

ISLAND HOUSE COMMUNITY CENTRE

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

CHARITY REGISTRATION No: 1110519

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Independent Examiners Ltd
2 Broadbridge Business Centre
Delling Lane
Bosham
West Sussex
PO18 8NF

ISLAND HOUSE COMMUNITY CENTRE
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2020

SECTION A - REFERENCE & ADMINISTRATION DETAIL

Charity Name Island House Community Centre

Charity Number 1110519

Principle Address Island House Community Centre
Roserton Street
Isle of Dogs
London
E14 3PG

MANAGING TRUSTEES Anthony Alderman (Chair)
John Beha (Treasurer)
Jane Dance
Stephanie Dickinson
Robert Lambden
Tom Pyke

INDEPENDENT EXAMINER P B Robinson MAAT FCIE
Independent Examiners Ltd
2 Broadbridge Business Centre
Delling Lane
Bosham
West Sussex
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SECTION B - STRUCTURE, GOVERNANCE & MANAGEMENT

GOVERNING INSTRUMENT Declaration of Trust dated 30th June 2005, as amended on 10th February 2016

LEGAL STATUS Unincorporated

TRUSTEE SELECTION METHOD Appointed by the existing trustees

ADDITIONAL INFORMATION The Trustees meet at least four times a year and are not remunerated by the Charity for their work.

Legal ownership of the Charity's land and building is vested in the URC Thames North Trust who continue as the Custodian Trustee for the Charity.

ISLAND HOUSE COMMUNITY CENTRE
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2020

SECTION C - OBJECTIVES & ACTIVITIES

Charitable Objects

- Promote the benefit of the inhabitants of the Isle of Dogs and the surrounding area by associating together the said inhabitants and the local authorities, voluntary and other organizations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants, and
- Advance the Christian religion.

Activities

- On Tuesday 17th March, a little before lunchtime, a handful of anxious staff closed and locked Island House as we vacated the building in preparation for the imminent lockdown. Those early days of nervously watching the daily coronavirus briefing on the edge of our seats and wondering whether this was indeed the apocalypse seem but a distant memory, but during these long lockdown weeks Island House staff astonished me at how they adapted to the difficult situation and how effectively they were able to offer so many of our usual services to our community. Working days and hours were adjusted, project laptops and even the odd desktop computer was borrowed from the centre, as parents balanced the conflicting demands of working from home while occupying and educating their children.
- As the lockdown was slowly lifted, we made plans to reopen the centre as soon as it was safe to do so. We talked with our tenants (Island Advice Centre, Island House Playgroup and Quaystone church) and with those organisations who have regular bookings about how and when they could return. We bought hand gel, Perspex screens, and masking tape for the floor. We wrote risk assessments for every eventuality we could think of. And then the second wave hit and after a few short weeks back in the office, we were in a second national lockdown.
- Throughout this time income had received a double blow, from reduced rentals and from inaccessible grants. The Centre Director and Finance Officer worked hard with the Treasurer to produce monthly cashflow forecasts, keeping trustees aware of the financial situation and potential pitfalls.
- Therefore, we ended the year once again in national lockdown, with reduced income and facing an uncertain future.

Public Benefit

- Our strategies and activities are developed in direct relationship to our charitable aims and meet the identifiable needs of the general public within our area of benefit.

Volunteer Contribution

- Our work has relied heavily on volunteers and we continue to have good working relationships with volunteers throughout the projects.

ISLAND HOUSE COMMUNITY CENTRE
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2020

SECTION D - ACHIEVEMENTS & PERFORMANCE

Projects

- Throughout the year we attempted to maintain service provision to our most vulnerable clients. **Community Parents** managed to adapt all their services, receiving a huge increase in referrals, and maintaining support for mums and volunteers remotely. Even Pilates classes proved highly successful online. The 12-week training course was run for cohort 9 and then adapted and run successfully online for cohort 10 volunteers later in the year. It was particularly pleasing to see our referrals partners highlight our services and increased numbers of anxious and vulnerable women benefit.
- Less successfully, although all those on the **SKILLS** project (and all those previously registered on our ABLE project) were contacted by telephone, it proved impossible to provide much language and computer training to those without access to IT or the language skills to communicate effectively on the phone. However, we partnered with Devices.NOW and provided 9 tablets to vulnerable and isolated members of the community as identified by local Priest, Father Tom.

