

Company no. 03876616
Charity no. 1093226

Upper Horfield Community Trust
Report and Unaudited Financial
Statements
31 March 2022



Upper Horfield Community Trust

Reference and administrative details

For the year ended 31 March 2022

Company number	03876616
Charity number	1093226
Registered office and operational address	The Community Centre Eden Grove Methodist Church Eden Grove Horfield Bristol BS7 0PQ
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Brenda Massey Susan Milestone Thomas Renhard James Wilson
Bankers	HSBC 27 Gloucester Road Bristol BS7 0SQ
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

Upper Horfield Community Trust

Report of the trustees

For the year ended 31 March 2022

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Structure, governance and management

Status

Upper Horfield Community Trust is a company limited by guarantee (registration number 03876616) incorporated on 12 November 1999 and granted charitable status by the Charity Commission under number 1093226.

Organisation

The trustees as charity trustees have control of the charity and its property and funds. The trustees when complete, consist of at least three and not more than twelve individuals, all of whom must be members. One third of the trustees must retire at each AGM.

The Directors

The board of directors, who are trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Public benefit

The trustees have complied with their duty under Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Recruitment and appointment of trustees

The trustees are appointed by election from the people of the defined area at the Annual General Meeting. To qualify, each trustee must live or work in the defined area. The term of office is 3 years. A third of the trustees stand down each year but may stand for re-election. The trustees may co-opt two members with required skills from outside the defined area. These are 1 year appointments. The trustees may fill vacancies that arise until the following AGM. The trustees approach members of the community with the required knowledge and skills to run the trust to encourage them to stand for election. This is not always successful.

Objectives and activities

Objects of the Charity:

- To promote and benefit the people of Upper Horfield without distinction of sex, of political, religious or other opinions, by associating the local authorities, voluntary organisations and people in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation, and to provide childcare with the object of improving the conditions of life of the said people;
- To establish or to secure the establishment of a centre in Upper Horfield and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a centre for activities promoted by the charity and its constituent bodies in furtherance of the above objects; and
- The charity shall be non-party in politics and non-sectarian in religion.

Upper Horfield Community Trust

Report of the trustees

For the year ended 31 March 2022

Summary of main objectives in relation to the above objects

- To continue to provide high quality cohesive community services and facilities;
- To liaise with partner agencies to enable the provision of additional services;
- To provide self-help opportunities for members of the local community;
- To provide a focal point and a voice for local residents; and
- To ensure our activities are environmentally sustainable.

Report from the Chair, Revd Canon James Wilson

This set of accounts cover the second year affected by COVID-19. This continued to be a very difficult period for Upper Horfield Community Trust.

During the year the charity continued to review its financial position and approach to aspects of service delivery and reconfigured this to put the charity on a more sustainable footing. As is shown in this set of accounts, we have managed to maintain an improved cash position for the trust.

During the financial year, we have:

- Supported bookings that enabled vital training to be delivered to key workers and members of the local community;
- Supported community groups to meet within COVID-19 safe guidelines. This included groups for local mums and their babies, acting workshops for young people and adults, yoga for pregnant women, and other activities; and
- The classes are running well, with emphasis on the fitness of the elderly and opportunities for those with mental health issues to meet in a supportive environment. The gentle exercise class has continued to run well with its new tutor for parts of the year.

Financial review

For the year ended 31 March 2022, incoming resources were £34,556 (2021: £44,819) and resources expended were £40,676 (2021: £44,157), resulting in a deficit of £6,120 (2021: surplus for the year of £662). Total funds at 31 March 2022 were £71,997, which were fully unrestricted (2021: £78,117).

Reserves policy

The trustees are working to build up and then maintain reserves which are equivalent to two months trading, which is the equivalent of £10,000. This is to cover any liabilities of payments to staff if the trust was to stop its activities. Any end of year surplus is transferred to the reserves to make up this amount. Unrestricted general reserves at 31 March 2022 were £13,570 meaning the trust has met its reserves target. The trustees, therefore, consider the trust to be a going concern.

Upper Horfield Community Trust

Report of the trustees

For the year ended 31 March 2022

Plans for future periods

Plans for the next financial year are to continue to secure sustainable development and income streams to safeguard the charity into the uncertain economic future and continue our aims of last year:

- To formalise relationships with Eden Grove Methodist Church;
- To bring a more varied programme of events and courses to build up our community, by supporting our elderly to remain active and feel secure in their homes;
- To provide further volunteering opportunities for local people, to support them in maintaining and developing skills for work including a Jobs club;
- To promote the Upper Horfield Community Gardening Club and highlight environmental issues facing our community;
- To continue to develop our range of activities and classes for local people with an emphasis on building diversity and accessibility; and
- To secure proper investment in our youth.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which 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 for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Upper Horfield Community Trust

Report of the trustees

For the year ended 31 March 2022

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year.

