

Charity registration number: 1118523

**Waltham Forest Community Hub Ltd**

**Annual report and financial statements**

**For the year ended 31st March 2022**

Waltham Forest Community Hub Ltd  
Table of contents  
Year ended 31st March 2022

	Page
Reference and administrative information	1
Report of the trustees	2
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10

Waltham Forest Community Hub Ltd  
Reference and administrative information  
Year ended 31st March 2022

Board of trustees	Faiz Yunis Shahid Majid Khayyam Shahid Aslam Joga Kabra Rosemary Perrett Finn Grant Margaret Sobiech Imran Iqbal
Address of principal office	18a Orford Road Walthamstow London E17 9LN
Company number	05642169
Charity number	1118523
Independent examiner	Young & Co Accountants Limited 160c Fencepiece Road London IG6 2LB
Bankers	The Co-operative Bank P.O. Box 250 Delf House Southway Skelmersdale WN8 6WT

### **Constitution**

Waltham Forest Community Hub (WFCH) is a company limited by guarantee and a registered charity. It is governed by its Memorandum and Articles of Association dated 1st December 2005.

### **Recruitment and appointment of management committee**

The directors of the company are also charity trustees for the purpose of charity law and are known as members of the management committee. Under the requirements of the Memorandum and Articles of Association the members of the management committee are elected for a period of one year, after which they must be re-elected at the Annual General Meeting, with the option to co-opt up to two new members at other times of the year.

### **Trustee Induction and Training**

New Trustees are provided with relevant documentation including the Articles and Memorandum of Association. They are given an induction that includes familiarisation of the charity's mission statement, aims and objectives, organisational structure, policies and trustees' responsibilities. They meet with the chair of the trustees and the chief executive to obtain more background information when elected and are expected to attend a course on the roles and responsibilities of trustees.

### **Impact of Covid-19**

In each year of Waltham Forest Community Hub's 17-year history, we've seen a remarkable increase in demand for the charity's services. Instead of completely closing down services during a global pandemic, we had taken a proactive approach in assessing risks, engaging with our people, our funders and our community. The re-opening of our community venue was planned as a gradual process and we started taking a small number of bookings, to recover from having completely depleted our income from venue hire, at the start of the pandemic. We had to make some drastic decisions to safeguard the wellbeing of our staff, volunteers and service users. Throughout this period of turmoil and uncertainty we maintained communication with our funders and were extremely fortunate to receive support and understanding from all our stakeholders. We also engaged and collaborated with our Local Authority and other voluntary sector organisations, including mutual aid groups to identify emerging need and explore possible solutions.

In the previous year our charity had pivoted and adapted to meet emerging local need. We also reviewed and reflected on our charity's mission and work to understand the best way forward to achieving our vision for 'our borough to be a place where every individual and community is valued, supported and can thrive.' To understand how the needs of our

community were changing, in March and April 2021 we had seized the opportunity to carry out internal and external consultations as part of our business planning. We strategised, fundraised and developed better systems to strengthen our infrastructure and increase our capacity to deliver more for a greater number of residents. Whilst we can't change the impact of social factors that are faced by many disadvantaged groups, we can have a positive impact on people's sense of self-worth and confidence. Knowing there's a huge need for our service and that we make a demonstrable difference to countless lives, sustainability remains our greatest challenge.

**Our vision is:** 'our borough is a place where every individual and community is valued, supported and can thrive'.

**Our mission is:** 'to bring together and lead the community, providing opportunities and resources that value and empower all'.

**Our values include:**

WELCOMING; COLLABORATIVE; EMPOWERING; INCLUSIVE; ADAPTABLE; AMBITIOUS and our team embrace these. We believe that everyone has skills and potential to grow and develop. As a united community, we trust we can take collective responsibility to create a positive future.

#### **Objectives and activities for public benefit**

Our organisation's aim has been to deliver projects and activities that meet the following **four** areas of need:

- Developing a sustainable organisation that can meet needs of the community
- Reducing isolation and improving wellbeing in disadvantaged residents
- Engaging and empowering young people to participate, grow and achieve
- Strengthening the community of Waltham Forest by sharing our space, voice and expertise.