Funding

- As lockdown hit in March, trustees made the decision to immediately reduce costs by making the Fundraising Officer redundant.
- At the same time, our 5-year funding bid for Community Parents was postponed by the National Lottery as they focussed on providing covid related emergency funding. This meant that funding for Community Parents ended in September, and as trustees were uncomfortable closing the project while this bid remained outstanding, they made the decision to continue funding the project from reserves as necessary.
- Nearly £100,000 of additional funding was sourced (principally a £50,000 grant from London Community Response Fund) and the reduced project expenditure meant that the project accounts almost broke even (particularly pleasing was the Community Parents deficit of less than £12,000).
- Funding was increasingly difficult to source during the year as all donors were seeking to address the distribution of food and emergency supplies, leaving very little left available to our projects, even though both targeted vulnerable people.
- However, the almost complete loss of rental income (from both external and project room hire), combined with reduced management fees being received from reduced projects, resulted in a large overall deficit of £70,645, which was covered from reserves.
- Accordingly, our reserves dropped from £218,131 to £154,079.

Staffing

- It was decided to make our Fundraising Officer redundant in April.
- A number of staff (Office Coordinators, Project Manager and Caretakers) were flexibly furloughed at different points throughout both lockdowns to reduce running costs.

Rentals

- Our Tenants welcomed a 50% rent reduction in Q2 and 25% reduction in Q3 and in turn Island House benefitted from swift payments and good relationships.
- Rental income dropped to zero during the lockdowns, and only Ballet managed to run any classes between national lockdowns.

ISLAND HOUSE COMMUNITY CENTRE
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2020

SECTION D - ACHIEVEMENTS & PERFORMANCE (Continued)

Premises

- No significant work was done to the premises this year, although it was cleaned like never before!

SECTION E - FINANCIAL REVIEW

Reserves Policy

- Further to the creation of two Designated Funds in 2012 to deal with exceptional expenditure, the Trustees consider they only need to maintain additional unrestricted reserves of 6 months core operating expenses.

Principle Sources of Funding

- £2,500 from Allen and Overy Ogden for SKILLS
- £1,920 from Canary Wharf Group for SKILLS
- £5,000 from Field Family Trust for Craft and Lunch Clubs
- £8,000 from Good Things Foundation for SKILLS
- £2,636 from Just Giving (numerous donations) for Community Parents
- £50,000 from London Community Response for Community Parents
- £64,782 from National Lottery (Reaching Communities) for Community Parents
- £9,960 from One Housing Group for SKILLS
- £3,000 from Sylvia Adams Trust for CORE
- £4,000 from Tower Hamlets (Standard Grants) for Community Parents
- £5,000 from Victoria Mission Hall Trust for SKILLS

SECTION F - OTHER OPTIONAL INFORMATION

- None

SECTION G DECLARATION

Trustees Responsibilities

The Charities Act 2011 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Dated and

Signed on their behalf by, (Trustee)

**ISLAND HOUSE COMMUNITY CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
INCOME AND ENDOWMENTS FROM:					
Donations and Legacies	4a	8,622	148,163	156,785	243,977
Trading Activities	4b	49,250	2,329	51,579	68,266
Investments	4c	8	0	8	8
TOTAL INCOME		57,880	150,492	208,372	312,251
EXPENDITURE ON:					
Charitable Activities	5	144,443	134,575	279,018	356,559
TOTAL EXPENDITURE		144,443	134,575	279,018	356,559
NET INCOME/ EXPENDITURE		-86,563	15,917	-70,646	-44,308
Total Funds Brought Forward		199,469	18,662	218,131	242,210
Unrealised Gains/Losses on Revaluation of Investments	3	6,593	0	6,593	20,229
Overhead & General Transfers	7	30,622	-30,622	0	0
TOTAL FUNDS CARRIED FORWARD		150,121	3,957	154,078	218,131

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 8 to 14 form part of these financial statements.