Approved by the trustees on 14 December 2022 and signed on their behalf by

Thomas Renhard

Thomas Renhard - Trustee

Independent examiner's report

To the trustees of

Upper Horfield Community Trust

I report to the trustees on my examination of the accounts of Upper Horfield Community Trust (the charitable company) for the year ended 31 March 2022, which are set out on pages 7 to 18.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company 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 the charitable 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.

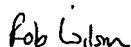
Independent examiner's statement

Godfrey Wilson Limited have provided payroll services to the charitable company for this financial year. I confirm that as a member of the ICAEW I am subject to the FRC's Revised Ethical Standard 2016, which I have applied with respect to this engagement.

I have completed my examination. I confirm that no material 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 charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Date: 14 December 2022

Rob Wilson FCA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Upper Horfield Community Trust

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2022

	Note	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Income from:					
Donations	3	-	6,141	6,141	26,141
Charitable activities	4	-	28,414	28,414	18,066
Other trading activities		-	1	1	612
Total income		-	34,556	34,556	44,819
Expenditure on:					
Charitable activities		-	40,676	40,676	44,157
Total expenditure	6	-	40,676	40,676	44,157
Net income / (expenditure) and net movement in funds	7	-	(6,120)	(6,120)	662
Reconciliation of funds:					
Total funds brought forward		-	78,117	78,117	77,455
Total funds carried forward		-	71,997	71,997	78,117

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 14 to the accounts.

Upper Horfield Community Trust

Balance sheet

As at 31 March 2022

	Note	£	2022 £	2021 £
Fixed assets				
Tangible assets	10		58,427	64,879
Current assets				
Debtors	11	3,968		925
Cash at bank and in hand		<u>14,063</u>		<u>13,780</u>
		18,031		14,705
Liabilities				
Creditors: amounts falling due within 1 year	12	<u>(4,461)</u>		<u>(1,467)</u>
Net current assets			<u>13,570</u>	<u>13,238</u>
Net assets	13		<u><u>71,997</u></u>	<u><u>78,117</u></u>
Funds	14			
Unrestricted funds				
Designated funds			34,020	37,421
Revaluation reserve			24,407	27,458
General funds			<u>13,570</u>	<u>13,238</u>
Total charity funds			<u><u>71,997</u></u>	<u><u>78,117</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

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

Approved by the trustees on 14 December 2022 and signed on their behalf by

Thomas Renhard

Thomas Renhard - Trustee

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Upper Horfield Community Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated in full to charitable activities on the basis that the charity does not undertake any direct fundraising activities.

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Buildings	5% straight line
Equipment	33.3% straight line

Items of equipment are capitalised where the purchase price exceeds £500.

j) 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.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l) Creditors

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.

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

o) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The rates in use are disclosed in note 1(i).

2. Prior period comparatives: statement of financial activities

	Restricted	Unrestricted	2021 Total
	£	£	£
Income from:			
Donations	-	26,141	26,141
Charitable activities	-	18,066	18,066
Other trading activities	-	612	612
Total income	-	44,819	44,819
Expenditure on:			
Charitable activities	-	44,157	44,157
Total expenditure	-	44,157	44,157
Net income and net movement in funds	-	662	662

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

3. Income from donations

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Donations	-	1,276	1,276	676
Grants	-	4,865	4,865	25,465
	-	6,141	6,141	26,141

All income from donations in the prior year was unrestricted.

4. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Rental and hire income	-	23,354	23,354	15,296
Events and activities	-	5,060	5,060	2,770
	-	28,414	28,414	18,066

All income from charitable activities in the prior year was unrestricted.

5. Government grants

The charitable company receives government grants, defined as funding from Bristol City Council and the Coronavirus Job Retention Scheme. The total value of such grants in the period ended 31 March 2022 was £4,865 (2021: £25,064). There are no unfulfilled conditions or contingencies attaching to these grants in the current period.

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £
Salaries (note 8)	-	17,844	-	17,844
Classes and activities	-	771	-	771
Centre management	-	14,409	-	14,409
Depreciation	-	-	6,452	6,452
Independent examination	-	-	1,200	1,200
Sub-total	-	33,024	7,652	40,676
Allocation of support and governance costs	-	7,652	(7,652)	-
Total expenditure	-	40,676	-	40,676

Total governance costs were £1,200 (2021: £1,080).

