



**DOROTHYPARKES**

Community Centre

**THE DOROTHY PARKES CENTRE  
TRUSTEES' REPORT AND FINANCIAL  
STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**REGISTERED CHARITY NUMBER: 1093189**

**THE DOROTHY PARKES CENTRE**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Charitable Incorporated Organisation:</b>	Conversion dated 14 <sup>th</sup> February 2022
<b>Registered Charity Number:</b>	1093189
<b>Chair:</b>	Mr P Martin – appointed 18/01/22
<b>Trustees:</b>	Mrs J Andrews – appointed 24/05/22 Rev'd D Buckley – resigned 18/01/22 Ms G Gould Mr D R Ingram Miss J K Jones Ms J Mckirdy Mr S Williets
<b>Registered Office:</b>	The Dorothy Parkes Centre Church Road Smethwick West Midlands B67 6EH
<b>Bankers:</b>	HSBC 148, High Street Harborne Birmingham B17 9PN
<b>Independent Examiner:</b>	Ms A Madden Curo Chartered Accountants

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2022**

The Board present their annual report and financial statements of the charity for the year ended 31 March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the provisions of 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 2019).

## **CHAIRPERSON'S REPORT**

I am delighted to write a brief report as an introduction to the *Trustee's Report and Financial Statements* for the year ended 31<sup>st</sup> March 2022. As Chair of Trustees only since January this year, I should record my thanks and that of all the Trustees and those associated with the Centre for the committed work of the Reverend Deb Buckley who, for many years, combined the roles of Vicar of Old Church and Chair of the Board, helping to steer the Centre through the early trials of expanding its activities and then the challenges of the pandemic. We are exceedingly grateful also to Sian Smith who recorded the meetings of the Board, providing coherence to our discussions. We also acknowledge with gratitude the contributions of David Eynon who was a Trustee of the Centre since its establishment. We mourn his loss. We are grateful to Gill Gould who, whilst remaining a member of the Board, relinquished her role as Deputy Chair in January.

I remind myself that this is a Report up to the end of March 2022. Yet many other things have happened since then and some at least would be appropriate to record.

The Centre has no regular funding from the Church of England, from Old Church nor from Sandwell Council or other local and national bodies. As such, it is entirely dependent on monies granted from charitable bodies and other sources of funds and through the use of its own resources, principally the hiring out of the Centre halls and meeting rooms. The funds we receive pay for the projects for which they are given including the salaries of the staff, meet the salaries of the permanent staff, and the overheads of running the Centre including the continual refurbishment and improvement that is needed to satisfy the needs of our users. The Trustees acknowledge with gratitude the work of Rob Bruce as CEO, the members of staff and those who join us for particular projects, as well as the large numbers of volunteers who give generously and freely of their time. Without them, there would be no Dorothy Parkes Centre. Without their cheerful enthusiasm and warm welcome to our users and visitors, there would be no Dorothy Parkes Centre. We need also to ensure a source of funds – a reserve, to carry us through those unexpected times such as the pandemic or when the boiler gives up.

A detailed outline of the activities of the Dorothy Parkes Centre together with the sources of funds and their uses is provided in the pages that follow. In these very difficult times as the pandemic subsides but then returns and as our political leadership remains uncertain, it is excellent to note that 2021-22 produced a surplus of £46,000, money that will be invaluable



in ensuring the continuation of the Centre. This surplus is due largely to the work of our CEO who has been skilful in identifying sources of funding and writing convincing applications. This task will become increasingly important – and difficult in the austere times that are coming. We are grateful to our funders, our stakeholders, our partners, and all those who speak out for the Centre in the political arena. It was good to see a mention of the Centre activities in a recent edition of the *Guardian* newspaper.

