

**Registered Charity no. 1114773**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30TH NOVEMBER 2020  
FOR THE  
THE BRIERLEY HILL PROJECT**

**THE BRIERLEY HILL PROJECT**  
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**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

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**THE BRIERLEY HILL PROJECT**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered charity number**

1114773

**Principal address**

South Street

Brierley Hill

DY5 2RR

**Trustees**

John Cook

Peter Hobbs (resigned 20th February 2021)

Adrian Lowe

Christopher Swaithe

Tracey Tromans

Judith Forster

**Independent examiner**

Sally-Ann Reeves FCCA

Shire Barn

Hewell Lane

Tardebigge

B97 6QH

# **THE BRIERLEY HILL PROJECT**

## **TRUSTEES REPORT**

### **FOR THE YEAR ENDED 30 NOVEMBER 2020**

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The Trustees present their report together with the financial statements of the charity for the year ended 30 November 2020.

#### **Organisational structure**

The Brierley Hill Project is constituted by a Deed of Trust and is a registered charity, No. 1114773.

#### **Governance and Management**

New trustees are appointed by existing trustees. The trustees meet on a regular basis and are supported by a management team to whom the administration of the practical issues arising from the daily activities is delegated. The board of trustees aims to have a broad range of skills represented, in particular finance, business management, organisational development, training and education, social work and service to the community through other charity trusteeships.

#### **Objectives and activities**

The principle objects of the charity are:

- to promote and advance the mental, spiritual, moral and physical development, education and improvement of adults and young people within a framework of Christian principles, to enable them to become responsible members of society so that the conditions of life may improve;
- to promote for the benefit of the inhabitants of Brierley Hill and surrounding areas the provision of facilities for the recreation and other activities of individuals who have a need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances; and
- to promote social welfare with a view to improving the condition of life for such people.

#### **Achievements and Performance**

The economic conditions in our area remain challenging as Brierley Hill and Pensnett continue to be in the top 10% most deprived areas of England. (2019 Indices of Deprivation Ministry of Housing, Communities and Local Government (MHCLG). COVID 19 had an impact on our service delivery in the year 2019/20 as we could no longer offer a drop-in service, our weekly small group sessions were suspended and for 7 months of the year we were also unable to run our Friday evening youth sport sessions. Despite this we adapted our service to meet the need of people in crisis. All of our support was delivered on a one to one basis either digitally or where the individual was at serious risk of harm on a face to face (outdoors) basis. We were able to offer an additional foodbank collection service for support workers and delivery service for our clients in self-isolation. We continued to deliver detached youth work following advice from the National Youth Association and our processes of dynamic risk assessment. We are proud of our ability to adapt to changing circumstances and to report we remained open throughout the COVID crisis; making all the necessary adaptations to working environment and following government guidelines to keep our staff volunteers and clients safe.

- We had over 3688 (7155 2019 – includes youth sport 2362) client contacts across all of our sessions and activities, an average of 307 (596 2019) contacts per month.
- We gave out 1465 (1251 2019) foodbank parcels. This was to provide food for 1246 children and 2101 adults
- We delivered 600 (599 2019) one-to-one support sessions

This year was especially important for our partnership relationships with Black Country Foodbank, Dudley MBC Welfare Rights and Dudley MBC Homeless Team; partnership working enabled us to continue to provide support to some of the most vulnerable across the Borough.

Following our successful bid to Dudley Local Authorities Innovation Fund In September 2019 12 youth workers completed the Youth Award in May 2020. 9 candidates completed the full award at Level 3 including our own

Innovation Funded Youth Apprentice. We are pleased to report that following this success she was able to continue her studies and secured a University place in Manchester.

Funding for youth sport delivery has been retained with the agreement of West Midlands Police Active Citizens Fund and will continue to fund sessions when we are able to run them in 2020-21. The sessions are delivered at the Dell stadium in Pensnett, an area of high deprivation and risk of crime. The sessions are very well attended and encourage young people to engage positively with each other and their community.

