

CLOSE HOUSE PROJECTS

England & Wales · Charity number 1114192

Details

Status	Registered
Legal form	Charitable company
Company number	05641665
Registered	2006-05-15
Register	View on the Charity Commission register

Contact

Address	Close House Projects 3 St. Peters Close Hereford HR1 2DL
Phone	01432274239
Email	admin@closehouse.org.uk
Website	www.closehouse.org.uk

Activities

Objects: (1) TO HELP YOUNG PEOPLE IN HEREFORDSHIRE ESPECIALLY BUT NOT EXCLUSIVELY THROUGH THEIR LEISURE TIME ACTIVITIES SO AS TO DEVELOP THEIR PHYSICAL, MENTAL AND SPIRITUAL CAPACITIES THAT THEY MAY GROW TO FULL MATURITY AS INDIVIDUALS AND MEMBERS OF SOCIETY.(2) THE PRESERVATION AND PROTECTION OF GOOD HEALTH AMONG YOUNG PEOPLE IN HEREFORDSHIRE, IN PARTICULAR BUT NOT EXCLUSIVELY BY THE PROVISION OF INFORMATION AND ADVICE.

Activities: Close House Projects works with young people and our aim is to help them develop their physical, mental, cultural and spiritual capacities through leisure, social and educational opportunities. We operate a cafe drop in Hereford city centre and also run youth centres in other areas within Hereford. The staff and volunteers at Close House Projects are trained to support the needs of young people.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** HEREFORDHSIRE.
- Herefordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£181,452	£168,188	-	-
2024-03-31	£136,524	£168,664	-	-
2023-03-31	£175,281	£146,750	-	-
2022-03-31	£106,178	£143,523	-	-
2021-03-31	£181,543	£157,340	-	-

Trustees

Name	Role	Appointed
Dr Linzy Outtrim		2021-04-30
RICHARD STEPHEN KELLY		2014-11-20
Rev Andrew James Dodwell		2021-07-16
Rev Joao Paulo Cardosa-Dutra		2022-11-25
Samuel Robin Pratley		2014-11-20

CLOSE HOUSE PROJECTS

England & Wales - Charity number 1114192

Accounts

Registered Company Number: 05641665 (England and Wales)
Registered Charity Number: 1114192

**Report of the Trustees
and Unaudited Financial Statements**
For the Period Ended 31st March 2025
For
Close House Projects

Close House Projects

Contents of the Financial Statements
For the year ended 31st March 2025

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Close House Projects

Report of the Trustees

Company Information

For the year ended 31st March 2025

Close House Projects is established as a Company limited by guarantee and is registered as a Charity with the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.

Chair

Dr L Outtrim

Directors

Mr R Kelly

Mr S Pratley

Rev A Dodwell

Dr L Outtrim

Rev J P Cardoso Dutra

Miss F Roberts Resigned 16th August 2024

Secretary

Mr B Lea

Accountants and Independent Examiner

Luke Keegan

Chartered Management Accountant

Greendawn Accounting Limited

1A The Homend

Ledbury

Herefordshire

HR8 1BN

Bankers

Santander

Bootle

L30 4GB

CAF Bank Ltd

25 Kings Hill Avenue

West Malling

ME19 4JQ

Registered Office

Close House

3 St Peters Close

Hereford

HR1 2DL

Registered Number

05641665

Charity Number

1114192

Report of the Trustees

Company Information

For the year ended 31st March 2025

Introduction

The trustees are pleased to present their annual directors report together with the consolidated financial statements of the charity for the year ended 31st March 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies House.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and the Accounting and Reporting by Charities: Statement of Recommended Practice Applicable to charities preparing their accounts in accordance with the Financial Reporting standards applicable in the UK and Republic of Ireland (FRS102) (as applied to small entities by section 1A of the standard) (effective 1 January 2015).

The Board of Trustees are satisfied with the performance of the charity during the year and the position at 31st March 2025 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations. However, there is a recurring dependence on bid-writing and fundraising that is a constant demand on resources in a climate of increasing competition on diminishing funds.

Name, registered office and constitution of the charity

The full name of the charity is Close House Projects.

The legal registration details are:

Date of incorporation	1st December 2005
Company Registration Number	05641665
The Registered Office is	Close House, St Peters Square, Hereford, HR1 2DL
Charity Registration Number is	1114192
The telephone number is	01432274239

Objectives and Activities of the Charity

A summary of the objects as set out in its governing document

The objectives and principal activities of the charity are to help young people in Herefordshire especially but not exclusively through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturing individuals and members of society.

The strategies employed by the charity to meet these objectives are to

1. Provide a range of services aimed at improving the quality of life for young people in Herefordshire
2. Continue to improve the level of services, information and advice provided.
3. Monitoring the level of income received by the charity.

Public benefit that is provided the by the charity

Close House works with young people, offering safe social meeting spaces and leisure activities that improve their social, physical and spiritual development. Close House works in a holistic and inclusive way, with services accessible by all young people. We offer young people a real voice in their communities and enable them to fully participate in the life of their community.

Report of the Trustees

Company Information

For the year ended 31st March 2025

An explanation of the charity's main objectives for the year.

We continue to provide drop-in social support and Youth Work from Close House, the former vicarage of St Peters. We use the building and occasionally church space, as a base for activities and Youth Volunteering projects across the city.

An explanation of the charity's strategies for achieving its stated objectives.

Close House will continue to offer safe, social meeting spaces for young people, together with a range of activities decided upon by the young people. Our work will be carried out in the city centre and at a number of different community spaces. We will continue to develop the range of projects as the need arises.

The Charity's grant making policies

The charity does not make grants to other organisations

The contribution of volunteers

The Charity has a governing board of 7 trustees who are also directors of the company, all of whom are volunteers. The charity also utilises the services of several volunteers at any one time on a regular basis, some of whom are involved on training schemes.

Investment performance achieved against investment objectives set

We have been able to successfully build reserves to give ourselves a healthy start for the coming year, and the local community and local Charitable Trusts are to be thanked for this, alongside the hard work of the youth workers who achieve the targets set by their respective funders.

Summary of the main achievements of the charity during the year

2024/25 has been a strong year for the Close House team, with all projects achieving excellent outputs and all staff members working hard to develop their own skills while also supporting some of the hardest to reach young people in Herefordshire. Our Drop-in Services are very popular, Outback is a busy and lively Friday night community, and Workshops are taking more exciting projects every week. Overall, Close House is meeting as many young people in a year as it did before the pandemic, so the service has truly been rebuilt from scratch. The loyal support of local funders has made this possible, including the Hereford City Council, Eveson Trust, Herefordshire Community Foundation, The Brailsford Charity, Rathbone Moral Aid, EF Bulmer Trust, The Turner Trust, the SR & PH Southall Trust, and Herefordshire Council HAF program. Many thanks to the Board for navigating our Safeguarding review and Board Recruitment drive, and to the Staff and Volunteers for keeping the Community vibrant and EPIC.

Report of the Trustees

Company Information

For the year ended 31st March 2025

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

Close House Projects is established as a Company limited by guarantee and is registered as a Charity with the Charity Commission. The affairs of the Company are governed by its Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

The methods adopted for the recruitment and appointment of new trustees

The existing directors recommend new directors for appointment by the board at the company's general meetings. The board appoints directors who can provide specific skills and knowledge to the company to enable the furtherance of its charitable objectives. No director receives remuneration or reimbursement of any expenses. Prospective directors are provided with details of the company's objectives, their legal obligations under company law and charitable law and what their role as director will entail prior to any appointment being made.

The organisational structure of the charity and how decisions are made.

The Directors of the charitable company have appointed a Chairman to control and review the company's management structure. The management structure controls and manages the activities of each of the charity's current projects.

The systems of internal control operated by the company are designed to provide reasonable, but not absolute assurance against material misstatement or loss. These include:

1. Annual budgets approved by the board
2. Regular consideration by both the board and senior management of financial results, variances from budgets and other financial and non-financial indicators
3. Delegation of authority and segregation of duties
4. Identification and management of risks

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The major risks to which the charity is exposed as identified by the trustees, have been reviewed and systems have been established to manage those risks.

Financial Review

Policies on Reserves

The directors have reviewed the reserves of the company. The review encompassed the nature of the income and expenditure streams, the existing contractual arrangements and the work undertaken, together with the need to match variable income and fixed commitments. The review concluded that to allow the company to be managed effectively and to provide a buffer for interrupted services, a general Unrestricted Funds reserve equivalent to six months of normal expenditure costs should be maintained, this is around £54,000 (2023: £54,000). the general Unrestricted Funds reserve at 31st March 2024 amounted to £51,091 (2023: £83,231) which is a sufficient level of reserves.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Report of the Trustees

Company Information

For the year ended 31st March 2025

Transactions and Financial Position

The financial statements have been prepared in accordance comply with Accounting and Reporting by Charities: Statement of Recommended Practice Applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS102), and the Companies Act 2006.

The Statement of Financial Activities shows net incoming / (outgoing) resources for the year of a revenue nature of £13,264 (2024: (£32,140)).

The total reserves at the end of the year stand at £97,760 (2024: £84,496).

Share Capital

The company is limited by guarantee and therefore has no share capital.

The name of the Manager and other senior staff Member(s) to whom day to day management is delegated by the charity trustees

During the year the trustees delegated the day to day management of the charity to Mr B Lea, the manager.

The members of the board of Trustees of the Charity during the year were:

Dr L Outtrim - Chair

Mr R Kelly - Treasurer

Mr S Pratley

Rev A Dodwell

Rev J P Cardoso Dutra

Miss F Roberts (resigned 16th August 2024)

As the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Act and of trustees under the Charities Acts

The directors/trustees are all members of the charity

**Report of the Trustees
Company Information
For the year ended 31st March 2025**

The members of the board of Trustees of the Charity at the date the report and accounts were approved were:

Dr L Outtrim - Chair
Mr R Kelly - Treasurer
Mr S Pratley
Rev A Dodwell
Rev J P Cardosa Dutra

Statement of Directors' and Trustees' Responsibilities

The Charities Acts and Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:

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

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2011 and comply with the regulations made under the Charity (Accounts and Reports Regulations) 2008. 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.

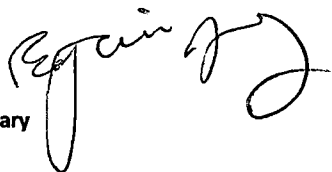
The Trustees are also responsible for the contents of the Trustees' report

Method of preparation of the accounts

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard)

This report was approved by the Board of Trustees on.....^{28th Nov 25}

Mr B Lea
Company Secretary



**Independent Examiners Report to the trustees
on the accounts of the Charity for the year ended**

31st March 2025

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2025

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 statements below.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; or
- to keep accounting records in accordance with Section 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 Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

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


Luke Keegan ACMA
Chartered Management Accountant
Greendawn Accounting Limited
1A The Homend
Ledbury
Herefordshire
HR8 1BN

Date..... 16th December 2025

Close House Projects

Statement of financial activities
For the year ended

31st March 2025

Recommended categories by activity	Notes	Unrestricted funds 2025 £	Restricted income funds 2025 £	Total funds 2025 £	Prior year funds 2024 £
Incoming resources					
Income and endowments from:					
Donations and legacies		149,025	-	149,025	110,866
Charitable activities		28,888	-	28,888	23,011
Other trading activities		-	-	-	-
Investments		3,539	-	3,539	2,647
Separate material item of income		-	-	-	-
Other		-	-	-	-
Total	2	181,452	-	181,452	136,524
Resources expended					
Expenditure on:					
Charitable activities		167,408	-	167,408	167,474
Governance Costs		780	-	780	1,190
Other		-	-	-	-
Total	3	168,188	-	168,188	168,664
Net income/(expenditure) before investment gains/(losses)		13,264	-	13,264	(32,140)
Net gains/(losses) on investments		-	-	-	-
Net income/(expenditure)		13,264	-	13,264	(32,140)
Extraordinary items		-	-	-	-
Transfers between funds		-	-	-	-
Other recognised gains/(losses):					
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-
Other gains/(losses)		-	-	-	-
Net movement in funds		13,264	-	13,264	(32,140)
Reconciliation of funds:					
Total funds brought forward		51,091	33,405	84,496	116,636
Total funds carried forward		64,355	33,405	97,760	84,496

Close House Projects

**Income and Expenditure Account as required by the Companies Act
for the year ended 31st March 2025**

	2025	2024
	£	£
Turnover	177,913	133,877
Direct costs of turnover	167,408	167,474
Gross surplus/(deficit)	10,505	(33,597)
Governance costs	780	1,190
Operating surplus/(deficit)	9,725	(34,787)
Interest receivable	3,539	2,647
Surplus/(deficit) on ordinary activities before tax	13,264	(32,140)
Surplus/(deficit) for the financial year	13,264	(32,140)
Retained surplus/(deficit) for the financial year	13,264	(32,140)

All activities derive from continuing operations

Close House Projects

For the year ended

31st March 2025

	Notes	Unrestricted funds £	Restricted income funds £	2025 Total £	2024 £
Fixed assets					
Tangible assets		-	-	-	-
Total fixed assets		-	-	-	-
Current assets					
Debtors	7	7,515	-	7,515	7,950
Cash at bank and in hand	9	61,820	33,405	95,225	80,319
Total current assets		69,335	33,405	102,740	88,269
Creditors: amounts falling due within one year	8	(4,981)	-	(4,981)	(3,773)
Net current assets/(liabilities)		64,355	33,405	97,760	84,496
Total assets less current liabilities		64,355	33,405	97,760	84,496
Creditors: amounts falling due after one year		-	-	-	-
Provisions for liabilities		-	-	-	-
Total net assets or liabilities		64,355	33,405	97,760	84,496
Funds of the Charity					
Restricted income funds			33,405	33,405	33,405
Unrestricted funds		64,355		64,355	51,091
Total charity funds		64,355	33,405	97,760	84,496

Balance Sheet (cont)

For the year ended 31st March 2025

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 March 2025.