Our bid for funds has been enhanced by the award early last year of a Trusted Charity accreditation, an indication of the efficient and appropriate way in which the Centre is managed. We have also benefitted immensely from an award from the Weston Charity – achieved against serious competition, for access to the *Pilotlight* programme. This has allowed the Centre to benefit from high-level management advice, drawing on wide experience in the charitable and for-profit world. The Dorothy Parkes Centre is close to 'full' in its use of resources – both staff and premises. As such, the future of the Centre will depend vitally on the making of appropriate strategic decisions including finding ways of working with others to meet the almost limitless needs of our users. We look forward to agreeing a Business Plan for the Centre that encapsulates the mission of the DPC, a vision for the future, and appropriate ways of achieving this.

As an aspect of the development of a Business Plan, although falling outside the period of the Annual Report, I am delighted to welcome new members to the *Board of Trustees* - Jodie Andrews, Stella Broster, Louise Johnson, Zaida Nembhard, and Amardeep Singh. We are exceedingly grateful also to Lynne Howard who provides an efficient record of our activities, not only to the Board but to the specialist committees concerned with Governance and Finance. We are truly grateful for the varied experience that each brings to the Board, for their freely given commitment of time and enthusiasm, as to all the members of the Board. The Centre has converted to a Charitable Incorporated Organisation (CIO), a status appropriate to the Dorothy Parkes Centre and one that allows the continued contribution of all who wish it well.

The Dorothy Parkes Centre looks forward to contributing to the health and well-being of its community – all its users and all those who commit their time and energy as members of staff, as Trustees, as volunteers across a range of projects. It should be said again – we are all exceedingly grateful to those who contribute to the presence of the Dorothy Parkes Centre in Smethwick for without committed, enthusiastic contributions, there would be nothing to report, no Dorothy Parkes Centre.

Paul Martin (Chair)

## **TRUSTEES**

The Trustees are responsible for the administration and management of the Centre and are Trustees for the purposes of Charity Law. The Trustees who served during the period are set out above in the Legal and Administrative Information and are collectively known as the Board of Trustees.

The Reverend Deb Buckley served as Chair from October 2014 and resigned on 18<sup>th</sup> January 2022. Paul Martin then became Chair and Jodie Andrews became a Trustee on 24<sup>th</sup> May 2022.

No remuneration was paid to any Trustee.

## **PRINCIPAL ACTIVITIES AND OBJECTS OF THE CHARITY**

The principal object of the company is to promote the benefit of the inhabitants of Smethwick, Sandwell, and the neighbourhood by associating together with the Local Authorities and Health Authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for advancement, recreation, and leisure time occupation with the object of improving the conditions and quality of life.

## **ACTIVITIES DURING THE PERIOD**

### **REGULAR ACTIVITIES**

In April 2021, the Centre was reopened following a third national lockdown. A comprehensive risk assessment was carried out to ensure that we operated safely, and the community responded by coming to take part in activities they had missed. The Centre worked hard throughout the year in securing funding for new projects which included Women Only Fitness Classes, Science Shows, Baby Brunch and Community Play Plot. Dorothy Parkes Centre funded activities and projects which took place at various points throughout the year, and these include:

Community Allotment	Community Litter Pick	Yoga
Knitting & Crochet	Gentle Yoga	Gentle Exercise
Art Works for Wellbeing	Youth Club	Allotment Play Plot
School Uniform Giveaway	Community Offer	Afternoon Tea
This Girl Can	Loss Matters	Places of Welcome
Floristry Courses	Jewellery Making	Community Cinema
Science Shows	Baby Brunch	Your Health Matters

External groups and activities which have been held at the Centre throughout the year include:

Taekwondo	CMJ Studios	GKR Karate
Polling Station	Fit Steps	Glow Beatz
PB Fitness	Kumon Tutoring	Sew with Kim



Steps to Work	Bright Minds Tutoring	Girls Friendly Society
NHS Mental Health Support	Let's Talk Hope	Slimming World
Good Afternoon Club	Smethwick Heritage	Centre Spot Football
Pentecost Church	National Teaching & Advisory Service	
Manoj Yoga	JTL Training	Ghanaian Groups
Council Surgeries	Police Surgeries	Everyone Health

## **CENTRE DEVELOPMENTS**

In February 2022, the Dorothy Parkes Centre formally converted to a Charitable Incorporated Organisation (CIO), adopting a foundation model constitution. This had been our intention for a couple of years but was delayed due to COVID. The constitution is now fit for purpose and better represents our organisation as it is today.

