

THE CHRISTOPHER CENTRE

**TRUSTEES' REPORT, INDEPENDENT EXAMINER'S REPORT
AND STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

MOORE GREEN
CHARTERED ACCOUNTANTS
SUDBURY SUFFOLK

THE CHRISTOPHER CENTRE

Trustees' Report

For the year ended 31 March 2021

Administrative Information

The Christopher Centre is a company limited by guarantee, registration no: 6173167 and registered with the Charity Commission no. 1120942.

Registered office:

The Christopher Centre, 10 Gainsborough Street, Sudbury, Suffolk CO10 2EU

Trustees

Robin Hodgkinson (Chairperson) (SAVO CIC)

Jennifer Wilkins

Laurence Reynolds (Resigned December 2020)

Kathleen Leigh

David Lowe (Treasurer)

Karoline Wells

Susan Ayres

Manager

Teresa Bishop

Administrator

Helen Martin

Company Secretary

David Lowe

Cleaner

Gregory Bishop

Volunteers

Receptionists: Jenny Ciaravolo, Sarah Dovell, Belinda Green, Collette Harrop, Sue Howting, Jenny Ince, Jennie Wilkins.

Volunteer Handyman: Niall Hennessay.

Structure, Governance & Management

1. Nature of governing document

The activities of *The Christopher Centre* are governed by a Memorandum and Articles of Association that were incorporated by Companies House on 20 March 2007 and approved by the Charity Commission on 21 September 2007.

2. Recruitment and appointment of trustees

The trustees and staff are always on the lookout for potential new trustees who can bring their skills and expertise to assist in the organisation's governance. Potential trustees have access to both the chair and the manager to discuss their involvement. When recruited, new trustees are inducted through meetings and an induction pack, which not only covers information about the organisation but their roles and responsibilities as trustees.

3. Review of the financial position

Total income for 2020/1 was £63,673 an increase of £20,041 on the previous year when a grant of £33,000 was received for the refurbishment of the kitchen. The income from office rents was down £2,400 and room hire was down £12,786.

Expenditure for 2020/1 was £38,739, £9,593 below 2019/20. Maintenance costs were down on the previous year.

The net result was an increase of £24,934 in the fund balances carried forward of £42,542.

4. Financial Management

The Christopher Centre accounts are managed by a Treasurer who is one of the trustees.

Bank accounts continue to be held at the Sudbury branch of Barclays Bank. All cheques require two signatories. The signatories are Robin Hodgkinson (Chair) and Jennie Wilkins, in addition to the Treasurer.

The systems of internal control include written reports submitted by the Treasurer at the quarterly trustees' meetings. Also, consideration of the financial results and forecasting of possible funding shortfalls are discussed in detail at trustee meetings.

5. Reserve Policy

The Christopher Centre has built up a reserve for possible redundancies (£3,000) and a maintenance contingency fund of £8,401. There is also a general reserve fund of £31,141. This is because some of the grant money and donations received in 2020/1 includes money that is due to be spent in 2021/2. Being an old Grade 2 listed building, the trustees consider the maintenance contingency fund a necessity and

strive to build the fund up each year, where possible. In some years this is not possible when essential repairs and maintenance are necessary.

6. Risk analysis and plan

There are a number of areas that the Trustees consider as potential risks. These are as follows:

- a. The Christopher Centre Building - being an old building there is always a risk of the need for major structural repairs.
- b. The Christopher Centre Users - losing potential hirers of office accommodation and meeting rooms always remains a risk. Organisations' and people's circumstances change and this is obviously out of our hands. The Trustees ensure that rents and meeting room charges are kept at a competitive level to avoid losing users who might otherwise remain. However, office users who do decide to vacate the accommodation, are required to give three months' notice of their intention and this provides a reasonable window of opportunity to find a replacement.
- c. The Current Pandemic and Future Pandemics - the current pandemic and Lockdown has meant that the building has been completely closed at certain times of the year. Although Lockdown restrictions are currently being eased and more activities can return to the Christopher Centre, there is no guarantee that the Government may impose further lockdowns in the future.

