

Registered Company Number: 5012490

Registered Charity Number: 1104088

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS AND ANNUAL REPORT

Year Ended 31 March 2021

Registered Charity Number: 1104088
Registered Company Number: 5012490

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report and accounts
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QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Reference and Administrative Information

Charity Number

1104088

Company Number

5012490

Directors and Trustees

Hugh Warner	Chair
Rhys Buchan	resigned 27 October 2020
Christine Birkett	Personnell Sub-Committee Member
Louise Harrop	
Dr Geoffrey Jones	
Rosemary Lamburn	
Richard Tilley	
Barbara Woodhead	
Hazel Woods	
Cllr. Helen Hall	ESBC nominee Cllr Burton Ward
Cllr. Ali Chaudhry	ESBC nominee Cllr Anglesey Ward

Company Secretary

Hugh Warner

Reporting Accountant

D Alexander & Co Ltd
12 Granary Wharf Business Park
Wetmore Road
Burton upon Trent
Staffordshire
DE14 1DU
Tel - 01283 743851

Bankers

Unity Trust Bank Plc
PO Box 1487
Stafford
ST16 3GJ
Tel - 0345 140-1000

Registered office

Queen Street Neighbourhood Resource Centre
Queen Street
Burton Upon Trent
Staffs
DE14 3LW
Tel - 01283 743744

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

The Trustees present their report, together with the Financial Statements of the Charitable Company for the year ended 31 March 2021. This report represents a trustees' report in accordance with the Charities Act.

The trustees have adopted 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 for Smaller Entities (the FRSSE) (effective 1 January 2015).

The reference and administrative information on page 1 forms part of this report.

Structure, Governance and Management

Governing Document

The Queen Street Neighbourhood Resource Centre is a charitable company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. It was incorporated on 12 January 2004 and registered as a charity on 2 June 2004. The charity was established under a memorandum and articles of association which establishes the objects and powers of the charitable company and is governed under its articles of association. In the event of winding up the members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Directors

The Trustees of the company make up the Board of Directors which is elected each year by the members of the Charity. In addition, three nominees from East Staffordshire Borough Council hold office as Trustees and Directors. The Chair is elected by the Trustees from among their number immediately following the Annual General Meeting.

Trustees receive no remuneration for their work as trustees but are reimbursed for their out of pocket expenses, as claimed on an official form.

Trustee Induction and Training

When a new trustee is appointed they are provided with a pack which contains:

- Copies of the company's memorandum and articles of association.
- Copy of the most recent annual report and accounts.
- Copy of minutes of previous trustee meetings.
- Copy of Charity Commission guidance "The Essential Trustee"
- Copy of guidance to Councillors to ESBC nominees.

Organisational Structure

The board of directors administers the charity and meets on a monthly basis. The board delegate the day to day management of the centre to the manager.

Risk Management

The trustees have examined the major risks to which the Charity is exposed and are satisfied that the systems are in place to mitigate those risks.

Objectives and Activities

Queen Street Neighbourhood Resource Centre (operating under the name of Queen Street Community Centre) aims to promote the benefit of the inhabitants of those areas known for administrative purposes as Anglesey Ward and that part of Burton Ward adjacent to Anglesey Ward but bounded by Station Street, Burton upon Trent (hereinafter called the area of benefit) without distinction of race, sex or of political, religious or other opinions.

Queen Street Community Centre pursues these aim by:

1. associating with the local authorities, voluntary associations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. managing a Community Centre and maintaining, managing and co-operating with any local statutory authority in the maintenance and management of the above aims and objectives.
3. promoting any other charitable purpose in the area of benefit.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

Review of the Year's Activities and Future Developments

Due to the Covid pandemic the Charity's premises was closed to community use from 18th March 2020 for 574 days. We reopened to small group sporting activities in the main hall on 19th May 2021. The wider Government restrictions were ended in July 2021 and the general use of the Centre began to increase slowly.

At the start of the pandemic the Charity offered the use of the complete building to Staffordshire Social Services for Covid related work. This was not needed with the Burton Albion Pirelli Stadium proving more suitable. The Trustees have made the facility available to the NHS for covid testing and to host multiple vaccination sessions, without charge.

There is no doubt that without Central Government support through the staff Job Retention Scheme and the property related grants that the Charity would not have been able to survive in its present form. The support has enabled the Trustees to look to the future with confidence.