In May 2021 we were informed that we were a Weston Charity Awards winner and as a result we received a £6,500 unrestricted grant and ten months support from a team of Pilotlighters. This support has proved to be invaluable in helping us work on our business and strategic planning and in recruiting new Trustees and seeing through the transition of a new Chair of the Board of Trustees.

In March 2021 we received official notice that we had achieved Trusted Charity Level One Accreditation. This recognises the excellent work we do as a third sector organisation in England and our effective and efficient operational management. The Trusted Charity Standard is owned by the National Council for Voluntary Organisations (NCVO) and delivered by The Growth Company. It is the only UK quality standard designed to help third sector organisations operate more effectively and efficiently.

In May 2022, we were informed that our National Lottery Partnerships Community Fund application had been successful. This means that we can proceed in delivering a new project, Rewire, in partnership with SinglePoint Plus and Breathing Space Therapeutic Services. We aim to launch the two-year project in September 2022 and hope that it will bring many benefits to primary school aged children and their families around post COVID recovery.

In May 2021 we reached an agreement with Uplands Manor Primary School to sub-let their facilities during out of school hours. This has been a great arrangement for both parties and means that local community sports groups can hire out the sports hall, playing fields, and/or Multi-Use Gaming Area during evenings and weekends. This is another example of a way in which we have tried to diversify our sources of income.

We have continued to build and develop partnerships and positive relationships with local organisations. We would like to thank St Albans Community Association, North Smethwick Development Trust, Femtinos, Bearwood Community Hub, Black Country Touring, Go Play

Sandwell, Friends of Thimblemill Brook, Bearwood Allotments, SinglePoint Plus, Breathing Space Therapeutic Services, Benson Community Project, Living Memory Project, Sandwell Council of Voluntary Organisations, Smethwick Police, Sandwell Community Hubs, Conifers Day Nursery, Smethwick Old Church and Uplands Manor Primary School for working together with us and helping us to reach more members of our local community.

## **MAINTENANCE OF THE BUILDING**

Thanks to funding from the FCC Communities Foundation, we were able to install new UPVC windows throughout our Centre. These replaced the old timber windows and as well as looking good and being more secure, they will also be more energy efficient. Funding from Sandwell Council's Community Infrastructure Levy Fund allowed us to purchase new tub chairs for our foyer area and new chairs for our meeting room. This has been a real asset for us as more and more people start using our foyer again. The chairs in the Meeting Room, which are more comfortable than those previously, have helped create a warmer, pleasant environment for groups such as Loss Matters.

We have reached an agreement with Utilita as part of their Solar for Schools and Community Buildings, to have solar panels installed at our centre. The talks and the planning have been in motion for over twelve months, but this has now been approved by our Board and the installation will take place later this year. The anticipated energy savings over 25-year lifespan is £25,750.

In August 2021, after many years of appeals and campaigns to Sandwell Council, and a successful Better Streets Fund application, traffic lights were installed on a dangerous junction outside our Centre. We were delighted with this as the previous set up was dangerous for all pedestrians, encouraged speeding and resulted in several road traffic collisions. We were extremely concerned that there would be, at some point, a fatality so we were extremely pleased that our persistence had paid off and since the lights were installed, the speeding has reduced significantly, and members of our local community can use the junction much more safely.

Our Community Allotment has seen some significant changes over the course of the year which has made it safer, more accessible and maximised the use of growing space. This year's growing season will undoubtedly be our best in terms of produce. We are extremely grateful for the support we have received from WATES, Bridges Construction, and Arnold Laver in helping with free materials and labour at various points throughout the year.

