

# **St. Augustine's Centre, Halifax**

Charity number 1131784

A company limited by guarantee number 06819800

## **Annual Report and Financial Statements for the year ended 31 December 2020**



West Yorkshire Community Accounting Service

# **St. Augustine's Centre, Halifax**

## **Annual Report and Financial Statements for the year ended 31 December 2020**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 10
Examiner's report	11
Statement of financial activities	12
Balance sheet	13
Notes to the accounts	14 to 22

**Prepared by West Yorkshire Community Accounting Service**

# **St. Augustine's Centre, Halifax**

## **Trustees' report for the year ended 31 December 2020**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Rev. John Hellewell	Chair	Resigned July 2021
Jennifer Lynn	Vice Chair	Resigned October 2020
Simon Bottomley	Treasurer and secretary	
Mark Pattison	Interim Chair	
Andrew Jones		
Sara Robinson		Resigned February 2020
Katrina Clarke		
Iman Al-Harathi		
Katie Fawcett		Appointed May 2020
<b>Charity number</b>	1131784	Registered in England and Wales
<b>Company number</b>	06819800	Registered in England and Wales

### **Registered and principal address**

St. Augustine's Centre  
Hanson Lane  
Halifax  
HX1 5PG

### **Bankers**

Unity Trust Bank PLC  
Nine Brindley Place  
Birmingham  
B1 2HB

CCLA Investment Management Ltd  
The CBF Church of England Funds  
80 Cheapside  
London  
EC2V 6DZ

Calderdale Credit Union  
17-19 Commercial Street  
Halifax  
HX1 1HJ

### **Independent examiner**

Helen Galvin FCCA

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 16 February 2009. It is governed by a memorandum and articles of association which were amended on 20 April 2009. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

### **Objectives and activities**

#### **The charity's objects**

To promote the following purposes particularly for the benefit of the residents of the Park Ward of Calderdale Borough in West Yorkshire, and the wider area:

The advancement of education through training, advice and guidance by whatever charitable means the directors think fit;

The relief or prevention of poverty and the promotion of good health through the provision of advice, counselling, training, information and guidance sessions and healthy meals;

The provision of facilities for recreation and other leisure time occupation for those persons who have need by reason of their youth, age, infirmity, social or economic circumstances, or for the public at large, with the object of improving their conditions of life and as a way of promoting community cohesion;

The education, care and development of children, particularly those aged 0-11 years;

The furtherance of such other charitable purposes as the directors determine.

#### **Public benefit statement**

In setting our objectives and planning our activities, the Trustees of St. Augustines's Centre Halifax have paid due regard to the Charity Commission's guidance on public benefit.

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Chair's Introduction**

2020 was a year of considerable challenge and change for St Augustine's. The Covid pandemic brought suffering and disruption to many lives and our organisation had to adapt to meet these new challenges. A number of lockdowns and restrictions were introduced which had a direct effect on our work. However, the whole team - staff, volunteers, Centre Users and Trustees - responded magnificently. We moved a number of our activities on-line or by phone, changed the focus and delivery of a number of services and secured new funding for projects to meet the unprecedented circumstances. To highlight just a few –

- our English language provision expanded and went on-line and we became experts at using 'Zoom';
- our digital inclusion project enabled us to provide wi-fi to a significant number of our Centre Users, many of whom were feeling even more isolated than usual;
- our welcome and advisory services were able to continue largely over the phone but also socially distanced in person when needed;
- we worked in partnership with the health service locally at a vital time for everyone concerned;
- we provided hot take-away meals - cooked by volunteers and Centre Users - in place of our normal meals service;
- we provided toys, clothes, furniture and other essentials to those most in need and we offered a range of activities at a distance to keep people engaged and tackle isolation and improve mental health;
- For most of the year the nursery continued to operate with staff working well under very challenging circumstances.

This was a fantastic team effort, led by Sara our new Centre Director who came through a baptism of fire to provide calm, clear and inspirational leadership to us all. The demand for our services continued to increase throughout the year and we were able to respond to many of these. We took on new staff and most significantly began to put into action our commitment to work with and employ people with lived experience of the asylum and refugee system. There is more to do on this front, but we have made an important start.

