

**TEAMS & BENSHAM COMMUNITY CARE**

(A company limited by guarantee)

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31<sup>st</sup> MARCH 2021**

**Company number : 06402655**

**Charity Number : 1122735**

**TEAMS & BENSHAM COMMUNITY CARE**  
(A company limited by guarantee)

Contents

	Page
Report of the trustees	1 - 4
Report of the independent examiner	5
Statement of financial activities	6
Balance sheet	7
Statement of Cash Flows	8
Notes to the financial statements	9-12

## Report of the trustees for the year ended 31 March 2021

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 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) (effective 1 January 2015). The organisation is a Public Benefit Entity within the definitions of s34 FRS 102.

### Our purposes and activities

The objects are to promote the relief of the aged to provide and assist in facilities for recreation and encourage activities which assist in the promotion of health in the Borough of Gateshead.

### Achievements and Performance

Our charity closed all face-to-face support from 23rd March 2020 to keep our beneficiaries, staff and volunteers safe during the coronavirus outbreak.

We have seen first-hand how a pause in our services can be detrimental to the health and wellbeing of those who attend. During heavy snowfall in 2010, our centre was closed for four weeks, and the deterioration of some of our attendees on returning to the centre was significant. Our closure was therefore extremely difficult for our team, knowing how this will affect the people we care for.

*"With Covid, I feel like I had been stopped from seeing my family. My friends at the lunch club are like family." (Lunch Club Attendee)*

From closing in March 2020, non-furloughed staff and volunteers made weekly wellbeing calls to our lunch club and men's group attendees, signposting them for additional support when needed, and with permission of our beneficiaries, we shared contact details so that peer support and friendships made at our centre could continue over the telephone.

*"I really look forward to chatting to the staff. It is touching that they care so much to call me every week." (Men's Group Attendee)*

With fluctuating confirmed cases in the Northeast through 2020/21, the decision to reopen was extremely difficult to make and plans to reopen in the Autumn of 2020 were paused. We felt that the risk to our beneficiaries remained too high, and Public Health agreed that we should not reopen.

When the Government introduced flexible working for furloughed staff, the charity was able to work on a part time basis to provide a hot meal delivery service in the local area. From this point onwards, older people could access a hot, nutritious meal at home, while our driving team carried out wellbeing checks at the same time. Many people disclosed how lovely it was to safely see our staff on a regular basis again and how reassuring it was to have this support.

## Report of the trustees for the year ended 31 March 2021

### Achievements and Performance – continued

*"We just want to say a big thank you for the meal deliveries. My mam says they are delicious and it helps me not to worry knowing she has a good meal." (Daughter of a Hot Meal Delivery Customer)*

The hot meals quickly became very popular, with many non-beneficiaries also placing regular orders, often several times each week. From January to March 2021 the hot meals were provided at a reduced cost thanks to funding from Gateshead Council, which increased our impact even further due to more people placing orders. At Christmas and Easter we were able to deliver additional treats too, and products gifted by Asda Gateshead allowed us to deliver wellbeing packs in March 2021.

*"Thank you for your kindness. I was overwhelmed when I got a free Christmas meal from the charity, and a Christmas gift!" (Non-beneficiary hot meal customer)*

With a planned reopening date of 18th May 2021, we have been focusing on planning and preparing as much as we can for a safe reopening that will help people to rebuild their confidence, connections and wellbeing when they return, while also continuing to support the wellbeing of our team.

The year has been one of the most challenging we have faced in our 3 decades of providing services. There have been many funders and organisations who have given us their time, assistance, reassurance and understanding. We would like to say a heartfelt thank you to:-

- Gateshead Council
- The National Lottery Community Fund
- Community Foundation Tyne and Wear and Northumberland
- Asda Gateshead
- Tracey Tait

### Financial Review

The financial statements show a surplus of £36,115. Work continues applying for grant income while building up trading activities. Cash at the bank was £117,711.

### Reserves policy and going concern

The charity has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should represent up to 6 months running costs. This is estimated at £62,000 so efforts are being made to reach this target.

Current unrestricted reserves after adjusting for fixed assets amount to £93,701. The charity enjoys good liquidity and has no issue on meeting its liabilities when they are due. The trustees are confident for the next twelve months. Grant applications are being submitted and everyone is optimistic for their success in gaining funding.

**Report of the trustees for the year ended 31 March 2021****Legal and administrative information****Constitution**

Teams & Bensham Community Care is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Charity number : 1122735  
Company number : 06402655

**Directors and trustees**

B Howell  
M Sherratt  
G W Hall  
M M Scott  
B Gill

**Registered office**

Holy Rosary Parish House  
Northumberland Street  
Gateshead  
Tyne & Wear  
NE8 2PQ

**Independent  
Examiner**

R A Page FCCA  
511 Durham Road  
Low Fell  
Tyne & Wear  
NE9 5EY

**Bankers**

NatWest Bank  
Metrocentre  
103 Cameron Walk Metrocentre  
Gateshead  
Tyne & Wear  
NE11 9GA

**Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 18 August 2007 and registered as a charity on 11 February 2008. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

**Report of the trustees for the year ended 31 March 2021****Recruitment and Appointment of Trustees**

The directors of the company are also charity trustees for the purpose of charity law.