The members have not required the charitable company to obtain an audit of its financial statements for the period ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

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 of 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.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard applicable in the UK (FRS 102).

The financial statements were approved by the Board of Trustees and were signed on its behalf by:

Mr S Pratley
Trustee

Approved by the board of trustees on.....



4/12/2025

NOTES TO FINANCIAL STATEMENTS

For the year ended

31st March 2025

Note 1 Accounting policies

Basis of accounting

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP

The particular accounting policies are set out below

The financial statements are prepared on a going concern basis, under historical cost convention.

Recognition of income

Income is accounted for on a receivable basis, deferred as described below where appropriate

Income includes grant income and all other income relating to the company's operations including donations, statutory funding and fund-raising.

Grants received are allocated equally over the periods to which they relate

Investment Income

Bank Interest received is on an actual receipts basis

Deferred Income

In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively are subject to conditions that are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are defined on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Recognition of liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Expenditure Recognition

Items are included within the relevant activity categories on an accruals basis

In particular the policy for including items within costs of generating funds, charitable activities and governance costs is:

NOTES TO FINANCIAL STATEMENTS (cont.)

For the year ended 31st March 2025

Note 1 Accounting policies (cont.)

Costs of generating funds

There are no costs that are attributable to the generating of funds

Charitable activities

Charitable expenditure shall include all expenditure directly related to the objects of the charity including the costs of any goods and services that have been incurred in the furtherance of the objectives

Governance costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with the statutory requirements.

Allocation of costs within types of resources expended

The methods and principles for the allocation and apportionment of all costs between the different activity categories of resources set out above are:

There are a number of costs, including staffing costs, where it is impracticable to allocate these costs precisely between administration and charitable expenditure and the trustees have allocated such costs on the basis of reasonable estimates as follows:

Staffing costs and related expenses

On the basis of salary costs, and an estimate of hours spent on different activities. The salary and pension costs of the Manager and Secretary are shared equally between Charitable Activities. The Trustees believe this provides a true reflection of the costs incurred

Unrealised and realised gains

Realised gains and losses are included in the accounts on the date at which a contractual obligation is entered into.

Unrealised gains and losses are computed by reference to the market value of the investments at the balance sheet date, compared to the brought forward cost or valuation, and gains and losses arising on similar categories of investments are netted off.

Fixed assets and depreciation

Furniture and equipment is written off in the year of acquisition

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company and is therefore included in the relevant costs in the Statement of Financial Activities

NOTES TO FINANCIAL STATEMENTS (cont)
For the year ended 31st March 2025

Note 1 Accounting policies (cont)

Fund Accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in the furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer of funds or the allocation of funds to designated funds, other than described above.

Any other proposed transfer of funds would be considered on the particular circumstances.

Recognition of pension costs and pension assets and liabilities

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Winding up or dissolution of the charity

In the event of winding up or dissolution of the charity if there remain any assets in the accumulated funds after the satisfaction of all debts and liabilities these assets will be passed to other charitable bodies having similar objects to the charity.

NOTES TO FINANCIAL STATEMENTS (cont)
For the year ended 31st March 2025

Note 2 Analysis of income

		Unrestricted funds	Restricted income funds	2025 Total funds	2024
		£	£	£	£
Donations and legacies:	Donations and gifts	17,234	-	17,234	23,827
	Gift Aid	2,444	-	2,444	7,950
	Legacies	-	-	-	23,162
	General grants provided by government bodies	35,000	-	35,000	20,000
	Grants from other charitable organisations	94,347	-	94,347	35,927
	Total	149,025	-	149,025	110,866
Charitable activities:	Funding by government bodies	28,269	-	28,269	22,802
	Sale of goods	403	-	403	209
	Other	215	-	215	-
	Total	28,888	-	28,888	23,011
Income from investments:	Interest income	3,539	-	3,539	2,647
	Total	3,539	-	3,539	2,647
TOTAL INCOME		181,452	-	181,452	136,524

NOTES TO FINANCIAL STATEMENTS (cont)
For the year ended 31st March 2025

Note 3 Analysis of expenditure

	Unrestricted funds £	Restricted income funds £	2025 Total funds £	2024 £
Direct Charitable Expenditure				
Gross wages and salaries	102,811	-	102,811	100,524
Pension contributions charitable employees	1,092	-	1,092	1,191
Activity Costs	10,749	-	10,749	20,641
Equipment costs	150	-	150	69
Food costs	3,926	-	3,926	3,826
Total Direct Costs	118,727	-	118,727	126,251
Support Costs				
Management and Administration costs				
Salaries Administrative staff	23,957	-	23,957	20,422
Pension contributions administrative staff	540	-	540	521
Training	-	-	-	292
Premises Costs				
Rent Payable	5,680	-	5,680	5,795
Insurance	3,936	-	3,936	2,467
Light and Heat	1,800	-	1,800	1,800
Cleaning	1,722	-	1,722	230
Premises Repairs and Renewals	3,758	-	3,758	1,735
General administrative Expenses				
Telephone and Internet	1,102	-	1,102	1,263
Stationery and Printing	356	-	356	628
Subscriptions	1,055	-	1,055	1,188
IT and software	846	-	846	2,288
Travel costs	2,353	-	2,353	1,080
Administration costs	1,513	-	1,513	1,454
Bank charges	63	-	63	62
Total Support costs	48,681	-	48,681	41,223
Total expenditure on charitable activities	167,408	-	167,408	167,474
Governance Costs				
Accounting and Independent Examiner Fees	780	-	780	1,190
Total Governance Costs	780	-	780	1,190
TOTAL EXPENDITURE	168,188	-	168,188	168,664

NOTES TO FINANCIAL STATEMENTS (cont.)
For the year ended 31st March 2025

Note 4 Details of certain items of expenditure

	2025	2024
	£	£
Rentals under operating leases	5,000	5,000
Pension costs	1,632	1,712
Accounting and Independent Examiner Fees	780	1,190

Note 5 Paid employees

5.1 Staff Costs

	2025	2024
	£	£
Salaries and wages	122,717	117,708
Social security costs	4,051	1,203
Pension costs (defined contribution scheme)	1,632	1,712
Other employee benefits	-	-
Total staff costs	128,399	120,623

There were no members of staff with emoluments in excess of £60,000 per annum (2024: Nil)

5. 1 Number of employees

	2025	2024
Engaged on direct charitable activities	5	6
Engaged on management and administration	1	1
	<u>6</u>	<u>7</u>

5.3 Pension Contributions

	2025	2024
Number of staff to whom benefits are accruing	2	2
Under money purchase pension schemes		

NOTES TO FINANCIAL STATEMENTS (cont)
For the year ended

31st March 2025

Note 7 Debtors and prepayments

	2025	2024
Analysis of debtors		
	£	£
Recoverable Gift Aid	7,515	7,950
Total Debtors	7,515	7,950

Note 8 Creditors and accruals

Analysis of creditors

	Amounts falling due within one year	
	2025	2024
	£	£
Closing PAYE creditors	2,392	1,638
Closing pension creditor	1,688	9
Accruals and deferred income	900	270
Total Creditors	4,981	270

Note 9 Cash and short term deposits

	2025	2024
	£	£
Cash at bank and on hand	95,225	114,657
Total cash and short term deposits	95,225	114,657

NOTES TO FINANCIAL STATEMENTS (cont.)**For the year ended****31st March****Note 10 Charity funds****10.1 Details of material funds held and movements during the CURRENT reporting period**

Purpose and Restrictions		Fund balances brought forward	Income	Expenditure	Transfers	Fund balances carried forward
Fund names		£	£	£	£	£
General Funds	General, unrestricted fund	51,091	181,452	(168,188)	-	64,355
Live Wire	Restricted fund for music projects	33,405	-	-	-	33,405
		-	-	-	-	-
Total Funds		84,496	181,452	(168,188)	-	97,760

10.2 Details of material funds held and movements during the PREVIOUS reporting period

Purpose and Restrictions		Fund balances brought forward	Income	Expenditure	Transfers	Fund balances carried forward
Fund names		£	£	£	£	£
General Funds	General, unrestricted fund	83,231	136,524	(168,664)	-	51,091
Live Wire	Restricted fund for music projects	33,405	-	-	-	33,405
		-	-	-	-	-
Total Funds		116,636	136,524	(168,664)	-	84,496

Live Wire Restricted Fund

Livewire is an inclusive music development programme for young people between the age of 11 and 22 in Herefordshire aimed at developing young musicians musical and performance skills, confidence and a platform for musical opportunities.

NOTES TO FINANCIAL STATEMENTS (cont.)

For the year ended 31st March 2025

Note 11 Company Limited by Guarantee

The Charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding ten pounds as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are 5 members of the company (2024: 6 members)

Note 12 General Information

Close House Projects, is a private company, limited by guarantee, incorporated in England and Wales, registered number 05641665. The registered address is Close House, 3 St Peters Close, Hereford, HR1 2DL

CLOSE HOUSE PROJECTS

England & Wales - Charity number 1114192

Accounts

Registered Company Number: 05641665 (England and Wales)
Registered Charity Number: 1114192

Report of the Trustees
and Unaudited Financial Statements
For the Period Ended 31st March 2024
For
Close House Projects

Close House Projects

Contents of the Financial Statements
For the year ended 31st March 2024

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Report of the Trustees

Company Information

For the year ended 31st March 2024

Close House Projects is established as a Company limited by guarantee and is registered as a Charity with the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.

Chair

Dr L Outtrim

Directors

Mr R Kelly

Mr S Pratley

Rev A Dodwell

Dr L Outtrim

Rev J P Cardoso Dutra

Miss F Roberts

Secretary

Mr B Lea

Accountants and Independent Examiner

Luke Keegan

Chartered Management Accountant

Greendawn Accounting Limited

1A The Homend

Ledbury

Herefordshire

HR8 1BN

Bankers

Santander

Bootle

L30 4GB

CAF Bank Ltd

25 Kings Hill Avenue

West Malling

ME19 4JQ

Registered Office

Close House

3 St Peters Close

Hereford

HR1 2DL

Registered Number

05641665

Charity Number

1114192

Report of the Trustees
Company Information
For the year ended 31st March 2024

Introduction

The trustees are pleased to present their annual directors report together with the consolidated financial statements of the charity for the year ended 31st March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies House.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and the Accounting and Reporting by Charities: Statement of Recommended Practice Applicable to charities preparing their accounts in accordance with the Financial Reporting standards applicable in the UK and Republic of Ireland (FRS102) (as applied to small entities by section 1A of the standard) (effective 1 January 2015).

The Board of Trustees are satisfied with the performance of the charity during the year and the position at 31st March 2024 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations. However, there is a recurring dependence on bid-writing and fundraising that is a constant demand on resources in a climate of increasing competition on diminishing funds.

Name, registered office and constitution of the charity

The full name of the charity is Close House Projects.

The legal registration details are:

Date of incorporation	1st December 2005
Company Registration Number	05641665
The Registered Office is	Close House, St Peters Square, Hereford, HR1 2DL
Charity Registration Number is	1114192
The telephone number is	01432274239

Objectives and Activities of the Charity

A summary of the objects as set out in its governing document

The objectives and principal activities of the charity are to help young people in Herefordshire especially but not exclusively through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturing individuals and members of society.

The strategies employed by the charity to meet these objectives are to

1. Provide a range of services aimed at improving the quality of life for young people in Herefordshire
2. Continue to improve the level of services, information and advice provided.
3. Monitoring the level of income received by the charity.

Public benefit that is provided the by the charity

Close House works with young people, offering safe social meeting spaces and leisure activities that improve their social, physical and spiritual development. Close House works in a holistic and inclusive way, with services accessible by all young people. We offer young people a real voice in their communities and enable them to fully participate in the life of their community.

Report of the Trustees

Company Information

For the year ended 31st March 2024

An explanation of the charity's main objectives for the year.

We continue to provide drop-in social support and Youth Work from Close House, the former vicarage of St Peters. We use the building and occasionally church space, as a base for activities and Youth Volunteering projects across the city.

An explanation of the charity's strategies for achieving its stated objectives.

Close House will continue to offer safe, social meeting spaces for young people, together with a range of activities decided upon by the young people. Our work will be carried out in the city centre and at a number of different community spaces. We will continue to develop the range of projects as the need arises.