In 2020 we have strengthened our financial position by securing grants and by being well supported by a loyal base of individual and institutional donors that support the various areas of our work. We have also continued to strengthen our reputation as we continue to build strong working relationships with other services in our area to work with hardest to reach individuals with complex needs.

We are proud of our flexibility of service which enables us to respond in this way to meet needs in our Borough.

### **Financial review**

The net incoming unrestricted resources before transfers for the year amounted to £21496 (2019: net incoming £7796), and net incoming restricted resources amounted to £1146 (2019: net outgoing £9576). During the year transfers were made from the unrestricted funds to Café fund of £381 and Foodbank Fund £2885

At 30 November 2020 the unrestricted and restricted funds after transfers total £100332 (2019: £95898) of which £8678 is held in fixed assets funds, £15949 in designated funds (2019 £4546) and £79798 in general funds (2019 £69665) Restricted fund balances after transfers total £4625 (2019: £3479) and are held in cash.

### **Reserves and reserves policy**

The policy agreed by the trustees is to aim to hold in unrestricted reserves not committed or invested in tangible fixed assets (the 'free' reserves) sufficient to cover the general overhead expenses and salary costs not specifically funded by external agencies, for a period of six months. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would then be necessary to consider how the funding would be replaced or activities changed. The amount of 'free' reserves at 30 November 2020 amounts to £95707 (2019 £74211), and equates to approximately 30 months expenditure.

### **Future developments**

The Project Trustees continue to keep all activities under review as the social climate demands. The work is structured to dovetail into the plans of the majority of local agencies and networks. In the coming year we wish to continue to build on our one to one service delivery and strengthen our reputation for working with individuals with complex needs and circumstances; we are keen in particular to extend the work we do with the younger generation. We also wish to continue tackling issues surrounding homelessness with further development of work with others in the Borough.

### **Risk policy and review**

The trustees have examined the major strategic, business and operational risks that the charity faces and consider that they are adequately mitigated through insurance, strategic planning, policies, systems and procedures.

### **Trustees**

The trustees holding office during the whole year unless otherwise stated were as follows:

John Cook  
Peter Hobbs (Resigned 20<sup>th</sup> February 2021)  
Adrian Lowe  
Christopher Swaites  
Tracey Tromans  
Judith Forster

In accordance with the trust deed, trustees hold office for three years, and are eligible to be re-elected. Trustees due to resign during the forthcoming year are Christopher Swaithes (14<sup>th</sup> May 2021) Judith Forster (20<sup>th</sup> June 2021)

### **Trustees' responsibilities in relation to the financial statements**

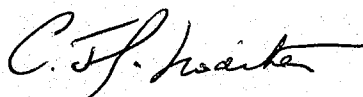
Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

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

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

Approved by the trustees on *17th June* and signed on their behalf by

*2021*



**C Swaithes**  
Chairman of the Board of Trustees

**THE BRIERLEY HILL PROJECT**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

I report on the accounts for the year ended 30th November 2020.

**Responsibilities and basis of report.**

As the charity trustees of the Trust 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.

**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 giving me cause to believe that in any material respect:

Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or

The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable proper understanding of the accounts to be reached.