We were supported by a strong team of staff and volunteers who were ambitious in developing and launching new activities to meet new and changing needs. We saw our Youth Advisory Board step up to take more responsibility. They engaged their peers, carried out research, interviewed guests and edited hours of recording before launching the Hub Chat Podcast on 10th April. Our youth service activities continued to grow as we developed an excellent partnership with the Local Authority's Housing Department. We had been approached long before the pandemic to initiate youth work in an area identified with great need in Chingford and we collaborated to develop this much awaited new service. However, it wasn't until October 2021, that we finally launched this new Youth Club in Aldriche Way. After assessing risks and taking all necessary precautions, we finally reopened our Seniors Club on 12th August 2021 and even held our popular event for Pensioners, the Christmas Lunch, on 12th December. At this crucial time, we were fortunate to receive the support of the Mercers Company who stepped in to fund our work with older people. Waltham Forest as a borough has a resource starved voluntary sector, with no umbrella organisation to provide capacity building support. In our effort to support some of our partner organisations, we offered two online training sessions on Post Covid Fundraising to support the wider voluntary sector in Waltham Forest. The borough also lacks an independent legal housing advice and representation service such as a Law Centre and it has the second highest fuel poverty rate in the whole of London. Our local MP Stella Creasy's Office approached us to scope if our charity was willing and able to develop this area of work to address a serious growing need. The MP's Office had in one year received more than 800 housing related queries from residents. We received funding for three years to develop an excellent partnership with Hackney Community Law Centre to deliver a Legal Housing Advice Service in Waltham Forest and launched this new service in October 2021. Since its launch the service has attracted support from various other agencies such as Shelter, other local voluntary organisations and the Waltham Forest Social Prescribing Service.

Most recently, in February 2022 we launched a Coffee Morning with an honesty Café as a weekly drop-in session for our local community. As a centrally located venue that is run as a Hub for the community, we saw Coffee Mornings as a great way to engage diverse communities. This new service is open for anyone to attend, meet new people and converse with our team to see what support can be accessed via us or any of our partner organisations. We owe our success to the enthusiasm, commitment and great teamwork between trustees, staff and volunteers. We remain confident we can continue to attract growing support from sponsors, partners and grant funders who've made our success possible this far. We're hugely grateful to every one of our funders and donors.

### **Financial review**

Waltham Forest Community Hub was successful in raising external funds to run services, with contributions towards our core costs as raising unrestricted income through hall hire proved much more challenging due to the high maintenance and running costs of our locally listed building. During the past year we have relied heavily on grant funding from trusts and foundations, commissioning and donations to thrive during a period of instability. The Trustees have considered the reserves requirement for the charity and have agreed that our reserves level should always remain equivalent to at least six month's running costs. During this difficult time, we have been extremely fortunate to receive support from our donors and funders; London's Violent Reduction Unit, Trust for London, the Mercers Company and the London Borough of Waltham Forest and Clinical Commissioning Group.

### **Future plans**

There has been a growing need for befriending services for older people as our venue is central to many sheltered housing accommodation and care homes. We have developed a reputation for youth work and mentoring in Waltham Forest and have also led in collaboration to meet befriending needs identified during the pandemic. We are looking to work in partnership with other local voluntary sector organisations to support the managed care and support network and improve collaborative working between the local authority and the voluntary sector. Following a year of crisis management and review of our work, we are now looking ahead to strengthen the partnerships we have developed and emerging stronger and able to grow as an organisation to meet the emerging needs of our community.

**Statement of trustees' responsibilities**

Our board of trustees (the board) has collective responsibility for everything that we do, including the legal responsibility to ensure the charity is controlled and properly managed.

In discharging their collective responsibilities the trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 (The Financial Reporting Standard applicable in the UK and Republic of Ireland).

The law applicable to charities in England, Wales and Scotland requires the trustees to prepare financial statements for each financial year. These must give a true and fair view of the state of affairs of the charity, and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- > select suitable accounting policies and then apply them consistently
- > observe the methods and principles in the Charities SORP (FRS 102)
- > make judgments and estimates that are reasonable and prudent
- > state whether applicable accounting standards have been followed
- > prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

We would like to thank all our volunteers and supporters who dedicate their time, provide moral support and offer financial assistance in the smooth running of the organisation. We express our heartfelt gratitude to all those involved and we hope that the bonds that have been formed will continue.

We have assessed projected future income, expenditure and cash flows over the period to 31 March 2022, and analysed the strength of the charity's reserves, liquid assets and its ability to withstand a material fall in income. We have concluded that there is a reasonable expectation that the charity has adequate resources to continue their activities for the foreseeable future. Therefore we have continued to adopt the going concern basis in preparing the financial statements.

Signed on behalf of the Board of Trustees on 20th October 2022 by:

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Joga Kabra  
Chair of Waltham Forest Community Hub Ltd



Independent examiner's report to the Trustees of Waltham Forest Community Hub  
Year ended 31st March 2022

I report to the trustees on my examination of the accounts of Waltham Forest Community Hub Ltd for the year ended 31st March 2022, which are set out on pages 5

*Responsibilities and basis of report*

As the charity trustees of Waltham Forest Community Hub Ltd 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 Trustee'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 2011 Act.

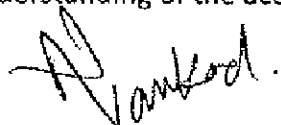
*Independent examiner's statement*

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:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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 a proper understanding of the accounts to be reached.

