

**REGISTERED COMPANY NUMBER: 04804835**

**REGISTERED CHARITY NUMBER: 1100754**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2021  
FOR  
PONTEFRACT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**PONTEFRAC T FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

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FOR THE YEAR ENDED 31 MARCH 2021**

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**PONTEFRACT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Status**

The organisation is a charitable company limited by guarantee, incorporated on 19 June 2003 and registered as a charity on 17 November 2003

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Board of Trustees are elected with a requirement that one-third retire at each AGM. Retiring Trustees are eligible for re-election.

**Board of Trustees**

H. M. Franc	J. Phillips
D.F. Hughes	J. Thomas
J. Hughes	J. Lythcoe
B. Upadhyay	

**Secretary**

S. Phillips

**Registered Office and Operational Address**

4 Harropwell Lane  
Pontefract  
West Yorkshire  
WF8 1QY

**Accountants**

Stephens Accountancy Services Ltd  
32 Gillygate  
Pontefract  
West Yorkshire  
WF8 1PQ

**Bankers**

Barclays Bank Plc  
5 Market Place  
Pontefract  
WF8

**Solicitors**

Maurice Smiths  
Norwood House  
Stuart Road  
Pontefract  
WF8 1BT

**PONTEFRACT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2021.

Legal and administrative information set out on page 1 forms part of the report. The financial statements comply with the current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

**AIM AND PURPOSE**

The purpose of the Pontefract Family Centre is to provide, in a safe and caring environment, adults with learning difficulties leisure, recreational and educational opportunities which are meaningful, testing, rewarding and confidence building. This is aimed at enhancing the lives of those who would otherwise be denied access to such opportunities.

**OBJECTIVES AND ACTIVITIES**

The centre has operated out of premises at 4 Harropwell Lane, Pontefract for approximately 30 years.

The Company is administered by the Board of Directors / Trustees who, at monthly meetings, plan to ensure activities will contribute to the aims set out whilst also taking into consideration the Charity Commission's general guidance on public benefit. All members give their time voluntarily and receive no benefit other than those set out in Note 5 to the accounts.

The Trustees delegate the day-to-day responsibility for organising and administering the Charity to the Centre Manager and his senior staff.

Our activities are as follows:-

- Day Opportunities
- Gateway (Social Club)
- Bowling
- Pool Club
- Sports / Football Club

Our Equal Opportunities Policy continues to be exercised demonstrating our determined attitude to practicing equal opportunities in all aspects of our work.

**ORGANISATION**

The Trustees delegate the day-to-day responsibility for organising and administering the Charity to the Centre Manager and his senior staff.

**DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

The centre has been operating out of Pontefract for approximately 36 years.

**PONTEFRACCT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

**ACHIEVEMENTS AND PERFORMANCE**

Based on our mission statement, the Centre has had another satisfactory year by continuing to provide a high quality service to its members.

During the year and within Day Opportunities, many well attended outside visits have been undertaken, e.g, theme parks, theatres, museums etc.

All Monday to Thursday evening activities continue to be well attended.

We have also continued to fulfil our contractual obligations to W.M.D.C., our major provider of funds.

**FINANCIAL REVIEW**

WMDC grant income has remained the same. An additional grant was received to cover the Artisan baker's wages.

A meeting with the Authority took place in 2019/20 to discuss an uplift on the funding. It was confirmed that an increase from April 2020 of 1.5%

**RESERVES POLICY**

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserves') held by the charity should approximate to one quarter of the annual resources expended. This would provide sufficient funds to cover management, administration and support costs and respond to emergencies as they arise. At the present time, free reserves do not reach this target, however the trustees are continuing to seek additional funds from any available sources and keep costs under regular review.

**PONTEFRACCT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 incoming resources and application of resources and application of resources of the charity for that period. In preparing these financial statements the trustees are required to:-

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

The trustees are responsible for keeping proper accounting records that 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 Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They 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.

**SMALL COMPANIES PROVISIONS**

This report has been prepared in accordance with the special provisions for the small companies under the Companies Act 2006.

Registered Office:

Signed by order of the Trustees

4 Harropwell Lane  
Pontefract  
West Yorkshire  
WF8 1QY

**J HUGHES - DIRECTOR**

Approved by the Trustees on: 20 December 2021.

**PONTEFRACCT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS**

We report on the accounts for the year ended 31 March 2021 set out on pages 6 to 12.

**Respective responsibilities of Trustees and Examiner**

As the charity trustees, you are responsible for the preparation of accounts: you consider that the audit requirements of section 43(2) of the Charities Act 1993 (CA 1993) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of CA 1993, whether particular matters have come to our attention.

**Basis of Independent Examiners' report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a **comparison of the accounts presented with those records. It includes consideration of any unusual items** or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, we do not express an audit opinion on the view given by the accounts.

**Independent Examiners' qualified statement**

These accounts have been prepared from the accounting records, information and explanations provided to us. We are satisfied that the accounts fully comply with the accounting requirements of the Charities Act 1993.