All annual checks including the moveable walls service, PAT testing, emergency lighting, hot water urn, fire equipment/alarm, intruder alarm, gas safety certificate & pest control services have been completed.

## **VOLUNTEERS**

The Board of Directors extend their grateful thanks to all the volunteers who support the staff team to deliver the service seven days a week. There is a strong team of volunteers who all support the Centre in many ways. This year, volunteers have been recruited and supported



by our Community Navigator, Fionnuala. In total, 32 volunteers have supported the Centre in the last year.

At our Centre, we are proud to take on and support work experience placements. This year, we have had five placements from local high schools, colleges, and universities. Each placement spends a week with us, learning different roles and they gain a food hygiene certificate via our training provider which they keep for three years,

## **STAFFING**

There are 12 members of staff at the Dorothy Parkes Centre including three full time staff members. The team is led by the CEO, Robert Bruce, who is supported by Jodie Griffiths (Administrator), Fionnuala O'Brien (Community Navigator), Tessa Taylor (Bookkeeper), Vince Nelson & Ashley Green (Caretakers), Nicola Nolan (Cleaner), Nicky Pinnock (Senior Youth Worker), Jabeen Nabi, Haleema Kousar, Karl Blick (Youth Workers) and Paul Randall (Community Allotment Plot Lead). This year we said goodbye to Hugo Clarke (Youth Worker) and Karen Palmer (Community Allotment Project Coordinator). We wish them both every success in their future endeavours and thank them for their service at Dorothy Parkes Centre.

All staff are up-to-date with training covering First Aid, Fire Marshal, Safeguarding Adults, Safeguarding Children, Food Safety, Health & Safety, Data Protection and COVID-19 Infection, Prevention and Control. The Board of Directors would like to thank the staff team for their continued commitment to providing a service to the local community.

## **FINANCIAL REPORT**

### **Charitable Trust Funding**

None of the work carried out at the Dorothy Parkes Centre would be possible without the generous support of the following grant-making Charitable Trusts and businesses who all supported our Centre between April 2021 and March 2022:

Ratcliff Foundation  
Weston Charity Awards  
Power to Change - Community Business Renewal Fund  
Groundwork UK - Comic Relief Capacity Building Grants  
The National Lottery - Awards for All  
Harborne Parish Lands Charity  
FCC Communities Foundation  
SCVO Vision 2030 Community Mental Health Grant  
Cole Charitable Trust  
George Henry Collins  
The Grimmitt Trust  
The Saintbury Trust  
The Roger & Douglas Turner Trust  
The Rowlands Trust  
The G.J.W Turner Trust  
SCVO Vision 2030 Grant  
BBC Children in Need  
Sandwell MBC – Community Offer

Millennium Point Charitable Trust  
Arnold Clark Community Fund  
Lord Austin Trust  
This Girl Can Community Fund  
Power to Change - Powering Up  
The WATES Group  
Sandwell MBC - CIL Fund  
Goodenough Charitable Trust  
W.E.Dunn Trust  
Baron Davenport's Charity  
The Limoges Trust  
Sir John Sumner  
Geoff Hill Charitable Trust  
Black Country Consortium  
W.A. Cadbury Trust  
The Grantham Yorke Trust  
Arnold Laver  
Bridges Construction Limited



The financial position at the end of 2021/22 was a surplus of £46,272.

£239,006 was secured during this financial year. £88,130 of this funding was for core costs and £150,876 was restricted funding. Income gained from a combination of private and community room hire was £70,262, an increase of £44,541 on last year which was severely impacted due to COVID-19. We gained £1,134 from kitchen sales, which was an increase on last years amount of £110 but wasn't at full capacity again due to COVID-19. There was an increase of £1,487 in our own fundraising income compared to last year. We are still committed to doing more fundraising events and raising more funds for the Centre this year.

### **Reserves Policy**

The Charity has no guaranteed source of long-term income and hence aims to maintain reserves at the level required to fund one year's operations without additional charitable income. The merit of this policy has been seen in the past and we are attempting to rebuild our reserves to the desired level over the next three years. The balance held in unrestricted funds at 31<sup>st</sup> March 2022 was £97,182. A further £68,780 was held in restricted funds.