7. Funding

The running of the Christopher Centre is financed from renting out office space and casual hire of rooms for meetings and community activities and the occasional donation or grant. During 2020/1 the level of grants and donations increased to help us through the Pandemic. We received a generous Covid grant from Babergh District Council and grants from Suffolk Community Foundation, the Tudwick Foundation and Cllrs Spence, Ayres and Jan Osbourne to help with our community activities.

A number of donations were also received. These include:

- £192.25 from Paypal for a publicised request for donations
- £500 from the Sudbury Freemans' Trust
- £50 from Babergh Masonic Lodge
- £200 from Priory Lodge
- £500 from Stour Valley Lodge
- Donations from the funeral of Derek Hurrell, who was the first manager of the Christopher Centre and with his wife Audrey was very much involved in setting up the Centre, £371.25
- Donations from the funeral of Mike Norton, who was a volunteer on the Monday morning drop-ins, £325.75

as well as individual donations from Roger Fleming, J & J Wiles, GR Tanner, A Bailey Jones, FC Gault and Mike Williams.

We are very grateful to all our benefactors for their support and encouragement.

8. Objectives and Activities

The Christopher Centre's objects are primarily for the benefit of the inhabitants of the district of Babergh and surrounding areas (in practice, the Sudbury district) to:

- provide premises for the use of local and community groups, advance education through the provision of advice, advocacy, guidance, training, resources and associated activities
- facilitate and encourage opportunities for local and community groups to come together to identify charitable need, express views on matters of local interest and to establish projects or policies to meet these needs. This includes running its own activities such as drop-ins, a community choir, a vegan supper club, arts and crafts activities.
- develop the capacity and skills of said inhabitants in such ways as is thought fit, and particularly to enhance voluntary participation within the area of benefit
- develop and promote community services for said inhabitants who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack or availability of adequate and safe public services
- improve or assist in the improvement of the physical and social environment in an effort to enhance the quality of life for said inhabitants.

The Christopher Centre has continued to fulfil its objects in a number of ways:

- by providing office space within the building for affordable and reasonable rents for a number of different voluntary and community groups
- by providing rooms available for hire by voluntary, community and statutory local groups
- by offering space free of charge within the reception area for local groups and services to promote their work, display leaflets and posters etc
- by utilising volunteers as reception staff who have a good knowledge of the local area and who can therefore offer information about local activities.
- by looking at ways of supporting or setting up community groups to help people who are disadvantaged or vulnerable to provide them with opportunities to learn new skills, make friends and build their confidence and self-esteem.

9. Meeting the Principles of Public Benefit

The Christopher Centre has continued to fulfil its objects in a number of ways:

- through its facilities, activities and information services which are open to all voluntary and community groups, The Christopher Centre provides services which help local groups to meet, exchange information and develop their own services to a wide variety of people within the local community. It also develops its own services to help vulnerable and isolated members of the community through activities such as the Monday morning Drop-in Coffee and Chat, the Monday lunchtime Community Lunches, the Community Choir, monthly Community Markets etc.

- it provides a community resource which members of the public can visit to find out information about local groups, events and services.
- The Christopher Centre is a Grade 2 listed building and the staff, volunteers and trustee board are therefore maintaining and preserving an important piece of Sudbury heritage, ensuring that any improvements and refurbishments made are in keeping with local heritage regulations.

10. Achievements & Performance

During Covid - our bookings were greatly reduced, but we have been pleased to be able to continue to support some of the most vulnerable members of our community. We were also happy that the diabetic eye screening clinic returned to the Centre at the beginning of March until the end of April. It is always a pleasure to have them with us and hopefully they will return in the Autumn. During the break between Lockdowns we welcomed a number of new hirers to the centre including a variety of University of the Third Age (U3A) groups.