The Charity's grant making policies

The charity does not make grants to other organisations

The contribution of volunteers

The Charity has a governing board of 7 trustees who are also directors of the company, all of whom are volunteers. The charity also utilises the services of several volunteers at any one time on a regular basis, some of whom are involved on training schemes.

Investment performance achieved against investment objectives set

We have been able to successfully build reserves to give ourselves a healthy start for the coming year, and the local community and local Charitable Trusts are to be thanked for this, alongside the hard work of the youth workers who achieve the targets set by their respective funders.

Summary of the main achievements of the charity during the year

2023/24 has proved a year of reestablishment for Close House. As the post-covid Community Resilience funds finished up, we were fully appreciative of the Eveson Trust who gave us capacity to navigate the changes in the Herefordshire youth work sector. Our Holiday programs grew from strength to strength, and the Outback club received their first substantial grant, which secures the provision for 2 years. With two staff achieving their Youth Work Licences, and two new staff embarking on their journeys, the small team are qualified and strong. As Drop-in services are better attended each year, and the range of workshops of activities broadens, the challenge will be to increase the fundraising and maintain the quality of experience for each of our young people. 2024/25 will require a strengthening of our Governance, and more support for this vital service as it reaches its 20th Birthday in October '24.

Report of the Trustees
Company Information
For the year ended 31st March 2024

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

Close House Projects is established as a Company limited by guarantee and is registered as a Charity with the Charity Commission. The affairs of the Company are governed by its Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

The methods adopted for the recruitment and appointment of new trustees

The existing directors recommend new directors for appointment by the board at the company's general meetings. The board appoints directors who can provide specific skills and knowledge to the company to enable the furtherance of its charitable objectives. No director receives remuneration or reimbursement of any expenses. Prospective directors are provided with details of the company's objectives, their legal obligations under company law and charitable law and what their role as director will entail prior to any appointment being made.

The organisational structure of the charity and how decisions are made.

The Directors of the charitable company have appointed a Chairman to control and review the company's management structure. The management structure controls and manages the activities of each of the charity's current projects.

The systems of internal control operated by the company are designed to provide reasonable, but not absolute assurance against material misstatement or loss. These include:

1. Annual budgets approved by the board
2. Regular consideration by both the board and senior management of financial results, variances from budgets and other financial and non-financial indicators
3. Delegation of authority and segregation of duties
4. Identification and management of risks

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The major risks to which the charity is exposed as identified by the trustees, have been reviewed and systems have been established to manage those risks.

Financial Review

Policies on Reserves

The directors have reviewed the reserves of the company. The review encompassed the nature of the income and expenditure streams, the existing contractual arrangements and the work undertaken, together with the need to match variable income and fixed commitments. The review concluded that to allow the company to be managed effectively and to provide a buffer for interrupted services, a general Unrestricted Funds reserve equivalent to six months of normal expenditure costs should be maintained, this is around £54,000 (2023: £54,000). the general Unrestricted Funds reserve at 31st March 2024 amounted to £51,091 (2023: £83,231) which is a sufficient level of reserves.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Report of the Trustees
Company Information
For the year ended 31st March 2024

Transactions and Financial Position

The financial statements have been prepared in accordance comply with Accounting and Reporting by Charities: Statement of Recommended Practice Applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS102), and the Companies Act 2006.

The Statement of Financial Activities shows net incoming / (outgoing) resources for the year of a revenue nature of (£32,140) (2023: £28,531).

The total reserves at the end of the year stand at £84,496 (2023: £116,136).

Share Capital

The company is limited by guarantee and therefore has no share capital.

The name of the Manager and other senior staff Member(s) to whom day to day management is delegated by the charity trustees

During the year the trustees delegated the day to day management of the charity to Mr B Lea, the manager.

The members of the board of Trustees of the Charity during the year were:

Dr L Outtrim - Chair
Mr R Kelly - Treasurer
Mr S Pratley
Rev A Dodwell
Rev J P Cardoso Dutra
Miss F Roberts (resigned 16th August 2024)

As the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Act and of trustees under the Charities Acts

The directors/trustees are all members of the charity

**Report of the Trustees
Company Information
For the year ended 31st March 2024**

The members of the board of Trustees of the Charity at the date the report and accounts were approved were:

Dr L Outtrim - Chair
Mr R Kelly - Treasurer
Mr S Pratley
Rev A Dodwell
Rev J P Cardoso Dutra

Statement of Directors' and Trustees' Responsibilities

The Charities Acts and Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:

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

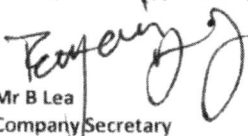
The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2011 and comply with the regulations made under the Charity (Accounts and Reports Regulations) 2008. 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.

The Trustees are also responsible for the contents of the Trustees' report

Method of preparation of the accounts

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard)

This report was approved by the Board of Trustees on.....*5th Nov 24*.....


Mr B Lea
Company Secretary

**Independent Examiners Report to the trustees
on the accounts of the Charity for the year ended**

31st March 2024

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 statements below.

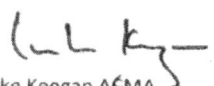
Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; or
- to keep accounting records in accordance with Section 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 Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

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


Luke Keegan ACMA
Chartered Management Accountant
Greendawn Accounting Limited
1A The Homend
Ledbury
Herefordshire
HR8 1BN

Date 15/11/2024

Close House Projects

Statement of financial activities
For the year ended

31st March 2024

Recommended categories by activity	Notes	Unrestricted funds 2024 £	Restricted income funds 2024 £	Total funds 2024 £	Prior year funds 2023 £
Incoming resources					
Income and endowments from:					
Donations and legacies		110,866	-	110,866	121,031
Charitable activities		23,011	-	23,011	53,174
Other trading activities		-	-	-	-
Investments		2,647	-	2,647	1,076
Separate material item of income		-	-	-	-
Other		-	-	-	-
Total	2	136,524	-	136,524	175,281
Resources expended					
Expenditure on:					
Charitable activities		167,474	-	167,474	146,490
Governance Costs		1,190	-	1,190	260
Other		-	-	-	-
Total	3	168,664	-	168,664	146,750
Net income/(expenditure) before investment gains/(losses)		(32,140)	-	(32,140)	28,531
Net gains/(losses) on investments		-	-	-	-
Net income/(expenditure)		(32,140)	-	(32,140)	28,531
Extraordinary items		-	-	-	-
Transfers between funds		-	-	-	-
Other recognised gains/(losses):					
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-
Other gains/(losses)		-	-	-	-
Net movement in funds		(32,140)	-	(32,140)	28,531
Reconciliation of funds:					
Total funds brought forward		83,231	33,405	116,636	88,105
Total funds carried forward		51,091	33,405	84,496	116,636

Close House Projects

**Income and Expenditure Account as required by the Companies Act
for the year ended 31st March 2024**

	2024	2023
	£	£
Turnover	133,877	174,205
Direct costs of turnover	167,474	146,490
Gross surplus/(deficit)	(33,597)	27,715
Governance costs	1,190	260
Operating surplus/(deficit)	(34,787)	27,455
Interest receivable	2,647	1,076
Surplus/(deficit) on ordinary activities before tax	(32,140)	28,531
Surplus/(deficit) for the financial year	(32,140)	28,531
Retained surplus/(deficit) for the financial year	(32,140)	28,531

All activities derive from continuing operations

Close House Projects

For the year ended

31st March 2024

	Notes	Unrestricted funds £	Restricted income funds £	2024 Total £	2023 £
Fixed assets					
Tangible assets		-	-	-	-
Total fixed assets		-	-	-	-
Current assets					
Debtors	7	7,950	-	7,950	2,249
Cash at bank and in hand	9	46,914	33,405	80,319	114,657
Total current assets		54,864	33,405	88,269	116,906
Creditors: amounts falling due within one year	8	(3,773)	-	(3,773)	(270)
Net current assets/(liabilities)		51,091	33,405	84,496	116,636
Total assets less current liabilities		51,091	33,405	84,496	116,636
Creditors: amounts falling due after one year		-	-	-	-
Provisions for liabilities		-	-	-	-
Total net assets or liabilities		51,091	33,405	84,496	116,636
Funds of the Charity					
Restricted income funds			33,405	33,405	33,405
Unrestricted funds		51,091		51,091	83,231
Total charity funds		51,091	33,405	84,496	116,636

Balance Sheet (cont)

For the year ended 31st March 2024

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 March 2024.

The members have not required the charitable company to obtain an audit of its financial statements for the period ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

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 of 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.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard applicable in the UK (FRS 102).

The financial statements were approved by the Board of Trustees and were signed on its behalf by:



Mr S Pratley
Trustee

Approved by the board of trustees on 15/11/2024

NOTES TO FINANCIAL STATEMENTS

For the year ended

31st March 2024

Note 1 Accounting policies

Basis of accounting

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP

The particular accounting policies are set out below

The financial statements are prepared on a going concern basis, under historical cost convention.

Recognition of income

Income is accounted for on a receivable basis, deferred as described below where appropriate

Income includes grant income and all other income relating to the company's operations including donations, statutory funding and fund-raising.

Grants received are allocated equally over the periods to which they relate

Investment Income

Bank Interest received is on an actual receipts basis

Deferred Income

In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively are subject to conditions that are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are defined on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Recognition of liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Expenditure Recognition

Items are included within the relevant activity categories on an accruals basis

In particular the policy for including items within costs of generating funds, charitable activities and governance costs is:

NOTES TO FINANCIAL STATEMENTS (cont.)

For the year ended 31st March 2024

Note 1 Accounting policies (cont.)

Costs of generating funds

There are no costs that are attributable to the generating of funds

Charitable activities

Charitable expenditure shall include all expenditure directly related to the objects of the charity including the costs of any goods and services that have been incurred in the furtherance of the objectives

Governance costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with the statutory requirements.

Allocation of costs within types of resources expended

The methods and principles for the allocation and apportionment of all costs between the different activity categories of resources set out above are:

There are a number of costs, including staffing costs, where it is impracticable to allocate these costs precisely between administration and charitable expenditure and the trustees have allocated such costs on the basis of reasonable estimates as follows:

Staffing costs and related expenses

On the basis of salary costs, and an estimate of hours spent on different activities. The salary and pension costs of the Manager and Secretary are shared equally between Charitable Activities. The Trustees believe this provides a true reflection of the costs incurred

Unrealised and realised gains

Realised gains and losses are included in the accounts on the date at which a contractual obligation is entered into.

Unrealised gains and losses are computed by reference to the market value of the investments at the balance sheet date, compared to the brought forward cost or valuation, and gains and losses arising on similar categories of investments are netted off.

Fixed assets and depreciation

Furniture and equipment is written off in the year of acquisition

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company and is therefore included in the relevant costs in the Statement of Financial Activities

NOTES TO FINANCIAL STATEMENTS (cont)

For the year ended 31st March 2024

Note 1 Accounting policies (cont)

Fund Accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in the furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer of funds or the allocation of funds to designated funds, other than described above.

Any other proposed transfer of funds would be considered on the particular circumstances.

Recognition of pension costs and pension assets and liabilities

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Winding up or dissolution of the charity

In the event of winding up or dissolution of the charity if there remain any assets in the accumulated funds after the satisfaction of all debts and liabilities these assets will be passed to other charitable bodies having similar objects to the charity.