*Sally-Ann Reeves*

S A Reeves FCCA  
Shire Barn  
Hewell Lane  
Tardebigge  
Worcs

11th March 2021

**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

	Notes	Unrestricted Funds 2020 £	Designated funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>RECEIPTS</b>						
Gifts	4a	4,045	600	-	4,645	3,235
Donations	4b	27,607	7,103	-	34,710	28,046
Gift Aid tax recovered	4c	4,446	1,754	-	6,200	7,807
Grants	4d	5,500	500	47,476	53,476	16,400
Receipts from charitable activities	4e	65	-	-	65	240
Interest and dividends	4f	62	-	-	62	181
Receipts from services recharged	4g	5,715	-	-	5,715	6,990
<hr/>						
<b>TOTAL RECEIPTS</b>		<b>47,440</b>	<b>9,957</b>	<b>47,476</b>	<b>104,873</b>	<b>62,899</b>
<hr/>						
<b>PAYMENTS</b>						
Direct charitable activity	5a	33,531	1,262	46,330	81,123	61,238
Donations and gifts	5b	382	558	-	940	1,165
Costs of generating funds	5c	168	-	-	168	1,442
<hr/>						
<b>TOTAL PAYMENTS</b>		<b>34,081</b>	<b>1,820</b>	<b>46,330</b>	<b>82,231</b>	<b>63,845</b>
<hr/>						
<b>NET OF RECEIPTS/PAYMENTS</b>		<b>13,359</b>	<b>8,137</b>	<b>1,146</b>	<b>22,642</b>	<b>(946)</b>
<hr/>						
Transfers between funds		(3,266)	3,266	-	-	-
<hr/>						
<b>CASH FUNDS AS AT 30/11/2019</b>		<b>69,665</b>	<b>4,546</b>	<b>3,479</b>	<b>77,690</b>	<b>78,636</b>
<hr/>						
<b>CASH FUNDS AS AT 30/11/2020</b>	<b>3</b>	<b>79,758</b>	<b>15,949</b>	<b>4,625</b>	<b>100,332</b>	<b>77,690</b>



**THE BRIERLEY HILL PROJECT**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 30TH NOVEMBER 2020**

	Notes	Unrestricted Funds 2020 £	Designated funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>Cash funds</b>						
Current account		16,390	-	-	16,390	3,525
Deposit accounts		63,167	15,949	4,625	83,741	73,680
Petty cash		201	-	-	201	485
	<b>3</b>	<u>79,758</u>	<u>15,949</u>	<u>4,625</u>	<u>100,332</u>	<u>77,690</u>
<b>Other monetary assets</b>						
Gift aid recoverable		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Assets for charitable use</b>						
Fixtures & Fittings		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Improvements to leasehold property		<u>-</u>	<u>8,678</u>	<u>-</u>	<u>8,678</u>	<u>21,687</u>

The financial statements were approved by the Board of Trustees on 17th June 2021  
and were signed on its behalf by:



C Swaithes  
Trustee

**THE BRIERLEY HILL PROJECT**  
**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**1 Trustees' Remuneration and benefits**

	2020	2019
	£	£
Trustees' salaries	5,611	5,200

No other benefits or expenses were paid to Trustees during the year.  
There were no related party transactions during the year.

**2 Staff Costs**

The average monthly number of employees during the year was 4 (2019: 4)

**3 Movement in funds**

The movements in designated and restricted funds during the year were:

	Balance b/fwd 01/12/2019	Receipts	Payments	Transfers	Balance c/fwd 30/11/2020
	£	£	£	£	£
<b>General (unrestricted)</b>	69,665	47,440	34,081	(3,266)	79,758
<b>Designated</b>					
Youth Fund	1,945	7,048	1,215	-	7,778
Café	801	357	-	381	1,539
Homeless Fund	1,800	1,952	599	-	3,153
Foodbank	-	600	6	2,885	3,479
	4,546	9,957	1,820	3,266	15,949
<b>Restricted</b>					
Awards 4 All	-	10,000	10,000	-	-
Innovation Fund	2,003	35,476	34,096	-	3,383
Active Citizens	1,476	2,000	2,234	-	1,242
	3,479	47,476	46,330	-	4,625
<b>Total funds</b>	77,690	104,873	82,231	-	100,332

**Movement in funds for the year ended 30th November 2019**

	Balance b/fwd 01/12/2018	Receipts	Payments	Transfers	Balance c/fwd 30/11/2019
	£	£	£	£	£
<b>General (unrestricted)</b>	62,911	46,055	38,259	(1,042)	69,665
<b>Designated</b>					
Youth Fund	7,579	6,315	15,696	3,747	1,945
Café	-	321	329	809	801
Homeless Fund	1,747	758	945	240	1,800
	9,326	7,394	16,970	4,796	4,546
<b>Restricted</b>					
Cold Weather Provision	17	-	10	(7)	-
Innovation Fund	-	7,212	5,209	-	2,003
Active Citizens	-	2,238	762	-	1,476
Sports Council Lottery Fund	6,382	-	2,635	(3,747)	-
	6,399	9,450	8,616	(3,754)	3,479
<b>Total funds</b>	78,636	62,899	63,845	-	77,690