Signed:



Name: M A Vankad  
Fellow of Chartered Certified Accountants

Address: 160c Fencepiece Road  
London  
IG6 2LB

Date: 20th October 2022

Waltham Forest Community Hub Ltd  
Statement of financial activities  
Year ended 31st March 2022

	Unrestricted funds £	Restricted & endowment funds £	Designated funds £	Year ended 31st March 2022 £	Year ended 31st March 2021 £
<b>Income from donations / charitable activities:</b>					
Inter-Generational	7,480	-	-	7,480	162
Violence Reduction Unit	-	49,365	-	49,365	-
Mercers	-	8,500	-	8,500	-
Donations	7,448	-	-	7,448	19,946
Community Hall Hire	33,615	-	-	33,615	25,304
Trust for London	-	29,500	-	29,500	-
Clothworkers	-	4,000	-	4,000	-
LB Waltham Forest CCG	-	70,000	-	70,000	11,666
LB Waltham Forest	-	18,787	-	18,787	8,933
NL Community	-	29,441	-	29,441	52,969
Miscellaneous income	25,480	-	-	25,480	1,650
London Youth-Headstart	-	19,487	-	19,487	42,125
City Bridge Trust-Mutual Aid	-	-	-	-	10,000
Business Rates Grant - COVID	-	-	-	-	25,000
Furlough Grants - COVID	3,342	-	-	3,342	13,804
Big Lottery-Development	-	-	-	-	49,559
<b>Total income</b>	<b>77,365</b>	<b>229,080</b>	<b>-</b>	<b>306,445</b>	<b>261,118</b>
<b>Expenditure on:</b>					
Administration	788	7,346	-	8,134	6,300
Salaries	27,809	82,400	-	110,209	151,692
Sessional and volunteers	79	49,880	-	49,959	31
Project management	3,212	15,662	-	18,873	27,041
Training and consultancy	43	18,036	-	18,079	3,287
Rent, rates and building insurance	18,334	-	-	18,334	13,734
Utility charge and refuse collection	10,209	198	-	10,406	8,784
Building and equipment maintenance	4,681	1,148	-	5,830	7,485
Printing, postage and stationery	340	396	-	736	606
Advertising	360	-	-	360	146
Subscriptions and membership fees	756	396	-	1,152	1,006
Sundry expenses	507	99	-	606	302
Depreciation	5,957	-	-	5,958	3,818
Fundraising	-	7,335	-	7,335	7,746
Bank charges	91	-	-	91	471
Accountancy & Professional fees	1,652	-	-	1,652	1,200
Miscellaneous	-	-	-	-	324
<b>Total expenditure</b>	<b>74,818</b>	<b>182,897</b>	<b>-</b>	<b>257,715</b>	<b>233,973</b>
<b>Net income</b>	<b>2,547</b>	<b>46,183</b>	<b>-</b>	<b>48,730</b>	<b>27,145</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	54,991	25,754	49,365	130,110	102,965
Net movement in funds	2,547	46,183	-	48,730	27,145
Transfer of funds	11,402	33,232	21,830	-	-
<b>Total funds carried forward</b>	<b>68,940</b>	<b>38,705</b>	<b>71,195</b>	<b>178,840</b>	<b>130,110</b>

Waltham Forest Community Hub Ltd  
Balance sheet  
As at 31st March 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	8	<u>36,195</u>	<u>34,365</u>
Total fixed assets		<u>36,195</u>	<u>34,365</u>
<b>Current assets</b>			
Prepayments		4,725	5,511
Community hall hire services		85,962	946
Accrued Income		3,217	22,558
Other debtors		-	580
Cash at bank and in hand		<u>116,711</u>	<u>87,650</u>
Total current assets		<u>210,615</u>	<u>115,353</u>
<b>Current liabilities</b>			
Social security		4,632	2,478
Refundable deposits		8,758	3,583
Other creditors and deferred income		53,898	13,056
Pension contributions		<u>682</u>	<u>491</u>
Creditors: amounts falling due within one year		<u>67,970</u>	<u>19,608</u>
<b>Total assets less current liabilities</b>		178,840	130,110
Creditors: amounts falling due after more than one year		-	-
<b>Total net assets</b>		<u>178,840</u>	<u>130,110</u>
<b>The funds of the charity</b>			
Unrestricted funds		68,940	54,991
Restricted funds		38,705	25,754
Designated-fixed assets		36,195	34,365
Designated-repairs		15,000	15,000
Designated-Development		<u>20,000</u>	<u>-</u>
Total funds	9	<u>178,840</u>	<u>130,110</u>

The accompanying notes form part of these accounts.

Approved by the Board of Trustees on 20th October 2022 and signed on its behalf by:

\_\_\_\_\_  
Joga Kabra  
Chair of Waltham Forest Community Hub Ltd

Note 1 - Basis of preparation

1.1 Basis of accounting

Waltham Forest Community Hub Ltd is a public benefit entity.