### **ORGANISATION**

The Charity is governed by a Board of Trustees, which delegates certain decisions to Trustees, Sub-committees, or Employees. The Charity employs a Chief Executive Officer who has delegated authority to take day-to-day decisions on the running and management of the Charity and to act as manager of other employees of the Centre. The Chief Executive Officer reports to the Board at each Board meeting.

### **Risk Management**

The Trustees have reviewed the major risks to which the charity is exposed and have established systems intended to mitigate those risks. These include:

- The operation of a scheme of delegation of decision-making between the Board, any subgroups of the Board set up for specific purposes and the Chief Executive Officer.
- The monitoring and review of operational decisions at Board meetings, which take place six times a year, now supported by a regular report.
- The monitoring and review of monthly management accounts by the Board.
- The maintenance of policies and procedures governing the key areas of activity and financial decision-making are reviewed and updated on an annual basis.
- The requirement for two named signatories to sign cheques on behalf of the Centre.
- The existence of contracts and service level agreements to govern working arrangements with our most significant partner organisations.

### **PLANS FOR THE FUTURE**

We have recently completed the support programme with Pilotlight as part of the Weston Charity Awards. Our intentions are to use the support to help us create a 5-year strategic and business plan and understand the resources we need and how we expect to generate income/funding. We want to be confident about our future after the next five years. We want to ensure that we recruit new Trustees, with skills gaps addressed and ensuring that tasks,

roles, and responsibilities are clear.

There are plans to further improve facilities within the Centre and to strengthen and increase staffing capacity. Our community will need support in this post COVID world and with the cost-of-living crisis. We intend on consulting with our community and local providers to ensure that we are offering as much support as possible. The launch of the Rewire project in September 2022 will be the first new project of the year and we will work hard to create new projects and ensure that current projects which are due to end can become sustainable.

## STATEMENT OF BOARD RESPONSIBILITIES

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are responsible and prudent;
- State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in existence.

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

This report was approved by the Board of Trustees on 20<sup>th</sup> October 2022, following approval of the annual accounts by the Board of Trustees on 23<sup>rd</sup> October 2022, and signed on its behalf by;



Date.....20.10.22.....

Mr Paul Martin (Chair)



**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE DOROTHY PARKES CENTRE  
FOR THE YEAR ENDED 31 MARCH 2022**

I report to the Charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 12 to 18.

**Responsibilities and basis of report**

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of your company'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 confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:



Name: Anna Madden 27/10/22

Relevant professional qualification or body: FCA

Address: Curo Chartered Accountants, Curo House, Greenbox, Westenhall Road, Stoke Prior, Bromsgrove, Worcestershire, B60 4AL

Date:

# THE DOROTHY PARKES CENTRE

## INCOME & EXPENDITURE ACCOUNT AND STATEMENT OF FINANCIAL ACTIVITIES, TO 31.03.2022

Incoming Resources	Notes	2021/22		2020/21	
		Unrestricted	Restricted	Total	Total
Voluntary Income		88,130	150,876	239,006	167,905
Charitable Activities	8	76,033	-	76,033	30,363
Bank Interest	4	95	-	95	160
Total Incoming Resources		164,258	150,876	315,134	198,428
<b>Expenditure</b>					
	Notes				
Cost of generating funds		115	-	115	363
Charitable Activities		121,538	146,634	268,172	128,111
Governance Costs		575	-	575	525
Total Expenditure		122,228	146,634	268,862	128,999
Surplus/(Deficit) for year		42,030	4,242	46,272	69,429
Gross transfer between funds		-	-	-	-
<b>Reconciliation of Funds</b>					
Total funds brought forward		55,151	64,538	119,689	50,260
Add surplus/(deficit)		42,030	4,242	46,272	69,429
Total funds carried forward	11	97,181	68,780	165,961	119,689

Details of incoming resources and resources used are given in the Notes to the Financial Statements.