During the close down period ESBC, as ultimate landlord, have upgraded the heating and ventilation controls within the boiler house. This has enabled the ventilation and heating in the main hall to operate as originally envisaged fifteen years ago. In a viral pandemic, having forced ventilation with preheated fresh air is a definite advantage to improve the safety of users.

In summer 2021 the Probation Service Community Payback programme in Burton restarted. We would like to thank all those involved in restoring the Centre's grounds to order.

The community nursery operating within the former SureStart Unit closed down in the initial lockdown period from March 2020. It reopened after summer holiday in autumn 2020. Again, the existence of forced air ventilation in this space was reassuring. There were no Covid positive tests associated with nursery children or staff until July 2021 in the week immediately before the holiday.

In the school holidays in 2021 the Centre hosted a "Covid Summer Food Fund" project run by Burton Albion Community Trust. There were activities on the adjacent school playing field and a midday meal. Sessions were very well attended for the length of the project.

In autumn 2021 Job Centre training for unemployed local residents restarted. The Centre has hosted several of these retraining and support programmes.

The Trustees are directing their attention to how the building and its facilities, including outside spaces, can be made more suited to the widest use under viral pandemic conditions. A plan has been created to reshape the outside areas for social distanced activities. If the Covid virus lingers and reappears each year in the same way as flu, we want to be able to offer ways for activities to safely continue.

Queen Street Community Centre Property

For the fifteenth year the Charity continues to operate under an informal arrangement for lease (subletting) with East Staffordshire Borough Council. We continue to have security due to the arrangements in place before the major redevelopment of the site in 2005. While the responsibilities and rights to the building remain unclear the maintenance issues are being honoured by ESBC under the original lease. The interest of the Charity is recorded against the freehold at the land registry.

Reserves

Unrestricted reserves at 31 March 2021 total £37,044 (2020 - £22,938).

The charity's reserve policy is to hold a minimum of 6 months, and a maximum of 12 months, operating expenditure in unrestricted reserves.

Trustee's Responsibilities in relation to the financial statements

Company law requires the Trustees as Directors to prepare accounts for each financial year which give a true and fair view of the state of the company's affairs and the surplus or deficit for that year. In preparing these accounts, the trustees are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Make judgements and estimates that are reasonable and prudent;
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

Small Company Exemptions

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

On behalf of the Trustees
Trustee: Hugh Warner

Date: 8 December 2021

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE

Independent examiner's report to the trustees of for the year ended 31 March 2021

I report on the accounts of the company for the year ended 31 March 2021 set out on pages 2 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) or the Charities Act 2011 (the 2011 Act) and that an independent examination is required. The charity's gross income did not exceed £250,000 and is not required to select an examiner who is a member of a designated professional body.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

It is unclear whether property expenditure of Queen Street Community Centre is the responsibility of East Staffordshire Borough Council (landlord) or the Trustees (tenant). In the absence of a formal sublease I cannot, therefore, be certain that all property expenditure (capital, repair, renewal, maintenance) is correct and proper expense of the Charitable Trustees. Furthermore, the lack of clarity may also impact on the charity's ability to generate additional income that would improve the financial performance, and thus help to further achieve its objectives.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with sections 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting for Smaller Entities (the FRSSE) (effective 1 January 2015)

have been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Wayne Penlington, FCCA
D Alexander & Co Ltd
12 Granary Wharf Business Park
Wetmore Road
Burton upon Trent
Staffordshire
DE14 1DU

Date: 8 December 2021.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Statement of Financial Activities
(Including Income and Expenditure Account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
<u>Incoming Resources</u>					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donations	2	60	-	60	83
Grants receivable	3	37,474	2,550	40,024	1,933
<i>Investment Income:</i>					
Interest received		-	-	-	-
Incoming resources from charitable activities:					
Community space and services		18,384	-	18,384	56,670
Total Incoming Resources		55,918	2,550	58,468	58,686
<u>Resources Expended</u>					
Costs of Generating Funds	4	3,639		3,639	4,731
<i>Charitable Services:</i>					
Community space and services	5	35,309	2,256	37,565	47,530
Governance costs	6	1,820	-	1,820	2,072
Total Resources Expended		40,768	2,256	43,024	54,333
Net Incoming / (Outgoing) Resources before transfer (Net Income / (Expenditure))		15,150	294	15,444	4,353
Transfer from Restricted Funds to Unrestricted		-	-	-	-
Net Movement in Funds		15,150	294	15,444	4,353
Total Funds brought forward		22,938	1,623	24,561	20,207
Total Funds carried forward		38,088	1,917	40,005	24,560

The statement of financial activities includes all gains and losses recognised in the year.