NOTES TO FINANCIAL STATEMENTS (cont)
For the year ended 31st March 2024

Note 2 Analysis of income

		Unrestricted funds £	Restricted income funds £	2024 Total funds £	2023 £
Donations and legacies:	Donations and gifts	23,827	-	23,827	16,614
	Gift Aid	7,950	-	7,950	-
	Legacies	23,162	-	23,162	-
	General grants provided by government bodies	20,000	-	20,000	35,000
	Grants from other charitable organisations	35,927	-	35,927	69,417
	Total	110,866	-	110,866	121,031
Charitable activities:	Funding by government bodies	22,802	-	22,802	47,772
	Sale of goods	209	-	209	-
	Other	-	-	-	5,402
	Total	23,011	-	23,011	53,174
Income from investments:	Interest income	2,647	-	2,647	1,076
	Total	2,647	-	2,647	1,076
TOTAL INCOME		136,524	-	136,524	175,281

NOTES TO FINANCIAL STATEMENTS (cont)
For the year ended 31st March 2024

Note 3 Analysis of expenditure

	Unrestricted funds £	Restricted income funds £	2024 Total funds £	2023 £
Direct Charitable Expenditure				
Gross wages and salaries	100,524	-	100,524	89,496
Pension contributions charitable employees	1,191	-	1,191	1,248
Activity Costs	20,641	-	20,641	17,676
Equipment costs	69	-	69	1,027
Food costs	3,826	-	3,826	-
Total Direct Costs	126,251	-	126,251	109,447
Support Costs				
Management and Administration costs				
Salaries Administrative staff	20,422	-	20,422	17,197
Pension contributions administrative staff	521	-	521	719
Training	292	-	292	-
Premises Costs	-	-	-	-
Rent Payable	5,795	-	5,795	7,935
Insurance	2,467	-	2,467	2,055
Light and Heat	1,800	-	1,800	1,800
Cleaning	230	-	230	1,173
Premises Repairs and Renewals	1,735	-	1,735	372
General administrative Expenses				
Telephone and Internet	1,263	-	1,263	954
Stationery and Printing	628	-	628	390
Subscriptions	1,188	-	1,188	-
IT and software	2,288	-	2,288	-
Travel costs	1,080	-	1,080	-
Administration costs	1,454	-	1,454	1,053
Bank charges	62	-	62	104
Total Support costs	41,223	-	41,223	33,752
Total expenditure on charitable activities	167,474	-	167,474	143,199
Governance Costs				
Accounting and Independent Examiner Fees	1,190	-	1,190	260
Total Governance Costs	1,190	-	1,190	260
TOTAL EXPENDITURE	168,664	-	168,664	143,459

NOTES TO FINANCIAL STATEMENTS (cont.)
For the year ended 31st March 2024

Note 4 Details of certain items of expenditure

	2024 £	2023 £
Rentals under operating leases	5,000	5,554
Pension costs	1,712	1,967
Accounting and Independent Examiner Fees	1,190	260

Note 5 Paid employees

5.1 Staff Costs

	2024 £	2023 £
Salaries and wages	118,620	107,613
Social security costs	912	-
Pension costs (defined contribution scheme)	1,712	1,967
Other employee benefits	-	-
Total staff costs	121,244	109,580

There were no members of staff with emoluments in excess of £60,000 per annum (2023: Nil)

5. 1 Number of employees

	2024	2023
Engaged on direct charitable activities	6	3
Engaged on management and administration	1	1
	<u>7</u>	<u>4</u>

5.3 Pension Contributions

	2024	2023
Number of staff to whom benefits are accruing	2	3
Under money purchase pension schemes		

NOTES TO FINANCIAL STATEMENTS (cont)
For the year ended

31st March 2024

Note 7 Debtors and prepayments

	2024	2023
	£	£
Analysis of debtors		
Recoverable Gift Aid	7,950	2,249
Total Debtors	7,950	2,249

Note 8 Creditors and accruals

Analysis of creditors

Amounts falling due within one year

	2024	2023
	£	£
Closing PAYE creditors	1,638	-
Closing pension creditor	935	-
Accruals and deferred income	1,200	270
Total Creditors	3,773	270

Note 9 Cash and short term deposits

	2024	2023
	£	£
Cash at bank and on hand	80,319	114,657
Total cash and short term deposits	80,319	114,657

NOTES TO FINANCIAL STATEMENTS (cont.)**For the year ended****31st March****Note 10****Charity funds****10.1 Details of material funds held and movements during the CURRENT reporting period**

Purpose and Restrictions		Fund balances brought forward	Income	Expenditure	Transfers	Fund balances carried forward
Fund names		£	£	£	£	£
General Funds	General, unrestricted fund	83,231	136,524	(168,664)	-	51,091
	Restricted fund for music					
Live Wire	projects	33,405	-	-	-	33,405
		-	-	-	-	-
Total Funds		116,636	136,524	(168,664)	-	84,496

10.2 Details of material funds held and movements during the PREVIOUS reporting period

Purpose and Restrictions		Fund balances brought forward	Income	Expenditure	Transfers	Fund balances carried forward
Fund names		£	£	£	£	£
General Funds	General, unrestricted fund	54,700	175,281	(146,750)	-	83,231
	Restricted fund for music					
Live Wire	projects	33,405	-	-	-	33,405
		-	-	-	-	-
Total Funds		88,105	175,281	(146,750)	-	116,636

Live Wire Restricted Fund

Livewire is an inclusive music development programme for young people between the age of 11 and 22 in Herefordshire aimed at developing young musicians musical and performance skills, confidence and a platform for musical opportunities.

NOTES TO FINANCIAL STATEMENTS (cont.)

For the year ended

31st March 2024

Note 11 Company Limited by Guarantee

The Charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding ten pounds as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are 6 members of the company (2023: 6 members)

Note 12 General Information

Close House Projects, is a private company, limited by guarantee, incorporated in England and Wales, registered number 05641665. The registered address is Close House, 3 St Peters Close, Hereford, HR1 2DL

CLOSE HOUSE PROJECTS

England & Wales - Charity number 1114192

Accounts

Registered Charity Number
1114192

Close House Projects
(A Company Limited by Guarantee)
Report and Accounts
For The Year Ended
31 March 2023

Registered Company Number
05641665

Close House Projects
Report and accounts
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Close House Projects

Company Information

Close House Projects is established as a Company limited by guarantee and is registered as a Charity within the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

Chair

Dr L Outtrim

Directors

Mr R Kelly
Mr S Pratley
Rev A Dodwell
Dr L Outtrim
Rev J P Cardoso Dutra
Miss F Roberts

Secretary

Mr B Lea

Accountants

Gareth Vale
Chartered Certified Accountant
3 Holmer Terrace
Holmer
Hereford
HR4 9RH

Bankers

Santander
Bootle
L30 4GB

CAF Bank Ltd
25 Kings Hill Avenue
West Mallory
ME19 4JQ

Registered office

Close House
3 St Peters Close
Hereford
HR1 2DL

Registered number

05641665

Charity number

1114192

Close House Projects

The report of the trustees for the year ended 31 March 2023

Introduction

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity and its subsidiary for the year ending 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as applied to small entities by section 1A of the standard) (effective 1 January 2015).

The board of trustees are satisfied with the performance of the charity during the year and the position at 31st March 2023 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations. However, there is a recurring dependence on bid-writing and fundraising that is a constant demand on resources in a climate of increasing competition on diminishing funds.

Name, registered office and constitution of the charity

The full name of the charity is Close House Projects.

The legal registration details are :-

<i>Date of incorporation</i>	01 December 2005
<i>Company Registration Number</i>	05641665
<i>The Registered Office is</i>	Close House, St Peters Square, Hereford. HR1 2DL
<i>Charity Registration Number</i>	1114192
<i>The telephone number is</i>	01432274239

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

The objectives and principal activities of the charity are to help young people in Herefordshire especially but not exclusively through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturing individuals and members of society.

The strategies employed by the charity to meet these objectives are to

- 1) Provide a range of services aimed at improving the quality of life for young people in Herefordshire
- 2) Continue to improve the level of services, information and advice provided.
- 3) Monitoring the level of income received by the charity.

Public benefit that is provided by the charity

Close House works with young people, offering safe social meeting spaces and leisure activities that improve their social, physical and spiritual development. Close House works in an holistic and inclusive way, with services accessible by all young people. We offer young people a real voice in their communities and enable them to fully participate in the life of their community.

Close House Projects

The report of the trustees for the year ended 31 March 2023

An explanation of the charity's main objectives for the year.

We continue to provide drop-in social support and Youth Work from Close House, the former vicarage of St Peters. We use the building, and occasionally church space, as a base for activities and Youth Volunteering projects across the city.

An explanation of the charity's strategies for achieving its stated objectives.

Close House will continue to offer safe, social meeting spaces for young people, together with a range of activities decided upon by the young people. Our work will be carried out in the city centre and at in a number of different community spaces. We will continue to develop the range of projects as the need arises.

The Charity's grant making policies

The charity does not make grants to other charities or organisations.

The contribution of volunteers

The Charity has a governing board of 7 trustees who are also directors of the company, all of whom are volunteers, and utilises the services of several volunteers at any one time on a regular basis, some of whom are involved on training schemes.

Investment performance achieved against investment objectives set

We have been able to successfully build reserves to give ourselves a healthy start for the coming year, and the local community and local Charitable Trusts are to be thanked for this, alongside the hard work of the youth workers who achieve the targets set by their respective funders.

Summary of the main achievements of the charity during the year

This year has been a return to form for Close House. After some very successful Holiday Programs, we relaunched our Daytime, After-School and Saturday drop-ins to healthy attendance. New youth workers have joined the team, and re-engagement with other local youth groups has opened the door for training opportunities and partnerships across the county. The team have worked hard to see their projects succeed, notably the Holiday Programs under Erica's coordination, and Outback under Levi. The board continue to provide stable support, and our gratitude goes to all those who give freely of their time, wisdom, prayers and finance to keep Close House a safe space for the young people of Hereford.

Close House Projects

The report of the trustees for the year ended 31 March 2023

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

Close House Projects is established as a Company limited by guarantee and is registered as a Charity within the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

The methods adopted for the recruitment and appointment of new trustees

The existing directors recommend new directors for appointment by the board at the company's general meetings. The board appoint directors who can provide specific skills and knowledge to the company to enable the furtherance of its charitable objectives. No director receives any remuneration or reimbursement of any expenses. Prospective directors are provided with details of the company's objectives, their legal obligations under company law and charitable law and what their role as director will entail prior to any appointment being made.

The organisational structure of the charity and how decisions are made.

The Directors of the charitable company have appointed a Chairman to control and review the company's management structure. The management structure controls and manages the activities of each of the charity's current projects.

The systems of internal control operated by the company are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. These include:

- 1) Annual budgets approved by the Board
- 2) Regular consideration by both the Board and senior management of financial results, variances from budgets and other financial and non-financial indicators
- 3) Delegation of authority and segregation of duties
- 4) Identification and management of risks

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to manage those risks.

Financial Review

Policies on reserves

The directors have reviewed the reserves of the company. The review encompassed the nature of the income and expenditure streams, the existing contractual arrangements and the work undertaken, together with the need to match variable income with fixed commitments. The review concluded that to allow the company to be managed effectively and to provide a buffer for uninterrupted services, a general Unrestricted Funds reserve equivalent to six months of normal expenditure costs should be maintained, this is around £54,000 (2022 £54,000). The general Unrestricted Funds reserve at 31st March 2023 amounted to £83,231 (2022: £54,700) which is a significant improvement on previous years, and with expected income for 2023/24 is an ample level of reserves.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Close House Projects

The report of the trustees for the year ended 31 March 2023

Transactions and Financial position

The financial statements are set out on pages 8 to 21. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Statement of Financial Activities show net incoming / (outgoing) resources for the year of a revenue nature of £28,531 (2022: (£37,345)).

The total reserves at the year end stand at £116,136 (2022: £88,105).

Share Capital

The company is limited by guarantee and therefore has no share capital

The name of the Manager and other senior staff member(s) to whom day to day management of the charity is delegated by the charity trustees.

During the year the trustees delegated the day to day management of the charity to Mr B Lea, the manager, by the trustees.

The members of the Board of Trustees of the Charity during the year ended 31st March 2023 were :-

Dr L Outtrim - Chair
Mr R Kelly - Treasurer
Mr S Pratley
Rev A. Dodwell
Rev J P Cardoso Dutra
Miss F Roberts

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Acts.

The directors/trustees are all members of the charity

Close House Projects

The report of the trustees for the year ended 31 March 2023

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Dr L Outtrim - Chair
Mr R Kelly - Treasurer
Mr S Pratley
Rev A. Dodwell
Rev J P Cardoso Dutra
Miss F Roberts

Statement of Directors' and Trustees' Responsibilities

The Charities Acts and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

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

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2011 and comply with regulations made under the Charity (Accounts and Reports Regulations) 2008. 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.

The trustees are also responsible for the contents of the trustees' report.

Method of preparation of accounts

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

This report was approved by the board of trustees on

Mr B. Lea
Company Secretary

Close House Projects Independent Accountant's Report

Independent Examiners Report to the trustees on the accounts of the Charity for the year ended 31 March 2023

I report on the financial statements of the charity on pages 8 to 21 which have been prepared in accordance with the FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard), as modified by the 2011 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, under the historical cost convention and the accounting policies set out on 13.

Respective responsibilities of directors and accountant

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) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to 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 the procedures laid down in the general Directions given by the Charity - Commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

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 section 386 of the Companies Act 2006 and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the

Statement of Recommended Practice: Accounting and Reporting by Charities have not 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

Gareth Vale
Chartered Certified Accountant
3 Holmer Terrace
Holmer
Hereford
HR4 9RH

The date upon which this report was completed is :-

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2023

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2023 £	2023 £	2023 £	2022 £
Income from				
Voluntary Income	174,205	-	174,205	106,077
Investment Income	1,076	-	1,076	101
Total income	175,281	-	175,281	106,178
Costs of charitable activities	146,490	-	146,490	143,263
Governance costs	260	-	260	260
Total expenses	146,750	-	146,750	143,523
Net income/(net expenditure) before transfers between funds	28,531	-	28,531	(37,345)
Gross transfers between funds	-	-	-	-
Net income/(net expenditure) before Other recognised gains and losses	28,531	-	28,531	(37,345)
Net income/(net expenditure)	28,531	-	28,531	(37,345)
Reconciliation of funds				
Total funds brought forward	54,700	33,405	88,105	125,450
Total Funds carried forward	83,231	33,405	116,636	88,105

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on page 11 as required by the said statement.