Trustees and staff held virtual away day sessions during which we reinforced and developed our values, identified our mission and vision and began planning for the next 3 years. We were supported in this by some of our partner organisations and I would like to place on record our thanks to all our partners including the Community Foundation for Calderdale and the Lloyds Foundation, alongside a wide and growing range of donors and funders who have helped us throughout the year with funding, operational and strategic support.

Finally, a word about two individuals. Karen Hammond has been running our nursery for some 25 years. She decided to take voluntary redundancy in 2020 and I would like to place on record our thanks and appreciation for her fantastic service to St Augustine's and the wider community over the years. The Rev'd John Hellewell has been the Chair of the Board of Trustees since we became a charity in 2009. He remained in that position throughout 2020 but in 2021 he moved on to pastures new, hence I am writing this piece as the Interim Chair. John has been at the heart of St Augustine's through all this period bringing inspiration, compassion and inclusivity to our work and putting his Christian values into practice on a daily basis. We wish him the very best in his new role and thank him deeply for his years of service to this organisation and community.

You can find more information about our organisation and its activities during 2020 in our visual Annual Report, available through our website [www.staugustinescentrehalifax.org.uk](http://www.staugustinescentrehalifax.org.uk).

**Mark Pattison, Interim Chair**

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Operational Overview**

#### **Strategy**

The Trustees keep the vision and the strategy for the delivery of that vision under regular review. One of the key attributes of the Centre is the ability to respond to the needs of those who use our services, the flexibility this requires necessitates a correspondingly flexible approach. At the end of 2020 we held three short zoom away days with Trustees, staff and centre users, as the first key step in creating a new three year strategy. This is in progress.

#### **Board Membership**

The Trustees keep under review the number of Board members and the mix of skills and experience they can offer. The full Board had ten scheduled meetings throughout the year, plus a number of interim ones because of COVID, to consider a wide range of issues plus the "away days". The appointment of a new Centre Leader at the beginning of March allowed the Trustees to revert to their more normal roles.

We appointed Katie Fawcett as a new Trustee in 2020. We agreed that in 2021 we would start a search for new Trustees including at least two more who have been through the asylum process.

The Trustees also regularly review the major risks to which the charity is exposed with systems or procedures being put in place to mitigate them. The most significant external risk is linked to availability of funding to support our work. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, users and visitors to the Centre.

#### **Staffing**

The dedication and hard work of the staff was outstanding in what were unprecedented circumstances. We welcomed our new Centre Leader, Sara Robinson at the beginning of March after a rigorous process. At the end of December our Nursery Manager, Karen Hammond, decided that the time was right for her to finish after 32 years of service. There have been several new staff appointed during the year and three staff members left, two due to their changing circumstances as a result of Covid.

#### **Volunteers**

Volunteers are essential to St. Augustine's Centre and the work that we do, without them we could not continue to meet the high demand for our services. We now have strong teams of volunteers across ESOL, the Welcome Programme, Employability Programme and Welcome Café (to name just a few) who dedicate their time to support and deliver an excellent service. We continue to encourage our Centre Users to volunteer at the Centre, it being a fantastic opportunity to form social groups, learn English and use their skills (as well as learning new ones!). The improvement that this makes to an individual's overall mental health and wellbeing is significant.

#### **Training**

We continued to provide staff, volunteers and Centre Users with training opportunities such as driving theory and interview skills. We also continued to work with partners to provide training courses for Centre Users, such as First Aid and Food Hygiene Courses. Following two of our team completing their OISC (Office of the Immigration Services) Level 2 qualifications we applied and were accepted to become independently registered to offer OISC advice.