Prior period comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2021 Total £
Salaries (note 8)	-	20,565	-	20,565
Classes and activities	-	420	-	420
Centre management	-	15,640	-	15,640
Depreciation	-	-	6,452	6,452
Independent examination	-	-	1,080	1,080
Sub-total	-	36,625	7,532	44,157
Allocation of support and governance costs	-	7,532	(7,532)	-
Total expenditure	-	44,157	-	44,157

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

7. Net movement in funds

This is stated after charging:

	2022 £	2021 £
Depreciation	6,452	6,452
Operating lease payments	2,685	5,583
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	25	Nil
Independent examiners' remuneration		
▪ Independent examination	1,200	1,080
▪ Other services	564	210

Trustees' reimbursed expenses relating to one trustee consist of printing costs incurred for the charitable activities of the charity.

8. Staff costs and numbers

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	17,844	19,041
Employer pensions	-	204
Redundancy	-	1,320
	<u>17,844</u>	<u>20,565</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the trustees. They did not receive any remuneration for their services during the current or prior year.

Redundancy payments in the prior year comprise a statutory payment to one employee, from general funds.

	2022 No.	2021 No.
Average head count	<u>2.9</u>	<u>2.5</u>

9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

10. Tangible fixed assets

	Buildings £	Total £
Cost		
At 1 April 2021	129,049	129,049
Additions in year	-	-
At 31 March 2022	<u>129,049</u>	<u>129,049</u>
Depreciation		
At 1 April 2021	64,170	64,170
Charge for the year	<u>6,452</u>	<u>6,452</u>
At 31 March 2022	<u>70,622</u>	<u>70,622</u>
Net book value		
At 31 March 2022	<u>58,427</u>	<u>58,427</u>
At 31 March 2021	<u>64,879</u>	<u>64,879</u>

Buildings were stated at deemed cost on transition to FRS 102 based on an independent valuation carried out in the year ended 31 December 2011. The historical cost of the buildings is £68,030.

11. Debtors

	2022 £	2021 £
Trade debtors	3,707	825
Other debtors	<u>261</u>	<u>100</u>
	<u>3,968</u>	<u>925</u>

12. Creditors : amounts due within 1 year

	2022 £	2021 £
Trade creditors	3,149	93
Accruals	1,200	1,080
Tax and social security	<u>112</u>	<u>294</u>
	<u>4,461</u>	<u>1,467</u>

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

13. Analysis of net assets between funds

	Restricted funds £	Designated funds £	Revaluation reserve £	General funds £	Total funds £
Tangible fixed assets	-	34,020	24,407	-	58,427
Current assets	-	-	-	18,031	18,031
Current liabilities	-	-	-	(4,461)	(4,461)
Net assets at 31 March 2022	-	34,020	24,407	13,570	71,997
Prior period comparative					
	Restricted funds £	Designated funds £	Revaluation reserve £	General funds £	Total funds £
Tangible fixed assets	-	37,421	27,458	-	64,879
Current assets	-	-	-	14,705	14,705
Current liabilities	-	-	-	(1,467)	(1,467)
Net assets at 31 March 2021	-	37,421	27,458	13,238	78,117

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

14. Movements in funds

	At 1 April 2021 £	Income £	Expenditure £	At 31 March 2022 £
Unrestricted funds				
Designated funds:				
Building depreciation fund	37,421	-	(3,401)	34,020
Revaluation reserve	27,458	-	(3,051)	24,407
General funds	13,238	34,556	(34,224)	13,570
Total unrestricted funds	78,117	34,556	(40,676)	71,997
Total funds	78,117	34,556	(40,676)	71,997

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
Unrestricted funds				
Designated funds:				
Building depreciation fund	40,822	-	(3,401)	37,421
Revaluation reserve	30,509	-	(3,051)	27,458
General funds	6,124	44,819	(37,705)	13,238
Total unrestricted funds	77,455	44,819	(44,157)	78,117
Total funds	77,455	44,819	(44,157)	78,117

Purposes of designated funds

Building depreciation fund

This represents the net book value of fixed assets not held within the revaluation reserve.

Upper Horfield Community Trust

Notes to the financial statements

For the year ended 31 March 2022

15. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2022 £	2021 £
Amount falling due:		
Within 1 year	-	2,270
Within 1 - 5 years	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>2,270</u>

16. Related party transactions

There were no related party transactions within the current or prior year.