All activities derive from continuing operations

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2023

Income and Expenditure Account as required by the Companies Act
for the year ended 31 March 2023

	2023 £	2022 £
Turnover	174,205	106,077
Direct costs of turnover	146,490	143,263
Gross surplus/(deficit)	<u>27,715</u>	<u>(37,186)</u>
Governance costs	260	260
Operating surplus/(deficit)	<u>27,455</u>	<u>(37,446)</u>
Interest receivable	1,076	101
Surplus/(deficit) on ordinary activities before tax	<u>28,531</u>	<u>(37,345)</u>
 Surplus/(deficit) for the financial year	 <u>28,531</u>	 <u>(37,345)</u>
Retained surplus/(deficit) for the financial year	<u>28,531</u>	<u>(37,345)</u>

All activities derive from continuing operations

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2023

Statement of Total Recognised Gains and Losses
for the year ended 31 March 2023

	2023	2022
Excess of Expenditure over income before realisation of assets	28,531	(37,345)
Loss per Profit and Loss account	28,531	(37,345)
Net Movement in funds before taxation	28,531	(37,345)

Movements in revenue and capital funds
for the year ended 31 March 2023

Revenue accumulated funds	Unrestricted Funds	Restricted Funds	Total Funds	Last year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Accumulated funds brought forward	54,700	33,405	88,105	125,450
Recognised gains and losses before transfers	28,531	-	28,531	(37,345)
	83,231	33,405	116,636	88,105
Closing revenue accumulated funds	83,231	33,405	116,636	88,105
			£	£

Summary of funds	Designated Funds	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	2023	2023	2023	2023	2022
Revenue accumulated funds	-	83,231	33,405	116,636	88,105

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Company Number 05641665
Balance Sheet
as at 31 March 2023

	Notes	2023 £	2022 £
<i>The assets and liabilities of the charity :</i>			
Fixed assets			
Current assets			
Debtors	9	2,249	2,367
Cash at bank and in hand		114,657	86,008
Total current assets		<u>116,906</u>	<u>88,375</u>
Creditors:-			
amounts due within one year	10	(270)	(270)
Net current assets		<u>116,636</u>	<u>88,105</u>
Total assets less current liabilities		<u>116,636</u>	<u>88,105</u>
Creditors:-			
amounts due after more than one year		-	-
Provisions for liabilities and charges		-	-
Net assets including pension asset / liability		<u>116,636</u>	<u>88,105</u>
<i>The funds of the charity :</i>			
Unrestricted income funds			
Unrestricted revenue accumulated funds	83,231	54,700	54,700
Total unrestricted funds		83,231	54,700
Restricted income funds			
Restricted revenue accumulated funds	33,405	33,405	33,405
Total restricted funds		<u>33,405</u>	<u>33,405</u>
Total charity funds		<u>116,636</u>	<u>88,105</u>

Close House Projects

Company Number

05641665

Balance Sheet

as at 31 March 2023

The directors are satisfied that for the year in question the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

No member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.

The notes on pages 13 to 19 form an integral part of these accounts.

Dr L Outtrim

Trustee

Approved by the board of trustees on

**Close House Projects
Notes to the Accounts
for the year ended 31 March 2023**

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity 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(s).

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Income recognition

Income is accounted for on a receivable basis deferred as described below where appropriate.

Income includes grant income and all other income relating to the company's operations including donations, statutory funding and fund-raising.

Grants received are allocated equally over the periods to which they relate.

Investment Income

Bank Interest received is included on an actual receipts basis.

Deferred income

In accordance with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

**Close House Projects
Notes to the Accounts
for the year ended 31 March 2023**

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales .

Expenditure recognition

The policy for including items within the relevant activity categories of expenses is accounted for on an accruals basis.

In particular the policy for including items within costs of generating funds, charitable activities and governance costs is:

Costs of generating funds

There are no costs that are attributable to the generating of funds.

Charitable activities

Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :

Activities in furtherance of the charity's objectives

The cost of goods and services that have been incurred in charitable activities.

Governance costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

Allocation of costs within types of resources expended

The methods and principles for the allocation and apportionment of all costs between the different activity categories of resources set out above are :

There are a number of costs, including staffing costs, where it is impracticable to allocate these costs precisely between administration and charitable expenditure and the trustees have allocated such costs on the basis of reasonable estimates as follows :

Staffing costs and related expenses

On the basis of salary costs, and an estimate of hours spent on different activities. The salary and pension costs of the Manager and Secretary are shared equally between Charitable and Activities. The Trustee's believe this provides a true reflection of the costs incurred.

Unrealised and realised gains

Realised gains and losses are included in the accounts on the date at which a contractual obligation is entered into.

Unrealised gains and losses are computed by reference to the market value of the investments at the balance sheet date, compared to the brought forward cost or valuation, and gains and losses arising on similar categories of investments are netted off.

**Close House Projects
Notes to the Accounts
for the year ended 31 March 2023**

Fixed assets and depreciation

Furniture and equipment purchased is written off in the year of acquisition.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

Recognition of pension costs and pension assets and liabilities

The Charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Treatment of exceptional items

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

**Close House Projects
Notes to the Accounts
for the year ended 31 March 2023**

3 Surplus/(deficit) for the financial year	2023	2022
	£	£
This is stated after crediting :-		
Revenue Turnover from ordinary activities	174,205	106,077
and after charging:-		
Rentals under operating leases	5,554	7,935
Pension costs	1,967	3,313
Reporting Accountant's fees	260	260

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part.

4 Statement that no expenses were paid to trustees or connected persons

No expenses were paid to trustees or persons connected with them.

**5 Detailed analysis of certain transactions required by the the Statement
of Recommended Practice for Accounting and Reporting issued by the Charity
Commissioners for England & Wales**

6 Investment Income	2023	2022
	£	£
Bank deposit interest received	1,076	101

Close House Projects
Notes to the Accounts
for the year ended 31 March 2023

7 Staff Costs and Emoluments

	2023	2022
	£	£
Gross Salaries	107,613	102,776
Pension Contributions	1,967	3,313
	<u>109,580</u>	<u>106,089</u>

Numbers of employees

	2023	2022
Engaged on charitable activities	3	3
Engaged on management and administration	1	1
	<u>4</u>	<u>4</u>

There were no employees with emoluments in excess of £60,000 per annum

The pension details of such higher paid staff were :-

	No	No
Numbers of such staff to whom benefits are accruing :-		
Under money purchase pension schemes	<u>3</u>	<u>3</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2023

8 Trustees' Remuneration

Neither the trustees nor any persons connected with them have received any remuneration, either in the current year or the prior year.

9 Debtors	2023	2022
	£	£
Taxation Recoverable	2,249	2,367

10 Creditors: amounts falling due within one year	2023	2022
	£	£
Accrued expenses	270	270

11 Post Balance Sheet events

No material events have occurred since the balance sheet date which would require disclosure in the accounts.

12 Analysis of the Net Movement in Funds	2023	2022
	£	£
Net movement in funds from Statement of Financial Activities	28,531	(37,345)

13 Particulars of Individual Funds and analysis of assets and liabilities representing funds				
At 31 March 2023	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Current Assets	83,501	-	33,405	116,906
	83,231	-	33,405	116,636
At 1 April 2022	Unrestricted funds	Designated funds	Restricted funds	Total Funds
Current Assets	54,970	-	33,405	88,375
Current Liabilities	(270)	-	-	(270)
	54,700	-	33,405	88,105

**Close House Projects
Notes to the Accounts
for the year ended 31 March 2023**

The individual funds included above are :-

	Funds at 2022	Movements in Funds as below	Transfers Between funds	Funds at 2023
	£	£	£	£
General funds	54,700	28,531	-	83,231
Live Wire Project	33,405	-	-	33,405
	<u>88,105</u>	<u>28,531</u>	<u>-</u>	<u>116,636</u>

Analysis of movements in funds as shown in the table above

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
	£	£	£	£
General funds	175,281	146,750	-	28,531
Live Wire Project	-	-	-	-
	<u>175,281</u>	<u>146,750</u>	<u>-</u>	<u>28,531</u>

The funds included above are to be utilised as follows:

Live Wire Project

Livewire is an inclusive music development programme for young people between the ages of 11 and 22 in Herefordshire aimed at developing young musicians musical and performance skills, confidence and a platform for musical opportunities.

Explanation of the nature of each material transfer between funds.

Where applicable transfers are made from the unrestricted funds to restricted funds at the year end to clear any deficits that have arisen.

No transfers are made from individual restricted funds.

14 Share Capital

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding ten pounds as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are 6 members of the company (2022 - 6 members)

Close House Projects
Schedule to the Statement of Financial Activities
for the year ended 31 March 2023
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2011 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2023	2023	2023	2022
	£	£	£	£
Incoming Resources				
Voluntary Income				
Government and public bodies				
Incoming resources of a revenue nature				
Funding	47,772	-	47,772	38,449
Grants	35,000	-	35,000	15,000
Total	82,772	-	82,772	53,449
Non government and non public bodies				
Incoming resources of a revenue nature				
Donations	16,614	-	16,614	30,771
Grants	69,417	-	69,417	10,637
Other	5,402	-	5,402	11,220
Total	91,433	-	91,433	52,628
Total Grants, Legacies & Donations Received	174,205	-	174,205	106,077
Total Voluntary Income	174,205	-	174,205	106,077
Investment Income				
Bank deposit interest received	1,076	-	1,076	101
Total Investment Income	1,076	-	1,076	101
Total Incoming Resources	175,281	-	175,281	106,178
Charitable expenditure				
Support costs of charitable activities				
Direct support costs				
Gross wages and salaries - charitable activities	89,496	-	89,496	83,491
Pension contributions charitable employees	1,248	-	1,248	2,594
Activity costs	17,676	-	17,676	21,338
Equipment costs	1,027	-	1,027	2,088
	109,497	-	109,497	109,511

**Management and administration costs
in support of charitable activities**

Staff costs in support of charitable activities

Salaries - Administrative staff	18,117	-	18,117	17,197
Pension Contributions - administrative staff	719	-	719	719
	18,836	-	18,836	17,916

Premises Costs

Rent payable	5,554	-	5,554	7,935
Insurance	2,224	-	2,224	2,055
Light and heat	1,800	-	1,800	1,800
Cleaning	346	-	346	1,173
Premises repairs and renewals	2,614	-	2,614	372
	12,538	-	12,538	13,335

General administrative expenses:

Telephone and fax	1,232	-	1,232	954
Stationery and printing	489	-	489	390
Administration costs	2,153	-	2,153	1,053
Bank charges	75	-	75	104
	3,949	-	3,949	2,501

Total Support costs	146,490	-	146,490	143,263
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Support costs for grants paid

Total Expended on Charitable Activities	146,490	-	146,490	143,263
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**Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work
(including management and administration costs)**

Specific governance costs

Reporting Accountant's Fees	260	-	260	260
Total governance costs	260	-	260	260

CLOSE HOUSE PROJECTS

England & Wales - Charity number 1114192

Accounts

Registered Charity Number
1114192

Close House Projects
(A Company Limited by Guarantee)
Report and Accounts
For The Year Ended
31 March 2022

Registered Company Number
05641665

Close House Projects
Report and accounts
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Close House Projects

Company Information

Close House Projects is established as a Company limited by guarantee and is registered as a Charity within the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

Chair

Mrs F Keogh (resigned December 2021)

Dr L Outtrim (appointed January 2022)

Directors

Mrs F Keogh (resigned December 2021)

Mr R Kelly

Mr S Pratley

Mr D Robertson (resigned July 2021)

Rev A Dodwell

Dr L Outtrim (appointed April 2021)

Rev J P Cardosa Dutra (appointed November 2022)

Miss F Roberts (appointed November 2022)

Secretary

Mr B Lea

Accountants

Gareth Vale

Chartered Certified Accountant

Ground Floor Offices

Bastion Mews

Union Street

Hereford

HR1 2BT

Bankers

Santander

Bootle

L30 4GB

CAF Bank Ltd

25 Kings Hill Avenue

West Malling

ME19 4JQ

Registered office

Close House

3 St Peters Close

Hereford

HR1 2DL

Registered number

05641665

Charity number

1114192

Close House Projects

The report of the trustees for the year ended 31 March 2022

Introduction

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity and its subsidiary for the year ending 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as applied to small entities by section 1A of the standard) (effective 1 January 2015).

The board of trustees are satisfied with the performance of the charity during the year and the position at 31st March 2022 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations. However, there is a recurring dependence on bid-writing and fundraising that is a constant demand on resources in a climate of increasing competition on diminishing funds.

Name, registered office and constitution of the charity

The full name of the charity is Close House Projects.

The legal registration details are :-

<i>Date of incorporation</i>	01 December 2005
<i>Company Registration Number</i>	05641665
<i>The Registered Office is</i>	Close House, St Peters Square, Hereford. HR1 2DL
<i>Charity Registration Number</i>	1114192
<i>The telephone number is</i>	01432274239

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

The objectives and principal activities of the charity are to help young people in Herefordshire especially but not exclusively through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturing individuals and members of society.

The strategies employed by the charity to meet these objectives are to

- 1) Provide a range of services aimed at improving the quality of life for young people in Herefordshire
- 2) Continue to improve the level of services, information and advice provided.
- 3) Monitoring the level of income received by the charity.

Public benefit that is provided by the charity

Close House works with young people, offering safe social meeting spaces and leisure activities that improve their social, physical and spiritual development. Close House works in an holistic and inclusive way, with services accessible by all young people. We offer young people a real voice in their communities and enable them to fully participate in the life of their community.