#### **Partnerships**

Our centre users have benefited from a variety of projects being available from organisations across the borough. The pandemic brought new opportunities for collaboration and in 2020 we benefited from working alongside CFfC, CMBC, Healthy Minds, Noah's Ark, The Gathering Place, Women's Centre, Halifax Opportunities Trust, NACCOM, Asylum Matters, The Asylum Support Advice Network (ASAN), Migration Yorkshire, Citizen's Advice Calderdale, Solace, Grow Big, Active Calderdale, Sheffield University, The Piece Hall, Artworks, Halifax Central Initiative, Calderdale College, Together Housing, Sisters Untied, Light Up BAHG, Happy Days, Hebden Bridge Arts Festival, Hebden Bridge Picture House, Solace, Kirklees Law Centre and Refugee Action amongst others.

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Services Overview**

#### **COVID 19**

This had a significant impact on the way we have had to operate with most of our support being done by phone. That has meant we could adopt a more flexible way of working with our staff allowing a certain level of working from home.

### **SUPPORT AND IMMIGRATION**

#### **Support Programme**

Our support staff and team of dedicated advice volunteers continued to provide advice and support to our Centre Users throughout 2020, including signposting to relevant services and organisations. The way of working changed but we continued supporting people, particularly as services from elsewhere stopped or changed.

We continued to see a large demand for the service and carried out 1,760 pieces of welfare casework, assisting people from 57 different countries. The change in asylum accommodation and support contracts at the end of 2019 presented many challenges with the new systems struggling to cope.

We supported people with a range of issues and worked hard on building referral pathways with other services and community organisations. There is always more work that can be done to assist, and we can only see this growing and our partnership work strengthening as we move out of the pandemic restrictions.

#### **Immigration Advice**

We continued to work in partnership with Refugee Action, Kirklees Citizens Advice, the Law Centre and Solace, under the Transitions Project to deliver free immigration and asylum advice. However, the funding for this ran out in mid 2020 and the anticipated follow up funding has yet to happen. Further funding of £9,000 was received via the National Lottery so this important work continued, carrying out 54 specialist immigration advice cases.

With the upskilling of staff members, we were able to take on more complex and challenging immigration cases, such as family reunion, exceptional case funding and fresh claim work.

At the end of 2020 we were approached by Sheffield University's Helena Kennedy Centre to deliver a Family Reunion service. This work began in 2021.

#### **Housing and Destitution**

During 2020 we have continued to support a number of destitute individuals. The need to provide support for those who are destitute remains a pressing issue. As with last year, we offer Red Cross food vouchers and emergency destitute payments for those whose asylum cases have been refused and have no recourse to public funds, and for refugees struggling with the delay in accessing benefits and bank accounts.

During lockdown the 'everyone in' governmental scheme meant we worked more closely with Calderdale Council to ensure everyone was housed. Together with The Gathering Place, we took on the management of a house for the first time, housing three destitute individuals. Other were housed in hosting arrangements. We continue to work closely with the council in supporting refugees as they move out of the asylum support system into new accommodation and onto mainstream support services.

The condition of asylum accommodation remains an ongoing problem and a large part of our work involves reporting and logging maintenance issues. We have sought to build contacts and partnerships with MEARS (the Home Office appointed accommodation provider) and hope that this work will continue.

#### **Employability**

At the start of 2020 we saw many attendances at our weekly job search drop-in. The pandemic put a halt to this work.

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **VPRS**

The Vulnerable Persons Resettlement Scheme (VPRS) and Vulnerable Children's Resettlement Scheme (VCRS) is a managed migration scheme, run by the United Nations High Commissioner for Refugees (UNHCR). It was set up in January 2014 to help the most vulnerable refugees. Our mission is to work in partnership with local organisations and within local communities, supporting people to live, learn and work in Calderdale; removing barriers to achieving their goals and realising their potential.

This programme continued throughout 2020 albeit it the activities we were able to provide altered in lockdown and much became online, through doorstep deliveries of activity packs and food parcels and regular welfare calls.

### **ACTIVITIES**

#### **English Language**

2020 was a busy year for our ESOL (English for Speakers of Other Languages) programme. Our classes had to go online in April with a mixture of group and one to one support. In the year we had some 180 students who were supported by a magnificent 62 volunteers. Not only did these classes provide the opportunity for learning and skill development, but they helped Centre Users develop confidence, make friends, and feel more part of the community.

