190	-	-	4,190	462
Individuals Monthly Donations	8,209	-	-	8,209	8,747
Individual One-off Donations	850	-	-	850	2,950
HMRC Gift Aid Reclaim (for 20...)	4,660	-	-	4,660	2,195
		-	-	-	-
Monies banked by YSW (inc. trips, events)	-	-	-	-	-
Other monies received/banked	250	-	-	250	2,292
Interest on deposit account	8	-	-	8	160
Mighty Oaks Fund - grants & donations	5,700	-	-	5,700	720
		-	-	-	-
Sub total (Gross income for AR)	26,897	-	-	26,897	20,525
A2 Asset and investment sales					
		-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,897	-	-	-	20,525
A3 Payments					
Youth & Schools Worker (YSW) net salary	12,838	-	-	12,838	12,809
PAYE paid to HMRC	1,110	-	-	1,110	909
Pension contribs (NEST)	1,888	-	-	1,888	1,888
Insurances, other admin fees, overheads	1,209	-	-	1,209	112
Training & safeguarding costs	539	-	-	539	1,530
YSW Expenses	984	-	-	984	-
Youth Cells	1,179	-	-	1,179	140
Messy Church	35	-	-	35	803
Events, youth & community activities	-	-	-	-	257
Mighty Oaks running costs	4,023	-	-	4,023	114
		-	-	-	-
		-	-	-	-
Sub total	23,803	-	-	23,803	18,562
A4 Asset and investment purchases					
		-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,803	-	-	23,803	18,562
Net of receipts/(payments)	3,094	-	-	3,094	1,963
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	36,481	-	-	36,481	34,517
Cash funds this year end	39,574	-	-	39,574	36,481

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted funds to nearest £	Endowment to nearest £
B1 Cash funds	Lloyds Bank Treasurers Account	24,246	-	-
	Lloyds Bank Deposit Account	15,328	-	-
	Total cash funds	39,574	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted to nearest £	Restricted funds to nearest £	Endowment to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
B3 Investment assets	None		-	-
			-	-
B4 Assets retained for the charity's own use	None		-	-
			-	-
			-	-
B5 Liabilities	None		-	
			-	
Signed by one or two trustees on behalf of	Signature	Print Name	Date of approval	
	Maurice Dixon	MAUREEN DIXON	14.9.23	
	ANDREW DUFF	ANDREW DUFF	14.9.23	