Close House Projects

The report of the trustees for the year ended 31 March 2022

An explanation of the charity's main objectives for the year.

We continue to provide drop-in social support and Youth Work from Close House, the former vicarage of St Peters. We use the building, and occasionally church space, as a base for activities and Youth Volunteering projects across the city.

An explanation of the charity's strategies for achieving its stated objectives.

Close House will continue to offer safe, social meeting spaces for young people, together with a range of activities decided upon by the young people. Our work will be carried out in the city centre and at in a number of different community spaces. We will continue to develop the range of projects as the need arises.

The Charity's grant making policies

The charity does not make grants to other charities or organisations.

The contribution of volunteers

The Charity has a governing board of 7 trustees who are also directors of the company, all of whom are volunteers, and utilises the services of several volunteers at any one time on a regular basis, some of whom are involved on training schemes.

Investment performance achieved against investment objectives set

We have been able to successfully build reserves to give ourselves a healthy start for the coming year, and the local community and local Charitable Trusts are to be thanked for this, alongside the hard work of the youth workers who achieve the targets set by their respective funders.

Summary of the main achievements of the charity during the year

The post-lockdown rebuild has been a challenging year for the drop-in services, but the staff team at Close House have made really good progress in meeting new generations and forming new youth groups. The EPICs and Outback projects are continually growing, and new volunteers are joining the organisation to help bolster the troops for drop-in sessions. Financially, we have used our reserves carefully and will need to rebuild in 22/23, but the right balance has been achieved between being prudent and also doing good charitable works for the youth of Herefordshire. Many thank to the board of Directors, to Fran & Bridget for their voluntary support of the board, and to all of the staff, volunteers and young people that make Close House such a thriving community.

Close House Projects

The report of the trustees for the year ended 31 March 2022

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

Close House Projects is established as a Company limited by guarantee and is registered as a Charity within the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

The methods adopted for the recruitment and appointment of new trustees

The existing directors recommend new directors for appointment by the board at the company's general meetings. The board appoint directors who can provide specific skills and knowledge to the company to enable the furtherance of its charitable objectives. No director receives any remuneration or reimbursement of any expenses. Prospective directors are provided with details of the company's objectives, their legal obligations under company law and charitable law and what their role as director will entail prior to any appointment being made.

The organisational structure of the charity and how decisions are made.

The Directors of the charitable company have appointed a Chairman to control and review the company's management structure. The management structure controls and manages the activities of each of the charity's current projects.

The systems of internal control operated by the company are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. These include:

- 1) Annual budgets approved by the Board
- 2) Regular consideration by both the Board and senior management of financial results, variances from budgets and other financial and non-financial indicators
- 3) Delegation of authority and segregation of duties
- 4) Identification and management of risks

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to manage those risks.

Financial Review

Policies on reserves

The directors have reviewed the reserves of the company. The review encompassed the nature of the income and expenditure streams, the existing contractual arrangements and the work undertaken, together with the need to match variable income with fixed commitments. The review concluded that to allow the company to be managed effectively and to provide a buffer for uninterrupted services, a general Unrestricted Funds reserve equivalent to six months of normal expenditure costs should be maintained, this is around £54,000 (2021 £54,000). The general Unrestricted Funds reserve at 31st March 2022 amounted to £54,700 (2021: £84,919) which is a significant improvement on previous years, and with expected income for 22/22 is an ample level of reserves.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Close House Projects

The report of the trustees for the year ended 31 March 2022

Transactions and Financial position

The financial statements are set out on pages 8 to 21. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Statement of Financial Activities show net (outgoing) / incoming resources for the year of a revenue nature of £37,345 (2021: £24,203).

The total reserves at the year end stand at £88,105 (2021: £125,450).

Share Capital

The company is limited by guarantee and therefore has no share capital

The name of the Manager and other senior staff member(s) to whom day to day management of the charity is delegated by the charity trustees.

During the year the trustees delegated the day to day management of the charity to Mr B Lea, the manager, by the trustees.

The members of the Board of Trustees of the Charity during the year ended 31st March 2022 were :-

Mrs F Keogh - Chair (resigned December 2021)
Dr L Outtrim - Chair (appointed January 2022)
Mr R Kelly - Treasurer
Mr S Pratley
Mr D Robertson (resigned July 2021)
Rev A. Dodwell

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Acts.

The directors/trustees are all members of the charity

Close House Projects

The report of the trustees for the year ended 31 March 2022

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Mr R Kelly - Treasurer

Mr S Pratley

Dr L Outtrim

Rev A. Dodwell

Rev J P Cardossa-Dutra (appointed November 2022)

Miss F Roberts (appointed November 2022)

Statement of Directors' and Trustees' Responsibilities

The Charities Acts and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

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

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2011 and comply with regulations made under the Charity (Accounts and Reports Regulations) 2008. 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.

The trustees are also responsible for the contents of the trustees' report.

Method of preparation of accounts

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

This report was approved by the board of trustees on 13 December 2022.

Mr B. Lea
Company Secretary

Close House Projects

Independent Accountant's Report

Independent Examiners Report to the trustees on the accounts of the Charity for the year ended 31 March 2022

I report on the financial statements of the charity on pages 8 to 21 which have been prepared in accordance with the FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard), as modified by the 2011 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, under the historical cost convention and the accounting policies set out on 13.

Respective responsibilities of directors and accountant

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) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to 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 the procedures laid down in the general Directions given by the Charity - Commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

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 section 386 of the Companies Act 2006 and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the

Statement of Recommended Practice: Accounting and Reporting by Charities have not 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

Gareth Vale
Chartered Certified Accountant
Ground Floor Offices
Bastion Mews
Union Street
Hereford
HR1 2BT

The date upon which this report was completed is :-

13 December 2022

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2022

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2022 £	2022 £	2022 £	2021 £
Income from				
Voluntary Income	103,171	2,906	106,077	181,541
Investment Income	101	-	101	2
Total income	103,272	2,906	106,178	181,543
 Costs of charitable activities	 133,231	 10,032	 143,263	 157,080
Governance costs	260	-	260	260
Total expenses	133,491	10,032	143,523	157,340
 (Net expenditure)/net income before transfers between funds	 (30,219)	 (7,126)	 (37,345)	 24,203
 Gross transfers between funds	 -	 -	 -	 -
 (Net expenditure)/net income before Other recognised gains and losses	 (30,219)	 (7,126)	 (37,345)	 24,203
 (Net expenditure)/net income	 (30,219)	 (7,126)	 (37,345)	 24,203
 Reconciliation of funds				
Total funds brought forward	84,919	40,531	125,450	101,247
Total Funds carried forward	54,700	33,405	88,105	125,450

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on page 11 as required by the said statement.

All activities derive from continuing operations

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2022

Income and Expenditure Account as required by the Companies Act
for the year ended 31 March 2022

	2022 £	2021 £
Turnover	106,077	181,541
Direct costs of turnover	143,263	157,080
Gross (deficit)/surplus	<u>(37,186)</u>	<u>24,461</u>
Governance costs	260	260
Operating (deficit)/surplus	<u>(37,446)</u>	<u>24,201</u>
Interest receivable	101	2
(Deficit)/surplus on ordinary activities before tax	<u>(37,345)</u>	<u>24,203</u>
 (Deficit)/surplus for the financial year	 <u>(37,345)</u>	 <u>24,203</u>
Retained (deficit)/surplus for the financial year	<u>(37,345)</u>	<u>24,203</u>

All activities derive from continuing operations

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2022

Statement of Total Recognised Gains and Losses
for the year ended 31 March 2022

	2022	2021
Excess of Expenditure over income before realisation of assets	(37,345)	24,203
Profit per Profit and Loss account	(37,345)	24,203
Net Movement in funds before taxation	(37,345)	24,203

Movements in revenue and capital funds
for the year ended 31 March 2022

Revenue accumulated funds	Unrestricted Funds	Restricted Funds	Total Funds	Last year Total Funds
	2022 £	2022 £	2022 £	2021 £
Accumulated funds brought forward	84,919	40,531	125,450	101,247
Recognised gains and losses before transfers	(30,219)	(7,126)	(37,345)	24,203
	54,700	33,405	88,105	125,450
Transfers between restricted and unrestricted funds	-	-	-	-
Closing revenue accumulated funds	54,700	33,405	88,105	125,450
			£	£

Summary of funds	Designated Funds	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	2022	2022	2022	2022	2021
Revenue accumulated funds	-	54,700	33,405	88,105	125,450

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Company Number
Balance Sheet
as at 31 March 2022

05641665

	Notes		2022 £	2021 £
<i>The assets and liabilities of the charity :</i>				
Fixed assets				
Current assets				
Debtors	10	2,367	2,430	
Cash at bank and in hand		86,008	123,290	
Total current assets		<u>88,375</u>	<u>125,720</u>	
Creditors:-				
amounts due within one year	11	(270)	(270)	
Net current assets			88,105	125,450
Total assets less current liabilities			<u>88,105</u>	<u>125,450</u>
Creditors:-				
amounts due after more than one year			-	-
Provisions for liabilities and charges			-	-
Net assets including pension asset / liability			<u>88,105</u>	<u>125,450</u>
<i>The funds of the charity :</i>				
Unrestricted income funds				
Unrestricted revenue accumulated funds		54,700	84,919	
Total unrestricted funds			54,700	84,919
Restricted income funds				
Restricted revenue accumulated funds		33,405	40,531	
Total restricted funds			33,405	40,531
Total charity funds			<u>88,105</u>	<u>125,450</u>

Close House Projects

Company Number

05641665

Balance Sheet

as at 31 March 2022

The directors are satisfied that for the year in question the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

No member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.

The notes on pages 13 to 19 form an integral part of these accounts.

Dr L Outtrim

Trustee

Approved by the board of trustees on 13 December 2022

Close House Projects
Notes to the Accounts
for the year ended 31 March 2022

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity 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(s).

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Income recognition

Income is accounted for on a receivable basis deferred as described below where appropriate.

Income includes grant income and all other income relating to the company's operations including donations, statutory funding and fund-raising.

Grants received are allocated equally over the periods to which they relate.

Investment Income

Bank Interest received is included on an actual receipts basis.

Deferred income

In accordance with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

**Close House Projects
Notes to the Accounts
for the year ended 31 March 2022**

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales .

Expenditure recognition

The policy for including items within the relevant activity categories of expenses is accounted for on an accruals basis.

In particular the policy for including items within costs of generating funds, charitable activities and governance costs is:

Costs of generating funds

There are no costs that are attributable to the generating of funds.

Charitable activities

Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :

Activities in furtherance of the charity's objectives

The cost of goods and services that have been incurred in charitable activities.

Governance costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

Allocation of costs within types of resources expended

The methods and principles for the allocation and apportionment of all costs between the different activity categories of resources set out above are :

There are a number of costs, including staffing costs, where it is impracticable to allocate these costs precisely between administration and charitable expenditure and the trustees have allocated such costs on the basis of reasonable estimates as follows :

Staffing costs and related expenses

On the basis of salary costs, and an estimate of hours spent on different activities. The salary and pension costs of the Manager and Secretary are shared equally between Charitable and Activities. The Trustees believe this provides a true reflection of the costs incurred.

Unrealised and realised gains

Realised gains and losses are included in the accounts on the date at which a contractual obligation is entered into.

Unrealised gains and losses are computed by reference to the market value of the investments at the balance sheet date, compared to the brought forward cost or valuation, and gains and losses arising on similar categories of investments are netted off.

Close House Projects
Notes to the Accounts
for the year ended 31 March 2022

Fixed assets and depreciation

Furniture and equipment purchased is written off in the year of acquisition.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

Recognition of pension costs and pension assets and liabilities

The Charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Treatment of exceptional items

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

Close House Projects
Notes to the Accounts
for the year ended 31 March 2022

3 (Deficit)/surplus for the financial year	2022	2021
	£	£
Revenue Turnover from ordinary activities	106,077	181,541
and after charging:-		
Rentals under operating leases	7,935	6,813
Pension costs	3,313	3,497
Reporting Accountant's fees	260	260

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part.

4 Statement that no expenses were paid to trustees or connected persons

No expenses were paid to trustees or persons connected with them.

5 Detailed analysis of certain transactions required by the the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales

Various items which are required by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales to be disclosed in the notes to the accounts are set out in the Detailed Schedule to the Statement of Financial Activities and its appendices on pages 20 to 21 which should be read together with these notes.

6 Investment Income	2022	2021
	£	£
Bank deposit interest received	<u>101</u>	<u>2</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2022

7 Deferred Incoming Resources & Reserves- Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Sundry under £1,000	-	-	-	-
Total	-	-	-	-
			2022	2021
			£	£
These deferrals are included in creditors			-	-

The deferrals included in creditors relate to those grants and donations specified by the donors as relating to specific periods and represent those parts of the grants or donations which relate to periods subsequent to the accounting year end and are treated as grants in advance, or alternatively where there are conditions which must be fulfilled prior to entitlement or use of the grant or donation by the charity .