**THE DOROTHY PARKES CENTRE  
BALANCE SHEET  
As at 31.03.2022**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2022	Prior Year 2021
<b>FIXED ASSETS</b>					
Tangible Assets	5	2,416	-	2,416	462
<b>CURRENT ASSETS</b>					
Debtors	6	17,855	-	17,855	9,740
Cash at bank & in hand	10	86,052	68,780	154,832	114,072
Total current assets		103,907	68,780	172,687	123,812
<b>LIABILITIES</b>					
Creditors - amounts falling Due within one year	7	9,142	-	9,142	4,585
Total net current assets		94,767	68,780	163,545	119,227
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
NET ASSETS		97,181	68,780	165,961	119,689
<b>Reserves</b>					
Unrestricted				97,182	55,151
Restricted	11			68,780	64,538
TOTAL CHARITY FUNDS				165,961	119,689

For the year ending 31<sup>st</sup> March 2022, the charity was entitled to exemption from audit 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 trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Trustees of the Dorothy Parkes Centre on 20<sup>th</sup> October 2022, and signed on behalf of the board:-

Mr Paul Martin (Chair)

Date: 20.10.22

## THE DOROTHY PARKES CENTRE

### Notes to the financial statements for the year ending 31<sup>st</sup> March 2022.

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The Charity has taken advantage of the provisions in the statement of recommended practice for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

##### **Income and Expenditure Account**

The Statement of Financial Activities (SoFA) on page 13 of these accounts is also the Income and Expenditure account. The Company has no unrealised gains or losses and consequently the net income and expenditure for the year is the same as the net movements of funds as shown in the SoFA.

##### **Incoming resources**

All incoming resources are included in the SoFA on an accruals basis when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Where restrictions are placed on incoming resources by the donor these are placed in restricted funds.

Since the charitable purposes of the Centre are based on running a community centre at the Dorothy Parkes Centre to promote activities promoting healthy living in mind, body and spirit, it has been decided that income generated from the use of the Centre for such activities should be classified as incoming resources from charitable activities and that this represents the most appropriate accounting policy.

Voluntary income consists of grants received or receivable. Grant applications are made to a wide range of funding bodies by the Chief Executive Officer.

##### **Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they are allocated to activities on a basis consistent with the use of the resources.

As the charitable objects of the Dorothy Parkes Centre include managing and administering the Centre, we consider that the majority of our costs, other than those which fall specifically under other expenditure categories under SORP (FRS 102), should be categorised as costs of charitable activities. These include the costs of maintaining the Centre and the salary costs of Centre staff as well as the costs of pursuing particular projects at the Centre. It is considered that this represents the most appropriate accounting policy for the disclosure of these transactions.



Governance costs include legal costs, the costs of preparing our annual accounts, the cost of independent examination and the costs of board and committee meetings. Although it is no longer a requirement under SORP (FRS 102) to show governance costs separately they have been shown in the SoFA as a matter of transparency and for the benefit of funders.

### **Tangible fixed assets and depreciation**

Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets less their estimated residual value, over their expected useful lives, at the following rates,

Computer equipment	33% p/a of cost
Office equipment	25% - 100% p/a of cost
Leasehold improvements	14.3% p/a of cost

Equipment purchased for a specific project is depreciated over the planned or expected life of the project.

Depreciation is charged from the year in which the asset is acquired. See Note 5.

### **Debtors**

Grants receivable are recognised when the Centre has met the conditions required to receive the grant but have not yet received the associated cash at the end of the financial year.

### **Creditors**

Customer security bonds represent amounts paid by those hiring rooms at the Centre. These amounts are repayable if the customer adheres to the agreed conditions of their room hire.

Deferred income represents amounts of cash received by the Centre in relation to grants awarded to the Centre for activities in future years.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in accordance with the charitable objects of the charity.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for specific purposes. The costs of raising and administering such funds are charged against the specific restricted fund. The aim and use of each material restricted fund is set out in Note 11, detailed analysis of movement of funds.