We continued to support individuals with little or no English or training, aiming to get them to the level to access courses at Calderdale College. As well we assist graduates and professionals who want support in passing their IELTS academic exam to move on to employment, academia or training.

Our English for Life podcast has gone viral in 2020 with listeners from 110 different countries.

#### **Welcome Café**

Our Welcome Café and Community Lunches are at the heart of what we do, bringing people together to enjoy the food that our volunteer cooks and kitchen assistants have prepared. However, COVID 19 has meant we had to change so since April we have been doing hot takeaway food two days a week. Despite this we still served 7,917 free hot meals to our community. Food came from all over the world such as Syria, Pakistan, Nigeria, Iran, it is the perfect opportunity for people to share parts of their heritage and culture with their new community.

On top of that a new food parcel service was initiated with Halifax Opportunities Trust and HIMMAT, providing 1,644 parcels in the first lockdown. We also delivered Christmas and Ramadan hampers to 129 households.

#### **Digital Inclusion**

Many of our users depended on our Wi-Fi and IT suite to keep in contact with their families. Lockdown in March created many problems particularly for families with children needing to be home schooled. With financial support principally from CFFC, private donors and St James's Place, we were able to deploy 85 pre-loaded dongles. Many of the recipients had no devices and due to the generosity of our supporters we supplied 69 refurbished laptops, tablets or phones. This service was made possible because of efforts of one of our users.

#### **Trips and Activities**

Our social trips and activities remain an integral part of our support to those who usually do not have the opportunity to take part in such things, but these opportunities were limited by the pandemic. Before lockdown there was a trip to the Dales, we went to see Lemn Sissay and Opera North plus tree planting. Things then went on-line until the Summer Programme. For Refugee Week we helped create a digital artwork "Here I Am" along with Artworks. The purchase of a secondhand Marquee allowed us to run some classes in the summer and a live show by Opera North.

Through a partnership with Arts Drop we delivered art and activity packs to 234 homes. Another new enterprise was providing refurbished bikes which was done in partnership with Active Calderdale and Happy Days.



# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **NURSERY**

#### **Early Years Programme**

Our Nursery was open five days a week during term time, for two sessions a day with places for up to 16 children at each session following the restructure at the end of 2018.

Our intake is becoming more diverse, which can mean children start with little or no English, but with the hard work of the staff we see huge improvements in the development of their language skills and use of English. We carry out home visits to complete paperwork and get to know families before their child starts Nursery. All staff have attended training during the year to ensure their skills and qualifications remain up to date with changes that are happening in Early Years provision with particular emphasis on Emotional Health and Wellbeing for the children, their parents and staff.

In May 2021 we took the decision to close the Nursery after the summer term. This was not done lightly as the origins of the Centre go back to a playgroup that was set up in 1968.

### **Financial Overview**

#### **Funding**

Total income was greater than the previous 3 years at £460,958 (2019: £273,803). The amount of unrestricted income increased yet again to £104,028 (2019: £79,470) while restricted income was much larger with the additional funding obtained at £356,930 (2019: £194,333). Our expenditure increased with the additional services to £332,718 (2019: £249,724). This resulted in a surplus of £128,240 (2019: £24,079) as per the Statement of Financial Activities. As a result, unrestricted reserves increased significantly to £66,422 (2019: £1,246).

With the appointment of our Centre Director in March there has been a significant increase in the number of funders and amount of funding. She has established a strong relationship with a number of funders who have offered us substantial support at a time when many charities have seen their income fall significantly. The number of organisations we have received grants from increased in 2020 and we continue to pursue many more possibilities. We are grateful to all organisations who have supported us in 2020 and as always to our long-term partners, Calderdale Metropolitan Borough Council and Community Foundation for Calderdale (CFfC). There has also been significant support from Barrow Cadbury Trust, Lloyds Foundation, both financial and physical, plus funding over 3 years from both The Tudor Trust and Henry Smith Charity.