The trustees continually audit the available skills of the board and look to acquire new trustees with different skills and experiences which can assist in the growth of the organisation. Recruitment is by approach and word of mouth.

**Risk Management**

The trustees and management have carried out an assessment of the major risks facing the charity.

**Organisational Structure**

The charity has a management committee of up to 10 members who meet monthly. During 2020/21 we were unable to meet face to face but regular update meetings were delivered by telephone and virtually.

A scheme of delegation is in place and day to day responsibility for the provision of services rests with the Senior Day Centre Coordinator, and Teamwork Development Trust CIC who is paid a management fee by the charity to provide management support.

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

The charity trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of the incoming resources and application of resources.

In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently

- Observe the methods and principles in the Charities SORP

- Make judgements and estimates that are reasonable and prudent

- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements

- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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 responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Signed on behalf of the trustees

**Report of the Independent Examiner to the trustees of Teams & Bensham Community Care**

I report on the financial statements of Teams and Bensham Community Care for the year ended 31 March 2021 which are set out on pages 6 to 12.

**Respective responsibility of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144 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) and

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 Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the 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 statement below.

**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 financial statements which accord with the accounting records and to 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 our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**R A Page FCCA**

511 Durham Road  
Low Fell  
Gateshead  
Tyne & Wear  
NE9 5EY

30 November 2021

Statement of financial activities (including Income and Expenditure Account)  
Year ended 31 March 2021

	Note	Unrestricted	Restricted	2021	2020
		£	£	£	£
<b>Income</b>					
<i>Income from charitable activities</i>					
Donations		50	-	50	1,350
<i>Grants</i>					
Gateshead MBC SLA		-	45,315	45,315	50,356
Other grants	2	-	58,275	58,275	69,778
<i>Income from other trading activities</i>					
Client contributions		-	-	-	8,978
Catering income		5,342	-	5,342	30,307
<i>Investment income</i>					
Interest		9	-	9	47
<i>Other income</i>					
Employment allowance		2,302	-	2,302	2,469
Job Retention Scheme		50,652	-	50,652	-
<b>Total income</b>		<b>58,355</b>	<b>103,590</b>	<b>161,945</b>	<b>163,285</b>
<b>Expenditure</b>					
<i>Costs of raising funds</i>					
Commercial trading operations		2,071	-	2,071	9,395
Charitable activities		6,426	98,472	104,898	110,789
Support costs		10,905	7,956	18,861	19,305
<b>Total expenditure</b>		<b>19,402</b>	<b>106,428</b>	<b>125,830</b>	<b>139,489</b>
<b>Net income(expenditure) and net movement in funds for the year</b>		<b>38,953</b>	<b>(2,838)</b>	<b>36,115</b>	<b>23,796</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		32,447	26,386	58,833	35,037
<b>Total funds carried forward</b>	<b>8</b>	<b>71,400</b>	<b>23,548</b>	<b>94,948</b>	<b>58,833</b>



## Balance sheet as at 31 March 2021

	Note	£	2021 £	£	2020 £
<b>Fixed assets</b>					
Tangible fixed assets	5		1,247		1,582
<b>Current assets</b>					
Debtors	6	832		761	
Cash at bank and in hand		117,711		81,156	
		<u>118,543</u>		<u>81,917</u>	
<b>Creditors: amounts falling due within one year</b>	7	<u>24,842</u>		<u>24,666</u>	
<b>Net current assets</b>			93,701		57,251
<b>Total assets less current Liabilities</b>			<u>94,948</u>		<u>58,833</u>
<b>Funds</b>	8		<u>94,948</u>		<u>58,833</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 Section 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.

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) – (Charities SORP (FRS 1023), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements were approved by the Board of Trustees on 30 November 2021 and were signed on its behalf by

Statement of Cash Flows  
Year ended 31 March 2021

	2021	2020
	£	£
Cash used in operations		
Net movement in funds	36,115	23,796
(Increase)/Decrease in debtors	(71)	45
Increase in creditors	176	1,143
Depreciation	405	528
Purchase of fixed assets	(70)	-
Net cash used in operations	<u>36,555</u>	<u>25,512</u>
Change in cash in the year	36,555	25,512
Cash brought forward	81,156	55,644
Cash carried forward	<u>117,711</u>	<u>81,156</u>

**Notes to the financial statements****Year ended 31 March 2021****1 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

**Basis of preparation**

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) – (Charities SORP (FRS 1023), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**Grants**

Grants for immediate expenditure are accounted on a receivable basis. Grants where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**Interest receivable**

Interest is included when received by the charity.