In connection with our examination, no matter has come to our attention:

1. which gives reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of CA 1993; and to prepare accounts which accord and comply with the accounting records and to comply with the accounting requirements of CA 1993 have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Stephens Accountancy Services Ltd**

.....

Southgate Business Centre  
32 Gillygate  
Pontefract  
WF8 1PQ

**PONTEFRACCT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2021**

		Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	Notes	£	£	£	£
<b>Incoming Resources</b>					
<i>Incoming resources from Generated funds:</i>					
<i>Voluntary Income:</i>					
Grants and donations	2	159,559		159,559	132,458
<i>Investment income</i>	3				
		<u>159,559</u>		<u>159,559</u>	<u>132,458</u>
<b>Incoming resources from Charitable Activities</b>					
Activity Fees		7,153		7,153	42,369
Catering		1,529		1,529	5,432
		<u>8,682</u>		<u>8,682</u>	<u>47,801</u>
<b>Total incoming resources</b>		<u>168,241</u>		<u>168,241</u>	<u>180,259</u>
<b>Resources expended</b>	4				
<i>Costs of generating funds:</i>					
Fundraising costs of grants and donations					
<i>Charitable activities:</i>					
Operation of the centre		111,275		111,275	167,367
Governance costs		2,860		2,860	3,158
<b>Total resources expended</b>		<u>114,135</u>	<u>0</u>	<u>114,135</u>	<u>170,525</u>
<b>Net income / (expenditure) for the year before transfers</b>		54,106		54,106	9,734
<b>Gross transfers between funds</b>		<u>54,106</u>	<u>0</u>	<u>54,106</u>	<u>9,734</u>
<i>Reconciliation of funds</i>					
Total funds brought forward		163,917	216,370	380,287	
<b>Total funds carried forward</b>		<u>218,023</u>	<u>216,370</u>	<u>434,393</u>	

All the amounts above are derived from continuing operations and the Centre has no recognised gains or losses other than those passing through the Statement of Financial Activities.

(The notes on pages 8 to 12 from part of these accounts)



**PONTEFRACCT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET AT 31 MARCH 2021**

	Notes	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	6		215,286.00		208,675.00
<b>CURRENT ASSETS</b>					
Stock		100.00		100.00	
Debtors	7	134,661.00		128,919.00	
Cash in Bank		67,745.00		37,421.00	
Cash in Hand		55.00		92.00	
		<u>202,561.00</u>		<u>166,532.00</u>	
<b>CREDITORS</b>					
Amounts falling due within one year:	8	<u>-240.00</u>		<u>-240.00</u>	
<b>NET CURRENT ASSETS</b>			202,321.00		166,292.00
<b>CREDITORS</b>					
Amounts falling due after one year	9		-27,995.00		-37,103.00
<b>NET ASSETS</b>			<u><u>389,612.00</u></u>		<u><u>337,864.00</u></u>
<b>FUNDS</b>					
Unrestricted			249,128.00		197,380.00
Restricted	10		216,370.00		216,370.00
Revaluation reserve			<u>-75,886.00</u>		<u>-75,886.00</u>
			<u><u>389,612.00</u></u>		<u><u>337,864.00</u></u>

For the year ending 31 March 2021, the company 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 director's acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Charities Act 1993.

These financial statements were approved by the members of the Board on 20 December 2021 and are signed on their behalf by:

..... **J HUGHES - DIRECTOR**

**The notes on pages 8 to 12 form part of these financial statements**

**PONTEFRAC T FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**1 ACCOUNTING POLICIES**

**1.1 Basis of Preparation of Accounts**

The accounts are prepared under the historical cost convention and include the results of the Charity's operations which are described in the Trustee's Report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice for the charity records.

The charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

**1.2 Tangible Fixed assets to use by the Charity**

Tangible Fixed Assets for use by the Charity are stated at cost less depreciation where appropriate.

No depreciation is provided on freehold buildings. It is the policy of the charity to maintain these at least to their current standard and to charge to the income and expenditure account the cost of maintenance as incurred. In the opinion of the Trustees, the resulting charge would not differ materially from that had the freehold buildings been depreciated.

Depreciation is charged on Equipment, Fixtures & Fittings at 10% reducing balance per annum and on the motor vehicle at 25% reducing balance per annum.

**1.3 Income**

Income and donations are accounted for as received by the charity. No permanent endowments have been received in the period.

**1.4 Value Added tax**

Value Added Tax is not recoverable by the charity and as such is included in the relevant costs in the statement of Financial Activities.

**1.5 Management and Administration Expenditure**

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity. This includes costs of renting and running office premises, staff salaries for administration staff and accounting fees.

**PONTEFRACCT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**2 VOLUNTARY INCOME**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Donations and Gifts	1,002	1,396
Local Authority Grants	130,386	115,900
Other Grants	28,171	15,162
Restricted Grants and Donations	-	-
	<b>159,559</b>	<b>132,458</b>

**3 INVESTMENT INCOME**

All of the Centre's investment income arises from the interest bearing deposit accounts.

