

REGISTERED COMPANY NUMBER: 04804835

REGISTERED CHARITY NUMBER: 1100754

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2023
FOR
PONTEFRACT FAMILY CENTRE
COMPANY LIMITED BY GUARANTEE**

**PONTEFRACT FAMILY CENTRE
COMPANY LIMITED BY GUARANTEE**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

	Page
Legal & Administrative Information	1
Trustees Annual Report	2 - 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 - 12

**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 2023

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2023.

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 38 years.

**PONTEFRACCT FAMILY CENTRE
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

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 2023

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: 24 August 2023.

**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 2023 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 2023**

		Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	Notes	£	£	£	£
Incoming Resources					
<i>Incoming resources from Generated funds:</i>					
<i>Voluntary Income:</i>					
Grants and donations	2	133,793		133,793	123,381
<i>Investment income</i>	3				
		<u>133,793</u>		<u>133,793</u>	<u>123,381</u>
Incoming resources from Charitable Activities					
Activity Fees		33,977		33,977	38,720
Catering		7,333		7,333	5,412
		<u>41,310</u>		<u>41,310</u>	<u>44,132</u>
Total incoming resources		<u>175,103</u>		<u>175,103</u>	<u>167,513</u>
Resources expended	4				
<i>Costs of generating funds:</i>					
Fundraising costs of grants and donations					
<i>Charitable activities:</i>					
Operation of the centre		137,726		137,726	166,760
Governance costs		5,687		5,687	5,151
Total resources expended		<u>143,413</u>	<u>0</u>	<u>143,413</u>	<u>171,911</u>
Net income / (expenditure) for the year before transfers		31,690		31,690	-4,398
Gross transfers between funds		<u>31,690</u>	<u>0</u>	<u>31,690</u>	<u>-4,398</u>
<i>Reconciliation of funds</i>					
Total funds brought forward		213,525	216,370	429,895	
Total funds carried forward		<u>245,215</u>	<u>216,370</u>	<u>461,585</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 2023

	Notes	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	6		213,783.00		213,324.00
CURRENT ASSETS					
Stock		100.00		100.00	
Debtors	7	134,648.00		134,146.00	
Cash in Bank		103,376.00		57,927.00	
Cash in Hand		44.00		98.00	
		<u>238,168.00</u>		<u>192,271.00</u>	
CREDITORS					
Amounts falling due within one year:	8	<u>-30,158.00</u>		<u>-3,989.00</u>	
NET CURRENT ASSETS			208,010.00		188,282.00
CREDITORS					
Amounts falling due after one year	9		-7,977.00		-18,299.00
NET ASSETS			<u>413,816.00</u>		<u>383,307.00</u>
FUNDS					
Unrestricted			273,332.00		242,823.00
Restricted	10		216,370.00		216,370.00
Revaluation reserve			-75,886.00		-75,886.00
			<u>413,816.00</u>		<u>383,307.00</u>

For the year ending 31 March 2023, 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 24 August 2023 and are signed on their behalf by:

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

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

**PONTEFRACCT FAMILY CENTRE
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

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 2023**

2 VOLUNTARY INCOME

	2023	2022
	£	£
Donations and Gifts	5,030	831
Local Authority Grants	123,763	117,870
Other Grants	5,000	4,680
Restricted Grants and Donations	-	-
	133,793	123,381

3 INVESTMENT INCOME

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

4 TOTAL RESOURCES EXPENDED

	Fund Raising	Operation of Centre	Governance	Total 2023	Total 2022
	£	£	£	£	£
Holiday & Activity Expenses		13,397			32,306
Catering		5,102			5,582
Travel & Volunteer Expenses		6,685			4,941
Salaries		92,892			102,124
Rates		1,837			931
Light & Heat		4,052			3,744
Telephone & Fax		948			921
Printing, Postage, Stationery & Advertising		824			1,066
Insurance		5,509			5,463
Training fees		354			400
Repairs & Renewals		8,954			4,907
Accountancy			2,880		2,880
Professional Fees			2807		2271
Depreciation		1,527			1,962
Sundry Expenses		2,873			2,413
Profit/Loss on disposal		-7,228			0
	-	137,726	5,687	0	171,911

**PONTEFRACCT FAMILY CENTRE
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

5 STAFF COSTS

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

The staff costs were:

	2023	2022
	£	£
Wages & Salaries	92,892	102,124

No employees had emoluments in excess of £60,000 (2023 - nil).

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

	2023	2022
Charitable Activities	8	8
Management & Administration	1	1
	<u>9</u>	<u>9</u>

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:				
Cost				
At 1 April 2022	200,000	35,882	8,000	243,882
Additions	-	298	3,850	4,148
Disposal			-8,000	-8,000
Revaluation	-	-	-	-
At 31 March 2023	<u>200,000</u>	<u>36,180</u>	<u>3,850</u>	<u>240,030</u>
Depreciation				
At 1 April 2022	-	24,720	5,838	30,558
Charge for the year	-	1,126	401	1,527
Depreciation on disposal			-5,838	-5,838
At 31 March 2023	<u>-</u>	<u>25,846</u>	<u>401</u>	<u>26,247</u>
Net Book Value				
At 31 March 2023	<u>200,000</u>	<u>10,334</u>	<u>3,449</u>	<u>213,783</u>
At 31 March 2022	<u>200,000</u>	<u>11,162</u>	<u>2,162</u>	<u>213,324</u>

**PONTEFRACCT FAMILY CENTRE
COMPANY LIMITED BY GUARANTEE**

**NOTES FOR THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

7 DEBTORS

	2023	2022
	£	£
Associated Companies	132,646	132,646
EON Debtor	2,002	1,500

8 CREDITORS: AMOUNTS DUE WITHIN ONE YEAR

	2023	2022
	£	£
Accruals	240	240
Trade creditors	29,918	3399
Other creditor	0	350

9 CREDITORS: AMOUNT DUE AFTER ONE YEAR

	2023	2022
	£	£
Bank Loan	7,977	18,299

10 RESTRICTED FUNDS

	Balance 01/04/2022	Movement in Incoming	Resources Outgoing	Balance 31/03/2023
	£	£	£	£
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 2023**

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

	Tangible Fixed Assets £	Net Current Assets £	Total £
Restricted Funds			
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
Unrestricted Funds			
Building Fund	62,000		62,000
Revenue Reserves	30,509	242,912	273,421
Revaluation of Freehold Property	-75,886		-75,886
	<u>220,182</u>	<u>255,723</u>	<u>475,905</u>

12 COMPANY LIMITED BY GUARENTEE

The liability of the members is limited to £1.00