8 Staff Costs and Emoluments

	2022	2021
	£	£
Gross Salaries	100,688	120,170
Pension Contributions	3,313	3,497
	<u>104,001</u>	<u>123,667</u>

Numbers of employees

	2022	2021
Engaged on charitable activities	3	8
Engaged on management and administration	<u>1</u>	<u>1</u>
	<u>4</u>	<u>9</u>

There were no employees with emoluments in excess of £60,000 per annum

The pension details of such higher paid staff were :-

	£	£
	No	No
Numbers of such staff to whom benefits are accruing :-		
Under money purchase pension schemes	<u>4</u>	<u>4</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2022

9 Trustees' Remuneration

Neither the trustees nor any persons connected with them have received any remuneration, either in the current year or the prior year.

10 Debtors	2022	2021
	£	£
Taxation Recoverable	2,367	2,430
Amounts due after more than one year included in the total above are analysed as:-		

11 Creditors: amounts falling due within one year	2022	2021
	£	£
Accrued expenses	270	270

12 Post Balance Sheet events

No material events have occurred since the balance sheet date which would require disclosure in the accounts.

13 Analysis of the Net Movement in Funds	2022	2021
	£	£
Net movement in funds from Statement of Financial Activities	(37,345)	24,203

14 Particulars of Individual Funds and analysis of assets and liabilities representing funds				
At 31 March 2022	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Current Assets	54,970	-	33,405	88,375
Current Liabilities	(270)	-	-	(270)
	<u>54,700</u>	<u>-</u>	<u>33,405</u>	<u>88,105</u>
At 1 April 2021	Unrestricted funds	Designated funds	Restricted funds	Total Funds
Current Assets	85,189	-	40,531	125,720
Current Liabilities	(270)	-	-	(270)
	<u>84,919</u>	<u>-</u>	<u>40,531</u>	<u>125,450</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2022

The individual funds included above are :-

	Funds at 2021	Movements in Funds as below	Transfers Between funds	Funds at 2022
	£	£	£	£
General funds	84,919	(30,219)	-	54,700
Live Wire Project	40,531	(7,126)	-	33,405
	<u>125,450</u>	<u>(37,345)</u>	<u>-</u>	<u>88,105</u>

Analysis of movements in funds as shown in the table above

	Incoming Resources £	Outgoing Resources £	Gains & Losses £	Movement in funds £
General funds	103,272	133,491	-	(30,219)
Live Wire Project	2,906	10,032	-	(7,126)
	<u>106,178</u>	<u>143,523</u>	<u>-</u>	<u>(37,345)</u>

The funds included above are to be utilised as follows:

Live Wire Project

Livewire is an inclusive music development programme for young people between the ages of 11 and 22 in Herefordshire aimed at developing young musicians musical and performance skills, confidence and a platform for musical opportunities.

Explanation of the nature of each material transfer between funds.

Where applicable transfers are made from the unrestricted funds to restricted funds at the year end to clear any deficits that have arisen.

No transfers are made from individual restricted funds.

15 Share Capital

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding ten pounds as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are 6 members of the company (2021 - 5 members)

Close House Projects
Schedule to the Statement of Financial Activities
for the year ended 31 March 2022
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2011 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2022	2022	2022	2021
	£	£	£	£
Incoming Resources				
Voluntary Income				
Government and public bodies				
Incoming resources of a revenue nature				
Funding	38,449	-	38,449	56,985
Grants	15,000	-	15,000	32,916
Total	53,449	-	53,449	89,901
Non government and non public bodies				
Incoming resources of a revenue nature				
Donations	29,775	996	30,771	20,467
Grants	8,727	1,910	10,637	56,404
Other	11,220	-	11,220	14,769
Total	49,722	2,906	52,628	91,640
Total Grants, Legacies & Donations Received	103,171	2,906	106,077	181,541
Total Voluntary Income	103,171	2,906	106,077	181,541
Investment Income				
Bank deposit interest received	101	-	101	2
Total Investment Income	101	-	101	2
Total Incoming Resources	103,272	2,906	106,178	181,543
Charitable expenditure				
Support costs of charitable activities				
Direct support costs				
Gross wages and salaries - charitable activities	83,491	-	83,491	99,570
Pension contributions charitable employees	2,594	-	2,594	2,598
Activity costs	11,306	10,032	21,338	20,765
Equipment costs	2,088	-	2,088	2,043
	99,479	10,032	109,511	124,976

**Management and administration costs
in support of charitable activities**

Staff costs in support of charitable activities

Salaries - Administrative staff	17,197	-	17,197	18,557
Pension Contributions - administrative staff	719	-	719	899
	17,916	-	17,916	19,456

Premises Costs

Rent payable	7,935	-	7,935	6,813
Insurance	2,055	-	2,055	1,947
Cleaning	1,173	-	1,173	960
Premises repairs and renewals	372	-	372	551
	13,335	-	13,335	10,271

General administrative expenses:

Telephone and fax	954	-	954	949
Stationery and printing	390	-	390	140
Administration costs	1,053	-	1,053	1,216
Bank charges	104	-	104	72
	2,501	-	2,501	2,377

Total Support costs	133,231	10,032	143,263	157,080
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Support costs for grants paid

Total Expended on Charitable Activities	133,231	10,032	143,263	157,080
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**Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work
(including management and administration costs)**

Specific governance costs

Reporting Accountant's Fees	260	-	260	260
Total governance costs	260	-	260	260

Analysis of transfers between funds

Transfer to/(from) unrestricted funds	-	-	-	(1,376)
Transfer to/(from) restricted funds	-	-	-	1,376
	-	-	-	-

CLOSE HOUSE PROJECTS

England & Wales - Charity number 1114192

Accounts

Registered Charity Number
1114192

Close House Projects
(A Company Limited by Guarantee)
Report and Accounts
For The Year Ended
31 March 2021

Registered Company Number
05641665

Close House Projects
Report and accounts
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Close House Projects

Company Information

Close House Projects is established as a Company limited by guarantee and is registered as a Charity within the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

Chair

Mrs F Keogh

Directors

Mrs F Keogh

Mrs P Rawson (resigned April 2021)

Mr R Kelly

Mr S Pratley

Mr D Robertson (resigned July 2021)

Dr Outrim (appointed April 2021)

Rev A Dodwell (appointed July 2021)

Secretary

Mr B Lea

Accountants

Gareth Vale

Chartered Certified Accountant

Ground Floor Offices

Bastion Mews

Union Street

Hereford

HR1 2BT

Bankers

Santander

Bootle

L30 4GB

CAF Bank Ltd

25 Kings Hill Avenue

West Malling

ME19 4JQ

Lloyds Bank Plc

6-8 High Street

Hereford

HR1 2AE

Registered office

Close House

3 St Peters Close

Hereford

HR1 2DL

Registered number

05641665

Charity number

1114192

Close House Projects

The report of the trustees for the year ended 31 March 2021

Introduction

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity and its subsidiary for the year ending 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as applied to small entities by section 1A of the standard) (effective 1 January 2015).

The board of trustees are satisfied with the performance of the charity during the year and the position at 31st March 2021 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations. However, there is a recurring dependence on bid-writing and fundraising that is a constant demand on resources in a climate of increasing competition on diminishing funds.

Name, registered office and constitution of the charity

The full name of the charity is Close House Projects.

The legal registration details are :-

<i>Date of incorporation</i>	01 December 2005
<i>Company Registration Number</i>	05641665
<i>The Registered Office is</i>	Close House, St Peters Square, Hereford. HR1 2DL
<i>Charity Registration Number</i>	1114192
<i>The telephone number is</i>	01432274239

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

The objectives and principal activities of the charity are to help young people in Herefordshire especially but not exclusively through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturing individuals and members of society.

The strategies employed by the charity to meet these objectives are to

- 1) Provide a range of services aimed at improving the quality of life for young people in Herefordshire
- 2) Continue to improve the level of services, information and advice provided.
- 3) Monitoring the level of income received by the charity.

Public benefit that is provided by the charity

Close House works with young people, offering safe social meeting spaces and leisure activities that improve their social, physical and spiritual development. Close House works in an holistic and inclusive way, with services accessible by all young people. We offer young people a real voice in their communities and enable them to fully participate in the life of their community.

Close House Projects

The report of the trustees for the year ended 31 March 2021

An explanation of the charity's main objectives for the year.

We continue to provide drop-in social support and Youth Work from Close House, the former vicarage of St Peters. We use the building, and occasionally church space, as a base for activities and Youth Volunteering projects across the city.

An explanation of the charity's strategies for achieving its stated objectives.

Close House will continue to offer safe, social meeting spaces for young people, together with a range of activities decided upon by the young people. Our work will be carried out in the city centre and at in a number of different community spaces. We will continue to develop the range of projects as the need arises.

The Charity's grant making policies

The charity does not make grants to other charities or organisations.

The contribution of volunteers

The Charity has a governing board of 7 trustees who are also directors of the company, all of whom are volunteers, and utilises the services of several volunteers at any one time on a regular basis, some of whom are involved on training schemes.

Investment performance achieved against investment objectives set

We have been able to successfully build reserves to give ourselves a healthy start for the coming year, and the local community and local Charitable Trusts are to be thanked for this, alongside the hard work of the youth workers who achieve the targets set by their respective funders.

Summary of the main achievements of the charity during the year

The year of lockdowns was a difficult time for all drop-in centres, Close House included. The volunteer team rose to the occasion with pioneering social media content, outreach projects, community volunteering and care package deliveries. The wider Close House team, The EPICs and the Youth Council carried on as best they could to preserve the spirit of Close House Projects through a challenging, once-in-a-lifetime season. Our years of careful financial management provided the necessary reserves to weather the lockdown storm, and enabled the team to reach hundreds of young people in new ways, and support scores of community events and groups through 20/21. We look forward to a return of our Drop-in Service in 21/22 through the Talk Communities and Holidays, Activities and Food programmes. We extend thanks to Dan Robertson, alongside all of our Directors and Trustees past-and-present, who have helped to keep the ship afloat for so many years.

Close House Projects

The report of the trustees for the year ended 31 March 2021

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

Close House Projects is established as a Company limited by guarantee and is registered as a Charity within the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

The methods adopted for the recruitment and appointment of new trustees

The existing directors recommend new directors for appointment by the board at the company's general meetings. The board appoint directors who can provide specific skills and knowledge to the company to enable the furtherance of its charitable objectives. No director receives any remuneration or reimbursement of any expenses. Prospective directors are provided with details of the company's objectives, their legal obligations under company law and charitable law and what their role as director will entail prior to any appointment being made.

The organisational structure of the charity and how decisions are made.

The Directors of the charitable company have appointed a Chairman to control and review the company's management structure. The management structure controls and manages the activities of each of the charity's current projects.

The systems of internal control operated by the company are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. These include:

- 1) Annual budgets approved by the Board
- 2) Regular consideration by both the Board and senior management of financial results, variances from budgets and other financial and non-financial indicators
- 3) Delegation of authority and segregation of duties
- 4) Identification and management of risks

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to manage those risks.

Financial Review

Policies on reserves

The directors have reviewed the reserves of the company. The review encompassed the nature of the income and expenditure streams, the existing contractual arrangements and the work undertaken, together with the need to match variable income with fixed commitments. The review concluded that to allow the company to be managed effectively and to provide a buffer for uninterrupted services, a general Unrestricted Funds reserve equivalent to six months of normal expenditure costs should be maintained, this is around £54,000 (2020 £54,000). The general Unrestricted Funds reserve at 31st March 2021 amounted to £84,919 (2020: £51,778) which is a significant improvement on previous years, and with expected income for 21/22 is an ample level of reserves.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Close House Projects

The report of the trustees for the year ended 31 March 2021

Transactions and Financial position

The financial statements are set out on pages 8 to 21. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Statement of Financial Activities show net incoming resources for the year of a revenue nature of £24,203 (2020: £29,917).

The total reserves at the year end stand at £125,450 (2010: £101,247).

Share Capital

The company is limited by guarantee and therefore has no share capital

The name of the Manager and other senior staff member(s) to whom day to day management of the charity is delegated by the charity trustees.

During the year the trustees delegated the day to day management of the charity to Mr B Lea, the manager, by the trustees.

The members of the Board of Trustees of the Charity during the year ended 31st March 2021 were :-

Mrs F Keogh - Chair

Mrs P Rawson (resigned April 2021)

Mr D Robertson (resigned July 2021)

Mr R Kelly

Mr S Pratley

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Acts.

The directors/trustees are all members of the charity

Close House Projects

The report of the trustees for the year ended 31 March 2021

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Mrs F Keogh
Mr R Kelly
Mr S Pratley
Dr L Outtrim
Rev A. Dodwell

Statement of Directors' and Trustees' Responsibilities

The Charities Acts and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

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

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2011 and comply with regulations made under the Charity (Accounts and Reports Regulations) 2008. 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.

The trustees are also responsible for the contents of the trustees' report.

Method of preparation of accounts

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

This report was approved by the board of trustees on 10 December 2021.

Mr B. Lea
Company Secretary

Close House Projects

Independent Accountant's Report

Independent Examiners Report to the trustees on the accounts of the Charity for the year ended 31 March 2021

I report on the financial statements of the charity on pages 8 to 21 which have been prepared in accordance with the FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard), as modified by the 2011 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, under the historical cost convention and the accounting policies set out on 13.