We also continued when possible with our monthly fundraising Community Markets, although to adhere to COVID restrictions these were reduced in size. We were able to programme community markets between July and November which saw a variety of stall holders selling their wares, whilst Teresa in the kitchen provided mouth-watering snacks and lunches during the day. When the second Lockdown occurred, the kitchen moved to providing take away lunches once a month (mainly curries and chilli dishes) and these proved very popular with around 50 - 60 orders per month.

Because many of our community activities involved supporting vulnerable and lonely people and people with mental health issues (where risks to their mental health outweighed covid considerations), our Monday morning drop-ins were able to continue under strict Covid-guidelines during the Lockdown periods with a maximum of 16 people allowed to attend. We also started Monday Community Lunches in July as well, as normally the same people from the Drop-in would continue onto the lunches. We also continued with the Community Choir, sometimes practicing outside or inside (maximum 8 people). The Art Group also continued to meet with a maximum of 8 people suitably spaced.

Our three staff members continued to work throughout the year re-organising rooms, files and storage space and ensuring that all our activities were covid-compliant. A new online booking system has been introduced which has made the taking of bookings much easier to administer.

We have added a handyman to our list of volunteers.

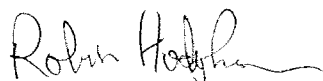
11. Future Plans

As I write this report, Lockdown restrictions are beginning to ease and, in time, things may return to some sort of normality. The risk of further Lockdowns however has not gone away, but the Christopher Centre is more prepared for such situations.

Many thanks must go to the wonderful work undertaken by our volunteer receptionists and others who have continued to provide a great service at times when the building has been open. Thanks must also go to the staff - Teresa. Helen and Gregory who have reacted quickly and conscientiously to all the different stages

of Lockdowns and re-openings and researching what is and is not allowed to happen. They continued working throughout the Pandemic and often went above and beyond their duties.

I would finally pay tribute to my fellow trustees, who have discharged their duties and responsibilities as trustees and directors with pragmatism and good sense. Thanks must also go to Adrian Walters and the Sudbury Common Lands Trustees for their help during the year and also to those who have donated money to The Christopher Centre.

A handwritten signature in black ink, appearing to read 'Robin Hodgkinson', with a stylized, flowing script.

Robin Hodgkinson
Chairperson

5th August 2021

Independent Examiner's Report to the Trustees of The Christopher Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 8 to 11.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: Nick Farr FCA
Moore Green

Address: 22 Friars Street
Sudbury, Suffolk CO10 2AA

Date:

18/8/21

The Christopher Centre
(Registered Charity No: 1120942)

Statement of Financial Activities for the Year ended 31 March 2021

	Notes	Unrestricted Funds	Restricted Funds	2021	2020
Income & Expenditure					
Incoming Resources					
Voluntary income	2a	2,456		2,456	5,472
Activities for generating funds	2b	-		-	986
Income from investments	2c	7		7	34
Charitable activities	2d	48,856	12,354	61,210	36,935
Other incoming resources	2e	-	-	-	205
Total Incoming resources		<u>51,319</u>	<u>12,354</u>	<u>63,673</u>	<u>43,632</u>
Resources Expended					
Cost of generating voluntary income	3a	-	-	-	-
Fund raising trading costs	3b	-	-	-	-
Charitable activities	3c	34,240	3,953	38,193	47,780
Governance costs	3d	546		546	552
Total Resources Expended		<u>34,786</u>	<u>3,953</u>	<u>38,739</u>	<u>48,332</u>
Net movement in funds for the Year		16,533	8,401	24,934	(4,700)
Fund Balances Brought Forward		17,608	-	17,608	22,308
Fund balances carried forward		<u>34,141</u>	<u>8,401</u>	<u>42,542</u>	<u>17,608</u>

The Christopher Centre

(Registered Charity No: 1120942)