**THE BRIERLEY HILL PROJECT**  
**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**4 Further analysis of Receipts**

	<b>Unrestricted Funds 2020 £</b>	<b>Designated funds 2020 £</b>	<b>Restricted Funds 2020 £</b>	<b>Total 2020 £</b>
Receipts				
a) <b>Gifts</b>				
One off gifts	4,045	600	-	4,645
b) <b>Donations</b>				
Regular donations	27,607	7,103	-	34,710
c) <b>Gift Aid</b>				
Gift Aid tax recovered	4,446	1,754	-	6,200
d) <b>Grants</b>				
Grants from institutions	5,500	500	47,476	53,476
e) <b>Receipts from charitable activities</b>				
Mentors fees	65	-	-	65
f) <b>Interest and dividends</b>				
Bank interest	62	-	-	62
	62	-	-	62
g) <b>Receipts from services recharged</b>				
Services recharged to Little Acorns	3,775	-	-	3,775
Services recharged to Integrated Plus	1,500	-	-	1,500
Room hire	440	-	-	440
	5,715	-	-	5,715
<b>TOTAL RECEIPTS</b>	<b>47,440</b>	<b>9,957</b>	<b>47,476</b>	<b>104,873</b>

**THE BRIERLEY HILL PROJECT**  
**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**5 Further analysis of Payments**

	Unrestricted Funds 2020 £	Designated funds 2020 £	Restricted Funds 2020 £	Total 2020 £	Total 2019 £
Payments					
a) <b>Direct charitable activity</b>					
Salaries and NI	18,068	564	27,414	46,046	37,068
Pension costs	691	288	365	1,344	1,175
Departmental expenses	413	76	-	489	611
Community support events	-	-	-	-	870
Café food and equipment	114	-	-	114	2,138
Property insurance	1,062	-	-	1,062	959
Repairs & renewals	1,401	-	-	1,401	4,186
Maintenance contracts	821	-	-	821	787
Heat, light and water	3,773	-	-	3,773	3,180
Cleaning	997	-	-	997	1,454
Sessional pay	1,414	234	-	1,648	212
Telephone & Broadband	360	94	78	532	791
Stationery, printing and postage	441	-	59	500	281
Subscriptions	222	-	-	222	176
Travelling	26	-	-	26	75
Hire of equipment	569	-	1,071	1,640	2,646
Equipment for activities	7	-	123	130	367
Equipment for general use	666	-	-	666	-
Refreshments	-	-	-	-	12
Training	395	-	100	495	1,279
Rent and room hire	-	-	930	930	-
Consumables	584	6	17	607	470
Sports Coaching	-	-	1,040	1,040	1,740
Youth award fees	-	-	15,133	15,133	-
IT support and software	376	-	-	376	311
Independent examination	450	-	-	450	450
Accountancy	681	-	-	681	-
	<u>33,531</u>	<u>1,262</u>	<u>46,330</u>	<u>81,123</u>	<u>61,238</u>
b) <b>Donations and gifts</b>					
Donations and gifts to others	<u>382</u>	<u>558</u>	<u>-</u>	<u>940</u>	<u>1,165</u>
c) <b>Costs of generating funds</b>					
Fundraising costs	-	-	-	-	1,274
Website	<u>168</u>	<u>-</u>	<u>-</u>	<u>168</u>	<u>168</u>
	<u>168</u>	<u>-</u>	<u>-</u>	<u>168</u>	<u>1,442</u>
<b>TOTAL PAYMENTS</b>	<u>34,081</u>	<u>1,820</u>	<u>46,330</u>	<u>82,231</u>	<u>63,845</u>