**Expenditure**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

**Costs**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly and other are apportioned on an appropriate basis such as staff time.

**Tangible fixed assets and depreciation**

Fixed assets for charitable use are capitalised at cost where acquired or market value as determined by the trustees when donated. The assets are stated at cost or value less depreciation.

Depreciation is calculated to write off the cost or valuation of the fixed assets less their estimated residual value over their expected useful lives on the following bases:

Equipment	25% reducing balance
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Notes to the financial statements  
Year ended 31 March 2021

2

	Unrestricted £	Restricted £	2021 £	2020 £
Allen Lane Foundation	-	-	-	4,000
Asda	-	300	300	878
Awards for All (TNL Community Fund)	-	-	-	8,263
Bernicia Housing	-	6,139	6,139	-
Community Foundation	-	15,000	15,000	-
Co-op Local Community Fund	-	-	-	6,741
Gateshead MBC Winter Food Grant	-	4,640	4,640	-
Gateshead Housing Company	-	-	-	3,000
Hadrian Trust	-	-	-	1,000
Masonic Charitable Foundation	-	-	-	10,000
Reach North East	-	923	923	-
Tesco	-	500	500	-
The Ringtons Fund	-	-	-	5,123
National Lottery Community Fund (Reaching Communities Fund)	-	30,773	30,773	30,773
	-	58,275	58,275	69,778

## 3 Expenditure

	Unrestricted £	Restricted £	2021 £	2020 £
<b>Charitable activities</b>				
Staff remuneration	-	80,998	80,998	81,889
Activity costs	3,868	14,595	18,463	20,284
Motor expenses	-	2,879	2,879	5,766
Insurance	2,153	-	2,153	2,323
Depreciation	405	-	405	527
	6,426	98,472	104,898	110,789
<b>Support costs</b>				
Miscellaneous	30	-	30	162
Office expenses	3,878	3,201	7,079	7,751
Volunteer expenses	-	-	-	110
Management fees	5,757	4,755	10,512	10,032
Accountancy	900	-	900	900
Bank charges	327	-	327	337
Legal fees	13	-	13	13
	10,905	7,956	18,861	19,305

Notes to the financial statements  
Year ended 31 March 2021

4 Trustees remuneration

No trustee received any remuneration during the year

5 Tangible fixed assets

	Office equipment	Plant and equipment	Total
	£	£	£
<b>Cost</b>			
As at 1 April 2020	1,857	3,556	5,413
Additions	70	-	70
As at 31 March 2021	<u>1,927</u>	<u>3,556</u>	<u>5,483</u>
<b>Depreciation</b>			
As at 1 April 2020	1,702	2,129	3,831
Charge for year	48	357	405
As at 31 March 2021	<u>1,750</u>	<u>2,486</u>	<u>4,236</u>
<b>Net book value</b>			
As at 31 March 2021	<u>177</u>	<u>1,070</u>	<u>1,247</u>
As at 31 March 2020	<u>155</u>	<u>1,427</u>	<u>1,582</u>

6 Debtors

	2021	2020
	£	£
Prepayments	<u>832</u>	<u>761</u>

7 Creditors – amounts falling due in one year

	2021	2020
	£	£
Trade creditors	50	-
Members bus fund	23,766	23,766
Other creditors	126	-
Accrued expenses	<u>900</u>	<u>900</u>
	<u>24,842</u>	<u>24,666</u>

Notes to the financial statements  
Year ended 31 March 2021

## 8 Movements in funds

	At 1 April 2020	Incoming resources	Outgoing resources	At 31 March 2021
	£	£	£	£
<b>Unrestricted</b>				
General	32,447	58,355	(19,402)	71,400
<b>Restricted</b>				
Gateshead MBC	-	49,955	(49,955)	-
Awards For All (TNL Community Fund)	8,263	-	(8,263)	-
Gateshead Housing Company	3,000	-	(3,000)	-
Masonic Charitable Foundation	5,000	-	(2,084)	2,916
Asda	-	300	(300)	-
Community Fund	5,000	15,000	(17,500)	2,500
The Ringtons Fund	5,123	-	(5,123)	-
Reaching Communities Fund (TNL Community Fund)	-	30,773	(12,641)	18,132
Bernicia Housing	-	6,139	(6,139)	-
Reach North East	-	923	(923)	-
Tesco	-	500	(500)	-
	26,386	103,590	(106,428)	23,548
	58,833	161,945	(125,830)	94,948

## 9 Related parties

Name of related party	Teamwork Development Trust CIC
Nature of relationship	B Howell is a director of both organisations

The charity paid £10,512 (2020 - £10,032) in management services to Teamwork Development Trust CIC.