BALANCE SHEET as at 31 MARCH 2021

	Notes	2021 £	2020 £
Fixed Assets			
Tangible assets	6	-	-
		<hr/>	<hr/>
Current Assets			
Bank Current Account		10,538	4,461
Tracker Account	7	32,628	13,621
Petty Cash		17	167
Prepayments		13	13
Debtors		-	-
		<hr/>	<hr/>
		43,196	18,262
Current Liabilities			
Creditors		-	-
Accruals	8	654	654
		<hr/>	<hr/>
		654	654
Net Assets		<hr/>	<hr/>
		42,542	17,608
Represented by			
Funds			
Unrestricted (General)		34,141	17,608
Restricted		8,401	-
		<hr/>	<hr/>
		42,542	17,608

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102. The Financial Standard applicable in the UK and Republic of Ireland.

For the year ended 31st March 2021, the company was entitled to exemption from audit under section 477 Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

Robin Hodgkinson - Chairperson
The notes form part of these financial statements

The Christopher Centre
(Registered Charity No: 1120942)

Notes to the accounts for the year ended 31st March 2021

1 Accounting Policies

- a. The accounts are prepared under the historical cost convention and in accordance with applicable accounting standards.
- b. Income is not anticipated, but recognised in the Statement of Financial Activities only when it is received. Grants and donations are credited to income in the year to which they relate.
- c. Full provision is made for all known liabilities (expenses and losses) whether the amount is known with certainty or is a best estimate in the light of the information available.
- d. Only fixed assets under five years of age are capitalised and depreciation is calculated on a straight-line basis from the year of purchase so as to reduce their value to nil at the end of five years. Computer equipment is depreciated over three years.

2 Incoming Resources	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
a. Voluntary income				
Donations	2456	0	2456	5472
b. Activities for generating funds	0			
Fund raising	0		0	986
c. Income from investments	0			
Bank interest	7		7	34
d. Charitable activities				
Grants	25500	12354	37854	0
Other income	0			0
Rent & user charges	21659		21659	36935
e. Christopher Centre Activities	1697		1697	
f. Other incoming resources	0	0	0	205
Total Incoming Resources	<u>51319</u>	<u>12354</u>	<u>63673</u>	<u>43632</u>

3 Resources Expended

a. Cost of generating voluntary income		0	0	0
b. Fund raising trading costs	0	0	0	0
c. Charitable activities				
Basic Salaries	11023		11023	11674
Christopher Centre Activities	2128		2128	0
Restricted Grants	0	3953	3953	0
Staff travel	0		0	482
Council tax & waste	1594		1594	1572
Rent & Insurance	12482		12482	16058
Stationery & postage	246		246	799
Telephone	809		809	516
Volunteer expenses & Companies House	153		153	341
Repairs & maintenance	1352		1352	11106
Gas, electric & water	3721		3721	4335
Furniture & equipment	170		170	0
Cleaning	329		329	0
Other admin	233		233	897
	<u>34240</u>	<u>3953</u>	<u>38193</u>	<u>47780</u>

The Christopher Centre
(Registered Charity No: 1120942)

Notes to the accounts for the year ended 31st March 2021

d Governance costs				
Independent examination	546	0	546	539
Company House	0		0	13
	<u>546</u>	<u>0</u>	<u>546</u>	<u>552</u>
 Total Resources Expended	 <u>34786</u>	 <u>3953</u>	 <u>38739</u>	 <u>48332</u>

4 Donations

Donations received from private individuals, local businesses and charitable trusts. The amount does not include any Gift Aid tax refunds.

5 Lease

The 21 year lease for the Christopher Centre expired 4th July 2014 and has been extended for a further 10 years with 3 yearly reviews. The current cost of the lease is now £14,000 per annum, Paid quarterly with building insurance payments to the trustees of *the Sudbury Common Lands Charity*. One quarters rent was not requested because of Covid19 restrictions.

6 Tracker Accounts

The tracker account is an interest earning account with Barclays Bank.

7 Accruals

Expenses received after the year end which related to goods received or expenses incurred during the year ended 31.3.21

8 Trustee Remuneration & Related Party Transactions

No member of the Trustee Board received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (20189- nil).