**4 TOTAL RESOURCES EXPENDED**

	<b>Fund Raising</b>	<b>Operation of Centre</b>	<b>Governance</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Holiday & Activity Expenses		884			9,123
Catering		2,272			12,779
Travel & Volunteer Expenses		3,116			6,950
Salaries		84,221			111,072
Rates		1,457			2,344
Light & Heat		4,149			8,731
Telephone & Fax		1,196			1,187
Printing, Postage, Stationery & Advertising		734			387
Insurance		4,875			5,685
Training fees		0			180
Repairs & Renewals		3,067			4,189
Accountancy			2,580		2,880
Professional Fees			280		278
Depreciation		2,967			1,817
Sundry Expenses		2,337			2,923
	-	111,275	2,860	0	170,525

**PONTEFRACT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**5 STAFF COSTS**

No remuneration or expenses were paid to the Trustees in the year.

The staff costs were:

2021	2020
£	£
84,221	111,072

Wages & Salaries

No employees had emoluments in excess of £60,000 (2021 - nil).

The average weekly number of staff employed by the charity during the year was as follows:

2021	2020
8	9
1	1
10	10

Charitable Activities

Management & Administration

Additionally, the Centre had a pool of approximately 6 unpaid volunteer staff available throughout the year.

**6 TANGIBLE FIXED ASSETS FOR USE BY THE CHARITY**

	Freehold Property £	Equipment Fixtures & Fittings £	Motor Vehicles £	Total £
Used directly for charitable purposes:				
<b>Cost</b>				
At 1 April 2020	200,000	26,304	8,000	234,304
Additions	-	9,578	-	9,578
Disposal				
Revaluation	-	-	-	-
At 31 March 2021	200,000	35,882	8,000	243,882
<b>Depreciation</b>				
At 1 April 2020	-	21,473	4,156	25,629
Charge for the year	-	2,006	961	2,967
Depreciation on disposal				
At 31 March 2021	-	23,479	5,117	28,596
<b>Net Book Value</b>				
At 31 March 2021	200,000	12,403	2,883	215,286
At 31 March 2020	200,000	5,367	5,125	212,447

**PONTEFRAC T FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES FOR THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**7 DEBTORS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Associated Companies	134,661	128,919

**8 CREDITORS: AMOUNTS DUE WITHIN ONE YEAR**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals	240	240

**9 CREDITORS: AMOUNT DUE AFTER ONE YEAR**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Bank Loan	27,995	37,103

**10 RESTRICTED FUNDS**

	<b>Balance 01/04/2020</b>	<b>Movement in Incoming</b>	<b>Resources Outgoing</b>	<b>Balance 31/03/2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Strategic Fund	12,947			12,947
Building Furbishment Fund	8,830			8,830
Lottery Building Fund	166,814			166,814
Minibus Appeal Fund	15,665			15,665
Office Equipment Fund	70			70
Computer Room Fund	4,750			4,750
Hydrotherapy Unit Fund	7,500			7,500
Bakery Project Fund	-206			-206
	216,370	0	0	216,370

**PONTEFRACCT FAMILY CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**10 RESTRICTED FUNDS (CONT..)**

The Strategic Fund represents the balance of monies received several years ago which the Trustees with the agreement of the Donors where necessary, have allocated the funds for development of the Centre.

The Building Furbishment Fund represents the balance of a donation from Lloyds/TSB Foundation towards costs of furniture, fittings and equipment for new and renovated premises.

The Lottery Building Fund represents monies received from the National Lottery Charities Board for the building alterations.

The Minibus Appeal Fund represents donations made towards the cost of a replacement minibus and additional funding transferred from the Strategic Fund.

The Office Equipment Appeal Fund represents the initial donation of £70 towards a replacement Word Processor held as restricted funds.

The Computer Room Fund represents donations made to set up a computer room from which members can develop motor skills, learn how to use computers, develop computer technology experience and skills and enjoy playing games.

Hydrotherapy Unit Fund represents a donation of £7,500 received from UK Coal for the purchase of a massage waterbed.

Bakery Project Fund represents monies raised toward the Bakery Project through events and grants.

**11 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible Fixed Assets £</b>	<b>Net Current Assets £</b>	<b>Total £</b>
<b>Restricted Funds</b>			
Strategic Fund		12,947	12,947
Building Furbishment Fund	8,830		8,830
Lottery Building Fund	166,814		166,814
Minibus Appeal Fund	15,665		15,665
Office Equipment Fund		70	70
Computer Room Fund	4,750		4,750
Hydrotherapy Unit Fund	7,500		7,500
Bakery Project Fund		-206	-206
<b>Unrestricted Funds</b>			
Building Fund	62,000		62,000
Revenue Reserves	51,748	197,369	249,117
Revaluation of Freehold Property	-75,886		-75,886
	241,421	210,180	451,601

**12 COMPANY LIMITED BY GUARENTEE**

The liability of the members is limited to £1.00