Funds are transferred from restricted to unrestricted funds to reflect the cost of tangible fixed assets purchased in full or in part from unrestricted funds. The net book value of the tangible fixed assets is held within the unrestricted funds. No such transfers have been made in the current year.

The Charity has no endowment funds.

## 2. TURNOVER

Turnover is attributable solely to continuing operations and derives from one activity, that of charitable activity within the Dorothy Parkes Centre.

## 3. OPERATING SURPLUS

This is stated after charging depreciation on owned assets of £960 in 2021/22 (£230 in 2020/21).

## 4. INVESTMENT INCOME

£95 investment income was earned in 2021/22, £160 in the preceding year.

## 5. TANGIBLE FIXED ASSETS

### (Equipment)

#### Cost

At 1st April 2021	38,656
Additions	2,914
Disposals	-
At 31st March 2022	<u>41,570</u>

#### Accumulated depreciation

At 1st April 2021	38,194
Charge for the year	960
Disposals	-
At 31st March 2022	<u>39,154</u>

Net book value at 31st March 2021	<u>462</u>
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<b>Net book value at 31st March 2022</b>	<b><u>2,416</u></b>
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## 6. DEBTORS

Amounts falling due within one year

	31st March 2022	31st March 2021
Trade debtors	13,158	5,472
Grants receivable	-	-
Taxation	-	-
Prepayments and accrued income	4,697	4,268
	<u>17,855</u>	<u>9,740</u>

**7. CREDITORS****31st March 2022****31st March 2021**

Amounts falling due within one year

Customer security bonds	-	-
Taxation and social security	2,905	1,312
Trade creditors	3,636	2,273
Deferred income	1,693	1,000
Receipts in advance	908	
	<u>9,142</u>	<u>4,585</u>

**8. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES****2021/22****2020/21**

Kitchen sales	1,134	110
Room hire	70,262	25,721
Fundraising	4,011	2,524
Sundry recharges	626	2,008
	<u>76,033</u>	<u>30,363</u>

**9. RESOURCES EXPENDED**

Resources expended include the following:-

Independent examiner's fee	600	600
Staff costs, including both salaried and agency staff:-		
Gross wages and salaries	132,054	78,713
Employers' National Insurance contributions	3,477	1,769
Employers' pension contributions	1,971	1,351

The average number of employees during 2021/22 was 3 full-time and 10 part-time employees, including agency staff. Staffing levels were consistent throughout the year.

**10. CASH HELD ON BEHALF OF THIRD PARTIES**

The Centre currently holds balances in its bank accounts on behalf of one community group.

The amount held at 31<sup>st</sup> March 2022 was £268 (£268 at 31<sup>st</sup> March 2021).



## 11. RESTRICTED FUNDS

### Detailed analysis of movement of funds for the year ended 31st March 2022

Fund	Opening balance	Income	Expenditure	Closing balance
Youth Work	3,085	-	645	2,440
BBC Children in Need	13,921	26,350	36,231	4,040
Maintenance Fund	447	18,538	18,985	-
CIL Fund	-	3,260	2,783	477
Elderly Projects	-	4,086	4,086	-
CRM Software	-	1,000	1,000	-
Energy Efficiency	1,042	-	1,042	-
Science Shows	-	20,000	7,977	12,023
Allotment Project	18,005	715	16,118	2,602
Creative Arts Fund	4,642	-	4,642	-
This Girl Can	-	10,000	5,908	4,092
Loss Matters	-	6,000	3,917	2,083
Baby Brunch	-	4,912	-	4,912
Youth - Uplands	-	5,000	-	5,000
Sandwell Healthy Lifestyle	-	4,764	-	4,764
Places of Welcome	-	1,500	513	987
Community Offer	23,396	44,751	42,787	25,360
	64,538	150,876	146,634	68,780

There were no transfers between funds