The presentation currency of the financial statements is the Pound Sterling (£).

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts 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) issued on 16 July 2014 and with the Charities Act 2011.

1.2 Going concern

The accounts (financial statements) have been prepared to give a 'true and fair' view.

After making enquiries, the trustees have a reasonable expectation that Waltham Forest Community Hub Ltd has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Note 2 - Accounting policies

2.1 Income

Recognition of income

All income is accounted for in the SOFA when the Charity is legally entitled to the income,

it is probable that the income will be received, and the amount can be quantified with reasonable accuracy.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the Charities SORP (FRS102) or FRS102.

Volunteer help

The value of any voluntary help received is not included in the accounts.

2.2 Expenditure and liabilities

Liability recognition

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.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

2.3 Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year. The depreciation rates and methods used are disclosed in note 2.6.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

#### 2.4 Tax

Waltham Forest Community Hub Ltd, as a registered charity is exempt from tax under Chapter 3 of Part 11 to the Corporation Tax Act 2010 or Section 256 of the Taxation for Chargeable Gains Act 1992, to the extent surpluses are applied to its charitable purposes.

#### 2.5 Cash flow

The charity meets the definition of a qualifying entity under FRS 102 and has therefore taken advantage of the disclosure exemption in relation to presentation of a cash flow statement in respect of its financial statements.

#### 2.6 Tangible fixed assets

Tangible fixed assets are stated at cost. Depreciation is calculated to write off the cost of fixed assets by equal annual instalments over their expected useful lives as follows:  
Fixtures, fittings & equipment – 10% reducing balance

Tangible and intangible fixed assets costing less than £2,000 are not capitalised, and are written off in the year of purchase.

#### Note 3 - Employees

The average number of employees, calculated on a full-time equivalent basis, during the year under review were 9 (2021: - 9).

The above numbers include staff responsible for the management and support of the volunteers.

The trustees have not received any remuneration or expenses in relation to their duties as trustees.

#### Note 4 - Contribution from the volunteers

We are very grateful to our large and hugely supportive volunteer base.

Some work tirelessly to raise funds for our work and help run the charity, whilst others work directly with the operational side of the charity work.

Given the absence of a reliable measurement basis, donated services from our volunteers are not included within the financial statements. This is in line with the requirements of Charities SORP (FRS 102).

#### Note 5 - Capital commitments

The charity had no capital commitments at 31 March 2022 or 31 March 2021.

#### Note 6 - Contingent liabilities

There were no contingent liabilities at either the beginning or at the end of the financial year.

#### Note 7 - Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

**Note 8 - Tangible fixed assets**

	Fixtures, fittings & equipment £	Total £
<i>Cost or valuation</i>		
At the beginning of the year	77,579	77,579
Additions	7,788	7,788
Revaluations	-	-
Disposals	-	-
At end of the year	<u>85,367</u>	<u>85,367</u>
<i>Depreciation and impairments</i>		
At beginning of the year	43,214	43,214
Disposals	-	-
Depreciation	5,958	5,958
Impairment	-	-
At end of the year	<u>49,172</u>	<u>49,172</u>
<i>Net book value</i>		
At the beginning of the year	<u>34,365</u>	<u>34,365</u>
At the end of the year	<u>36,195</u>	<u>36,195</u>

**Note 9 - Total funds**

	At the beginning of the year	Incoming Resources	Outgoing Resources	Transfer to U/R	Designated Fund	At the end of the year	
	£	£	£	£		£	
Big Lottery Development Fund	111	29,441	29,407	-		145	
CCG	11,462	70,000	46,448	-	21,606	13,408	
Clothworkers	-	4,000	-	-	4,000	-	
Community Bank	-	3,787	2,455	-	1,332	-	
Headstart	7,181	19,487	25,421	-	1,247	-	
LBWF	4,500	-	4,048	-	452	-	
LBWF Boiler	-	15,000	-	-	-	15,000	
Mercers	-	8,500	6,360	-	-	2,140	
CBT	2,500	-	1,000	-	-	1,500	
Trust for London	-	29,500	22,258	-	729	6,513	
VRU	-	49,365	45,501	-	3,865	1	
Total	25,754	229,080	182,898	-	33,231	38,705	
Designated Fund – Tangible Assets	34,365	-	-	-	5,958	7,788	36,195
Designated Fund – Repairs	15,000	-	-	-	-	-	15,000
Designated Fund – Development	-	-	-	-	-	20,000	20,000
General Reserve	54,991	77,365	74,818	39,189	-	27,788	68,939
Total Unrestricted Funds	104,356	77,365	74,818	33,231	-	-	140,134
Total Funds	130,110	306,445	257,716	-	-	-	178,840