All amounts derived from continuing activities.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Balance Sheet
as at 31 March 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	10	5,460	6,552
Current assets			
Debtors	11	7,685	6,124
Cash at bank and in hand		28,073	14,004
		<u>35,758</u>	<u>20,128</u>
Creditors: amounts falling due within one year	12	(1,213)	(2,119)
Net current assets		<u>34,545</u>	<u>18,009</u>
Net assets		<u>40,005</u>	<u>24,561</u>
Funds			
Restricted funds	15	1,917	1,623
Unrestricted funds	15	38,088	22,938
Total Funds		<u>40,005</u>	<u>24,561</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for:

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved and authorised for issue by the Trustees on 8 December 2021

The notes form part of these financial statements.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Statement of Changes in Equity
for the year ended 31 March 2021

	Restricted funds	Unrestricted funds	Total
	£	£	£
At 31 March 2019	1,473	18,734	20,207
Net movement in funds	150	4,204	4,354
At 31 March 2020	<u>1,623</u>	<u>22,938</u>	<u>24,561</u>
At 31 March 2020	1,623	22,938	24,561
Net movement in funds	294	15,150	15,444
At 31 March 2021	<u>1,917</u>	<u>38,088</u>	<u>40,005</u>

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting policies

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

Fund Accounting

Unrestricted funds are those available for use at the discretion of the charity in furtherance of its general objectives and which have not been designated for other purposes.

Restricted funds are those to be used in accordance with specific restrictions imposed by donors.

Incoming Resources

Incoming resources are included in the SOFA when it is quantifiable with reasonable accuracy.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Resources Expended

All expenditure is accounted for on an accruals basis.

Donations and Voluntary Income

Donations and voluntary income are accounted for gross when received.

Deferred Income

Incoming resources are shown in the Statement of Financial Activities in the period to which they relate. Where income is received in advance of and subject to certain conditions being met; for example advance payments for room hire, then it is treated as deferred income until those conditions are satisfied.

Grants Receivable

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds.

Tangible Fixed Assets and Depreciation

Fixed assets for charity use are capitalised at cost, where acquired, or market value as determined by the trustees where donated. They are stated in the financial statements at cost or original value less depreciation.

Depreciation is calculated to write off the cost or valuation of the fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Aerobics equipment	7 years
CCTV and security equipment	8 years
Equipment	3 years
Furniture	15 years
Office and computer equipment	3 years

Allocation of costs

Costs are allocated between fundraising costs, direct costs in furtherance of the charity's objects and other expenditure according to the nature of the cost. Where items involve more than one category they are apportioned on a basis consistent with the use of the resource.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2021

2 Incoming resources - Donations, Legacies and similar income

There was no income received during the year, or previous year, from donations, legacies or similar income.

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
Donations - Queen Street Community Centre	60	-	60	83
	<u>60</u>	<u>-</u>	<u>60</u>	<u>83</u>

3 Incoming resources - Grants Receivable

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
The Gang Grant	-	-	-	-
COVID Grant	25,000	-	25,000	-
Gardening Project Grant	-	1,800	1,800	1,800
HMRC Job Retention Grant	12,474	-	12,474	133
Christmas Party	-	750	750	-
	<u>37,474</u>	<u>2,550</u>	<u>40,024</u>	<u>1,933</u>

4 Cost of generating funds

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
Salaries	3,639	-	3,639	4,707
Recruitment	-	-	-	24
	<u>3,639</u>	<u>-</u>	<u>3,639</u>	<u>4,731</u>

5 Expenditure in furtherance of charity's objects

	Unrestricted £	Restricted £	2021 £	2020 £
People related (note 7)	20,729	586	21,315	27,707
Premises related	10,859	1,375	12,234	13,342
Organised activities	-	-	-	258
Office expenses	1,383	-	1,383	1,740
Other expenses	1,531	11	1,542	2,050
Depreciation	807	284	1,091	2,433
	<u>35,309</u>	<u>2,256</u>	<u>37,565</u>	<u>47,530</u>