Respective responsibilities of directors and accountant

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) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to 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 the procedures laid down in the general Directions given by the Charity - Commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

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 section 386 of the Companies Act 2006 and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the

Statement of Recommended Practice: Accounting and Reporting by Charities have not 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

Gareth Vale
Chartered Certified Accountant
Ground Floor Offices
Bastion Mews
Union Street
Hereford
HR1 2BT

The date upon which this report was completed is :-

8 December 2021

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2021

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2021 £	2021 £	2021 £	2020 £
Income from				
Voluntary Income	157,107	24,434	181,541	185,243
Investment Income	2	-	2	189
Total income	157,109	24,434	181,543	185,432
 Costs of charitable activities	 122,332	 34,748	 157,080	 155,242
Governance costs	260	-	260	273
Total expenses	122,592	34,748	157,340	155,515
 Net income				
before transfers between funds	34,517	(10,314)	24,203	29,917
 Gross transfers between funds	(1,376)	1,376	-	-
 Net income before				
Other recognised gains and losses	33,141	(8,938)	24,203	29,917
Net income	33,141	(8,938)	24,203	29,917
 Reconciliation of funds				
Total funds brought forward	51,778	49,469	101,247	71,330
Total Funds carried forward	84,919	40,531	125,450	101,247

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on page 11 as required by the said statement.

All activities derive from continuing operations

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2021

Income and Expenditure Account as required by the Companies Act
for the year ended 31 March 2021

	2021 £	2020 £
Turnover	181,541	185,243
Direct costs of turnover	157,080	155,242
Gross surplus	<u>24,461</u>	<u>30,001</u>
Governance costs	260	273
Operating surplus	<u>24,201</u>	<u>29,728</u>
Interest receivable	2	189
Surplus on ordinary activities before tax	<u>24,203</u>	<u>29,917</u>
Surplus for the financial year	<u>24,203</u>	<u>29,917</u>
Retained surplus for the financial year	<u>24,203</u>	<u>29,917</u>

All activities derive from continuing operations

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2021

Statement of Total Recognised Gains and Losses
for the year ended 31 March 2021

	2021	2020
Excess of Expenditure over income before realisation of assets	24,203	29,917
Profit per Profit and Loss account	24,203	29,917
Net Movement in funds before taxation	24,203	29,917

Movements in revenue and capital funds
for the year ended 31 March 2021

Revenue accumulated funds	Unrestricted Funds	Restricted Funds	Total Funds	Last year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Accumulated funds brought forward	51,778	49,469	101,247	71,330
Recognised gains and losses before transfers	34,517	(10,314)	24,203	29,917
	86,295	39,155	125,450	101,247
Transfers between restricted and unrestricted funds	(1,376)	1,376	-	-
Closing revenue accumulated funds	84,919	40,531	125,450	101,247
			£	£

Summary of funds	Designated Funds	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	2021	2021	2021	2021	2020
Revenue accumulated funds	-	84,919	40,531	125,450	101,247

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Company Number
Balance Sheet
as at 31 March 2021

05641665

	Notes		2021 £	2020 £
<i>The assets and liabilities of the charity :</i>				
Fixed assets				
Current assets				
Debtors	10	2,430	3,470	
Cash at bank and in hand		123,290	98,047	
Total current assets		<u>125,720</u>	<u>101,517</u>	
Creditors:-				
amounts due within one year	11	(270)	(270)	
Net current assets		<u>125,450</u>	<u>101,247</u>	
Total assets less current liabilities		<u>125,450</u>	<u>101,247</u>	
Creditors:-				
amounts due after more than one year		-	-	
Provisions for liabilities and charges		-	-	
Net assets including pension asset / liability		<u>125,450</u>	<u>101,247</u>	
<i>The funds of the charity :</i>				
Unrestricted income funds				
Unrestricted revenue accumulated funds		84,919	51,778	
Total unrestricted funds		84,919	51,778	
Restricted income funds				
Restricted revenue accumulated funds		40,531	49,469	
Total restricted funds		40,531	49,469	
Total charity funds		<u>125,450</u>	<u>101,247</u>	

Close House Projects

Company Number

05641665

Balance Sheet

as at 31 March 2021

The directors are satisfied that for the year in question the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

No member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.

The notes on pages 13 to 19 form an integral part of these accounts.

Mrs F. Keogh

Trustee

Approved by the board of trustees on 10 December 2021

Close House Projects
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity 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(s).

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Income recognition

Income is accounted for on a receivable basis deferred as described below where appropriate.

Income includes grant income and all other income relating to the company's operations including donations, statutory funding and fund-raising.

Grants received are allocated equally over the periods to which they relate.

Investment Income

Bank Interest received is included on an actual receipts basis.

Deferred income

In accordance with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

**Close House Projects
Notes to the Accounts
for the year ended 31 March 2021**

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales .

Expenditure recognition

The policy for including items within the relevant activity categories of expenses is accounted for on an accruals basis.

In particular the policy for including items within costs of generating funds, charitable activities and governance costs is:

Costs of generating funds

There are no costs that are attributable to the generating of funds.

Charitable activities

Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :

Activities in furtherance of the charity's objectives

The cost of goods and services that have been incurred in charitable activities.

Governance costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

Allocation of costs within types of resources expended

The methods and principles for the allocation and apportionment of all costs between the different activity categories of resources set out above are :

There are a number of costs, including staffing costs, where it is impracticable to allocate these costs precisely between administration and charitable expenditure and the trustees have allocated such costs on the basis of reasonable estimates as follows :

Staffing costs and related expenses

On the basis of salary costs, and an estimate of hours spent on different activities. The salary and pension costs of the Manager and Secretary are shared equally between Charitable and Activities. The Trustees believe this provides a true reflection of the costs incurred.

Unrealised and realised gains

Realised gains and losses are included in the accounts on the date at which a contractual obligation is entered into.

Unrealised gains and losses are computed by reference to the market value of the investments at the balance sheet date, compared to the brought forward cost or valuation, and gains and losses arising on similar categories of investments are netted off.

Close House Projects
Notes to the Accounts
for the year ended 31 March 2021

Fixed assets and depreciation

Furniture and equipment purchased is written off in the year of acquisition.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

Recognition of pension costs and pension assets and liabilities

The Charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Treatment of exceptional items

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

Close House Projects
Notes to the Accounts
for the year ended 31 March 2021

3 Surplus for the financial year	2021	2020
	£	£
Revenue Turnover from ordinary activities	181,541	185,243
and after charging:-		
Rentals under operating leases	6,813	6,800
Pension costs	3,497	1,799
Reporting Accountant's fees	260	273

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part.

4 Statement that no expenses were paid to trustees or connected persons

No expenses were paid to trustees or persons connected with them.

5 Detailed analysis of certain transactions required by the the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales

Various items which are required by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales to be disclosed in the notes to the accounts are set out in the Detailed Schedule to the Statement of Financial Activities and its appendices on pages 20 to 21 which should be read together with these notes.

6 Investment Income	2021	2020
	£	£
Bank deposit interest received	<u>2</u>	<u>189</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2021

7 Deferred Incoming Resources & Reserves- Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Idle Hands	-	-	-	-
Total	-	-	-	-
			2021	2020
			£	£
These deferrals are included in creditors			-	-

The deferrals included in creditors relate to those grants and donations specified by the donors as relating to specific periods and represent those parts of the grants or donations which relate to periods subsequent to the accounting year end and are treated as grants in advance, or alternatively where there are conditions which must be fulfilled prior to entitlement or use of the grant or donation by the charity .

8 Staff Costs and Emoluments

	2021	2020
	£	£
Gross Salaries	118,127	108,397
Pension Contributions	3,497	1,799
	<u>121,624</u>	<u>110,196</u>

Numbers of employees

	2021	2020
Engaged on charitable activities	8	7
Engaged on management and administration	1	1
	<u>9</u>	<u>8</u>

There were no employees with emoluments in excess of £60,000 per annum
The pension details of such higher paid staff were :-

	No	No
Numbers of such staff to whom benefits are accruing :-		
Under money purchase pension schemes	<u>4</u>	<u>3</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2021

9 Trustees' Remuneration

Neither the trustees nor any persons connected with them have received any remuneration, either in the current year or the prior year.

10 Debtors	2021	2020
	£	£
Taxation Recoverable	2,430	3,470
Amounts due after more than one year included in the total above are analysed as:-		

11 Creditors: amounts falling due within one year	2021	2020
	£	£
Accrued expenses	270	270

12 Post Balance Sheet events

No material events have occurred since the balance sheet date which would require disclosure in the accounts.

13 Analysis of the Net Movement in Funds	2021	2020
	£	£
Net movement in funds from Statement of Financial Activities	24,203	29,917

14 Particulars of Individual Funds and analysis of assets and liabilities representing funds				
At 31 March 2021	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Current Assets	85,189	-	40,531	125,720
Current Liabilities	(270)	-	-	(270)
	<u>84,919</u>	<u>-</u>	<u>40,531</u>	<u>125,450</u>
At 1 April 2020	Unrestricted funds	Designated funds	Restricted funds	Total Funds
Current Assets	52,048	-	49,469	101,517
Current Liabilities	(270)	-	-	(270)
	<u>51,778</u>	<u>-</u>	<u>49,469</u>	<u>101,247</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2021

The individual funds included above are :-

	Funds at 2020	Movements in Funds as below	Transfers Between funds	Funds at 2021
	£	£	£	£
General funds	51,778	34,517	(1,376)	84,919
Police Crime Commissioner	-	(1,376)	1,376	-
Live Wire Project	49,469	(8,938)	-	40,531
	<u>101,247</u>	<u>24,203</u>	<u>-</u>	<u>125,450</u>

Analysis of movements in funds as shown in the table above

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
	£	£	£	£
General funds	157,109	122,592	-	34,517
Police Crime Commissioner	-	1,376	-	(1,376)
Live Wire Project	24,434	33,372	-	(8,938)
	<u>181,543</u>	<u>157,340</u>	<u>-</u>	<u>24,203</u>

The funds included above are to be utilised as follows:

Live Wire Project

Livewire is an inclusive music development programme for young people between the ages of 11 and 22 in Herefordshire aimed at developing young musicians musical and performance skills, confidence and a platform for musical opportunities.

Police Crime Commissioner

To continue 'the EPICS' community volunteering programme for the under 18's and provide free after-school drop in support at Close House for the at-risk young people who need extra support to engage.

Explanation of the nature of each material transfer between funds.

Where applicable transfers are made from the unrestricted funds to restricted funds at the year end to clear any deficits that have arisen.

No transfers are made from individual restricted funds.

15 Share Capital

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding ten pounds as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are 5 members of the company (2020 - 5 members)

Close House Projects
Schedule to the Statement of Financial Activities
for the year ended 31 March 2021
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2011 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2021	2021	2021	2020
	£	£	£	£
Incoming Resources				
Voluntary Income				
Government and public bodies				
Incoming resources of a revenue nature				
Funding	56,985	-	56,985	53,852
Grants	32,916	-	32,916	-
Total	89,901	-	89,901	53,852
Non government and non public bodies				
Incoming resources of a revenue nature				
Donations	20,467	-	20,467	32,091
Grants	36,500	19,904	56,404	80,027
Other	10,239	4,530	14,769	19,273
Total	67,206	24,434	91,640	131,391
Total Grants, Legacies & Donations Received	157,107	24,434	181,541	185,243
Total Voluntary Income	157,107	24,434	181,541	185,243
Investment Income				
Bank deposit interest received	2	-	2	189
Total Investment Income	2	-	2	189
Total Incoming Resources	157,109	24,434	181,543	185,432
Charitable expenditure				
Support costs of charitable activities				
Direct support costs				
Gross wages and salaries - charitable activities	84,196	15,374	99,570	90,880
Staff training and administration	-	-	-	11
Pension contributions charitable employees	2,598	-	2,598	1,080
Activity costs	1,391	19,374	20,765	31,074
Equipment costs	2,043	-	2,043	51
	90,228	34,748	124,976	123,096

**Management and administration costs
in support of charitable activities**

Staff costs in support of charitable activities

Salaries - Administrative staff	18,557	-	18,557	17,466
Pension Contributions - administrative staff	899	-	899	719
	19,456	-	19,456	18,185

Premises Costs

Rent payable	6,813	-	6,813	6,800
Insurance	1,947	-	1,947	1,855
Cleaning	960	-	960	1,223
Premises repairs and renewals	551	-	551	627
	10,271	-	10,271	10,505

General administrative expenses:

Telephone and fax	949	-	949	909
Stationery and printing	140	-	140	843
Administration costs	1,216	-	1,216	1,641
Bank charges	72	-	72	63
	2,377	-	2,377	3,456

Total Support costs	122,332	34,748	157,080	155,242
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Support costs for grants paid

Total Expended on Charitable Activities	122,332	34,748	157,080	155,242
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**Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work
(including management and administration costs)**

Specific governance costs

Reporting Accountant's Fees	260	-	260	273
Total governance costs	260	-	260	273

Other resources expended

Analysis of transfers between funds

Transfer to/(from) unrestricted funds	(1,376)		(1,376)	(2,025)
Transfer to/(from) restricted funds	-	1,376	1,376	2,025
	-	1,376	-	-