ISLAND HOUSE COMMUNITY CENTRE

BALANCE SHEET AS AT 31ST DECEMBER 2020

	Notes	Unrestricted Funds £	Restricted Funds £	31-Dec-20 Total £	31-Dec-19 Total £
Fixed Assets					
Investments	3	89,837	0	89,837	133,244
Fixtures & Fittings	2	1,968	0	1,968	2,623
Current Assets					
Debtors	9	3,699	0	3,699	15,231
Cash at bank and in hand	6	56,117	6,887	63,004	94,138
Total Current Assets		59,816	6,887	66,703	109,369
Creditors: amounts falling due within one year	10	1,500	2,930	4,430	27,105
NET CURRENT ASSETS		58,316	3,957	62,273	82,264
TOTAL ASSETS less current liabilities		150,121	3,957	154,078	218,131
NET ASSETS	8	150,121	3,957	154,078	218,131
General Funds		60,284	0	60,284	66,225
Designated Funds	7	89,837	0	89,837	133,244
Restricted Funds	7	0	3,957	3,957	18,662
Total Funds		150,121	3,957	154,078	218,131

Approved by the Trustees on and

Signed on their behalf by, (Trustee)

ISLAND HOUSE COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

1. ACCOUNTING POLICIES

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Incoming Resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Grants with performance conditions

Where the charity receives grants with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the charity has provided the specified service or output.

Grants receivable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

Tax reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA during the same period as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment Income

This is included in the accounts when receivable.

Investment gains and losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

ISLAND HOUSE COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2020

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Changes in Accounting policies and previous accounts

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts.

Assets

Tangible fixed assets (with the exception of the land and buildings) are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation

Depreciation is calculated at a rate to write off the cost at 25% p.a. on a reducing balance over their estimated useful lives, at the end of which period any remaining book value can be written off.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end.

Basis of preparation:

The financial statements have been prepared on the historical cost basis of accounting in accordance with the Charities Act 2011 and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2015).

2. TANGIBLE FIXED ASSETS

		Equipment £	Fixtures & Fittings £	Total £
Cost	01-Jan-20	23,443	26,198	49,641
Additions		0	0	0
Cost at	31-Dec-20	<u>23,443</u>	<u>26,198</u>	<u>49,641</u>
Depreciation	01-Jan-20	23,443	23,575	47,018
Charge		0	655	655
Depreciation at	31-Dec-20	<u>23,443</u>	<u>24,230</u>	<u>47,673</u>
Net Book Value	31-Dec-20	<u>0</u>	<u>1,968</u>	<u>1,968</u>
Net Book Value	31-Dec-19	0	2,623	2,623

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

2020 - none (2019 - none)

ISLAND HOUSE COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2020

3. FIXED ASSET INVESTMENTS

	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
Market value brought forward	133,244	0	133,244	113,015
Less sale proceeds	-50,000	0	-50,000	0
Unrealised gains/(losses) in investments	6,593	0	6,593	20,229
Market value carried forward	<u>89,837</u>	<u>0</u>	<u>89,837</u>	<u>133,244</u>

This investment is held in COIF investment Income Units by Thames North Trust on behalf of Island House.

4. INCOME AND ENDOWMENTS FROM:

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
a) Donations and Legacies					
Grants	7	3,000	148,163	151,163	238,465
Trust Income		5,622		5,622	5,512
		<u>8,622</u>	<u>148,163</u>	<u>156,785</u>	<u>243,977</u>

b) Trading Activities

Lettings and Rent	35,808		35,808	65,412
FIT and Export Tariffs	2,259		2,259	1,682
Other income	11,183	2,329	13,512	1,172
	<u>49,250</u>	<u>2,329</u>	<u>51,579</u>	<u>68,266</u>

c) Investments

Interest	8		8	8
	<u>8</u>	<u>0</u>	<u>8</u>	<u>8</u>

ISLAND HOUSE COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2020

5. EXPENDITURE ON:

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
Charitable Activities					
Staff Costs					
Staff Salaries	11	107,578	109,131	216,709	262,855
Temporary Staff		900		900	705
Recruitment			302	302	1,433
Premises Cost					
Utilities		7,841		7,841	4,688
Facilities and Maintenance		5,957		5,957	7,644
Repairs		865		865	2,739
Improvement to Building				0	2,107
Running Costs					
Insurance		3,660		3,660	3,424
Stationery and Postage		457		457	1,857
Telephone and IT		9,979	373	10,352	10,213
Copier		3,202		3,202	3,251
Subscriptions and Books		559		559	399
Equipment Purchases		249		249	60
Staff Training and Conferences		671		671	2,449
Events & Other Hire Project Costs			24,399	24,399	47,426
Materials				0	775
Publicity				0	215
Hospitality				0	467
Travel		20		20	200
Independent Examination		1,500		1,500	1,500
Legal and Professional Fees		350	370	720	1,255
Volunteer Expenses				0	0
Other Costs					
Grants Paid				0	0
Depreciation		655		655	874
Other Costs				0	23
		144,443	134,575	279,018	356,559

6. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Restricted Fund £	Total 31-Dec-20 £	Total 31-Dec-19 £
Current Account	39,820	6,887	46,707	77,848
Petty Cash	97		97	97
Business Account	16,200		16,200	16,193
	56,117	6,887	63,004	94,138

ISLAND HOUSE COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2020

7. FUNDS	Balance 01-Jan-20 £	Income £	Transfer between Funds £	Expenditure £	Transfer of Overheads £	Balance 31-Dec-20 £
Restricted Funds						
ABLE/ SKILL	7,873	24,380	0	23,163	-5,133	3,957
Dance Project	1,579	0	-1,579	0	0	0
Health & Wellbeing	3,791	5,000	-8,579	177	-35	0
Community Parents Project	-1,314	121,112	13,057	111,235	-21,620	0
Youth Project	6,073	0	-6,073	0	0	0
Millwall Park Gym	660	0	-660	0	0	0
	18,662	150,492	-3,834	134,575	-26,788	3,957
Unrestricted Funds						
General Funds	66,225	57,880	3,834	94,443	26,788	60,284
Designated Funds						
Building Fund	58,494	0	-865	0	0	57,629
Special Purposes						
Legacy Fund	74,750	6,593	865	50,000	0	32,208
	199,469	64,473	3,834	144,443	26,788	150,121
Totals	218,131	214,965	0	279,018	0	154,078

RESTRICTED FUNDS:

Community Parents Project (CPP) - a volunteer training and peer support programme for first time pregnant mums on the Isle of Dogs called "Community Parents".

SKILLS: This is the continuation of ABLE project.

"Transfer of overheads" - Funders are asked to recognise that a portion of restricted project funds are used to cover costs incurred by Island House itself in delivering the project outputs and to contribute to our central support and core charitable running costs, as detailed in the funding applications. These are shown as "transfers of overheads".

DESIGNATED FUNDS:

Repairs Fund: - A Designated Fund set aside to deal with repairs identified by the quinquennial surveyor's reports, to be added to on an annual basis by an amount identified in the budget, with actual repair costs charged to this fund. This enables property repairs to be averaged out over a number of years.

Special Purposes Legacy Fund: - A Designated Fund created from the balance of past legacies, kept to fund occasional and exceptional, non-recurring expenditure not included in the annual budget.

ISLAND HOUSE COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2020

8. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total 31-Dec-20 £	Total 31-Dec-19 £
Fixed Assets and Investments	91,805	0	91,805	135,867
Current Assets	59,816	6,887	66,703	109,369
Liabilities (amounts falling due within one year)	-1,500	-2,930	-4,430	-27,105
	150,121	3,957	154,078	218,131

9. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Restricted Fund £	Total 31-Dec-20 £	Total 31-Dec-19 £
Sundry Debtors	3,699		3,699	15,231
	3,699	0	3,699	15,231

10. CREDITORS ACCRUALS AND DEFERRED INCOME: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Restricted Fund £	Total 31-Dec-20 £	Total 31-Dec-19 £
Creditors:				
Funds		2,930	2,930	21,596
General	1,500		1,500	5,509
	1,500	2,930	4,430	27,105

11. STAFF COSTS AND NUMBERS

	31-Dec-20 £	31-Dec-19 £
Gross Wages and Salaries	201,947	243,215
Employer's National Insurance Costs	9,843	14,240
Employer Pension Contributions	4,131	5,400
	215,921	262,855

Employees who were engaged in the activities:

31-Dec-20 TOTAL	31-Dec-19 TOTAL
11	13

No employees received emoluments in excess of £60,000. Staff are paid through the PAYE system.

ISLAND HOUSE COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2020

12. TRUSTEES AND OTHER RELATED PARTIES

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them. (2019: None)

13. FREEHOLD PROPERTY

The charity occupies the freehold property at Roserton Street, Isle of Dogs, London, E14 3PG, which is held by Thames North Trust of the United Reformed Church as the custodian trustee. Thames North Trust is a company limited by guarantee, registered in England No. 75432, registered charity no. 1022551. The replacement value of the building for insurance purposes was £1,536,230 at 31st December 2017. The property is not included in the accounts as the Island House Community Centre charity is not the registered proprietor, does not have the right of sale and cannot determine what might happen to any proceeds of sale.