Premises related

The charity leases the Neighbourhood Resource Centre from East Staffordshire Borough Council for a peppercorn rent.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2021

6 Governance costs

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
People related	1,040	-	1,040	1,352
Accountancy	780	-	780	720
	<u>1,820</u>	<u>-</u>	<u>1,820</u>	<u>2,072</u>

7 People related

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
Wages and salaries	25,408	-	25,408	33,619
Recruitment and training	-	-	-	170
	<u>25,994</u>	<u>-</u>	<u>25,994</u>	<u>33,789</u>

The average number of employees during the accounting period was:

	2021	2020
Cost of generating funds	0.00	0.00
Activities in furtherance of the charity's objects	2.20	2.20
Management and administration	0.00	0.00
Total	<u>2.20</u>	<u>2.20</u>

No employee received emoluments in excess of £50,000

8 Trustees remuneration and Expenses

No remuneration was paid or is payable for the year out of the funds of the charity, either directly or indirectly, to any trustee or person known to be connected to any trustee.

9 Net incoming resources

Net incoming resources for the year are stated after charging:

	2021 £	2020 £
Accountancy	780	720
Depreciation of owned assets	1,091	2,433

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2021

10 Tangible fixed assets

	CCTV & Security equipment £	Furniture and Office Equipment £	Total £
Cost			
At 1 April 2020	13,750	44,205	57,955
Additions	-	-	-
At 31 March 2021	13,750	44,205	57,955
Depreciation			
At 1 April 2020	8,780	42,623	51,403
At 31 March 2021	9,481	43,014	52,495
Net book value			
At 31 March 2021	4,269	1,191	5,460
At 31 March 2020	4,970	1,582	6,552

11 Debtors

	2021 £	2020 £
Trade debtors	7,580	5,885
Other debtors	105	239
	7,685	6,124

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	860	1,040
Trade creditors	353	1,079

13 Taxation

No liability to UK Corporation Tax arose on ordinary activities for the year ended 31 March 2021 (2020 - nil).

14 Legal status of the charity

The charity is limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

15 Funds

The assets and liabilities are represented by the following funds:

	Restricted £	Unrestricted £	Total £
Fixed Assets		5,460	5,460
Current Assets	1,917	33,841	35,758
Creditors	-	(1,213)	(1,213)
	1,917	38,088	40,005

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2021

<u>Incoming Resources</u>	2021 £	2020 £
Donations	<u>60</u>	<u>83</u>
Grants receivable:		
COVID Grant	25,000	-
Gardening Project Grant	1,800	1,800
HMRC Job Retention Grant	12,474	133
Christmas Party	750	-
	<u>40,024</u>	<u>1,933</u>
Facilities hire:		
Other Income	636	414
Room Hire	<u>17,748</u>	<u>56,256</u>
	<u>18,384</u>	<u>56,670</u>
Interest received	<u>-</u>	<u>-</u>
Total Income	<u>58,468</u>	<u>58,686</u>
Total Expenditure (page 13)	43,024	54,332
Surplus Income for the year	<u><u>15,444</u></u>	<u><u>4,354</u></u>

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2021

<u>Resources Expended</u>	2021 £	2020 £
People related:		
Wages and salaries	25,408	33,619
Recruitment and training	-	170
	<u>25,994</u>	<u>33,789</u>
Premises related:		
Gardening Project	353	1,033
Rates	273	1,921
Cleaning, laundry and waste disposal	3,338	2,366
Repairs and maintenance	4,122	1,722
Utilities	4,148	6,300
	<u>12,234</u>	<u>13,342</u>
Activities:		
Activity expenses	-	258
Communications and postage	1,155	1,103
Stationery	228	637
	<u>1,383</u>	<u>1,740</u>
Accountancy	780	720
Insurance and licences	1,065	1,419
Books and software	222	173
Refreshment expenses	-	317
Sundry expenses	255	141
	<u>2,322</u>	<u>2,770</u>
Depreciation	<u>1,091</u>	<u>2,433</u>
Total Expenditure	<u><u>43,024</u></u>	<u><u>54,332</u></u>