The continued support from individuals and local organisations who provide our unrestricted funds are vital to the Centre's ongoing activities and we are very grateful that this held up at such a difficult time.

#### **Reserves Policy**

The charity's total reserves at the year-end were £158,868 (2019: £30,628) of which £66,422 (2019: £1,246) were unrestricted. The Board of Trustees has agreed to aim to maintain a reserve level equivalent to not less than 3 months' running costs. Over the next 3-4 years we have agreed that we will try and increase that to £100,000.

#### **Investment Policy**

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment.

#### **Funds held as custodian trustee on behalf of others**

Grant income was received from the Community Foundation for Calderdale for the Valley of Sanctuary, which is a newly formed group. St Augustine's acts as an agent in relation to these funds therefore the income and expenditure is excluded from the accounts. Note 10 provides further information in relation to these funds.

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **COVID 19**

The charitable sector has been hit hard by the effects of COVID 19, affecting their ability to deliver services and raise the funds necessary to operate. St Augustines has not been immune to this, but we have managed to keep our support operating in a safe way, mainly remotely, so have only needed to furlough 2 members of staff. The organisations funding our front-line work have all been supportive of this so there has been no gap in funding. Where we have had reduced income from fund raising events this has been more than covered from other sources. Adapting to COVID has incurred additional costs but we have received several grants towards this, so this has not been an additional burden financially. The challenge will come in future years as Covid emergency funding isn't available, needs increase and organisations will be competing for limited funding.

### **Future plans and priorities**

In 2020 we continued to increase our Donor base from all sources and finished the year in a much healthier financial position. Despite the continuing problems from the pandemic in the first half of 2021 we have had unprecedented support.

- Having rebuilt part of our reserves by the end of 2020 we need to ensure that this continues in future years. Therefore, exploring all avenues for potential funding is one of our main priorities. To this end we have a small team of staff and Trustees who concentrate on this.
- Regular donations are an important part of our unrestricted income so we will look to expand the number of ways this can be done to increase our income from this source. As we exit the restrictions caused by the pandemic, we hope to promote new fund raising events.
- As the needs of our beneficiaries continue to grow, we need to increase and expand our income streams from sources that will support those aims, so that we can continue to respond in a positive way.
- We are fortunate in having 160 volunteers who support our work, and we will look to provide them with more targeted support and access to more opportunities to improve their skills.
- We are clear we want to become increasingly user led and will prioritize the appointment of staff, volunteers and Trustees with experience of the asylum process.
- We will be developing more campaigning work so we can share the stories and experiences of our centre users to influence policy and thinking.
- As the number of refugees and asylum-seekers coming to Calderdale is likely to continue to increase, we need to review our model of service delivery to ensure that we continue to support local people as well as responding to the needs of this growing community. As more families will be settled outside of the immediate vicinity of the Centre, we need to explore an outreach model of provision.
- Alongside our welfare and immigration work, we are exponentially growing our integration, activities and wellbeing activities to enable our centre users to lived full lives that utilise their wealth of talents and skills.
- We are improving our buildings and premises, so they are more accessible, creative, welcoming and allow greater physical indoor and outdoor space in a post pandemic world.
- Understanding and sharing the impact that our work has on our beneficiaries is becoming increasingly important, so we are looking to enhance our impact measurement and monitoring. To this end the implementation of a CRM system, funded by Lloyds Foundation, will facilitate this.

## **St. Augustine's Centre, Halifax**

### **Trustees' report (continued) for the year ended 31 December 2020**

#### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 6/9/2021

Simon Bottomley (Trustee)

## **St. Augustine's Centre, Halifax**

### **Independent examiner's report to the trustees of St. Augustine's Centre, Halifax**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020, which are set out on pages 12 to 22.

#### **Responsibilities and basis of report**

As the charity's trustees of the charitable 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 charitable 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 charity's accounts as carried out under section 145 of the Charities Act ('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 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 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: Helen Galvin FCCA

8/9/2021

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**St. Augustine's Centre, Halifax**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2020**

	Notes	2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(2)	94,820	356,930	451,750	259,641
Parental contributions		9	-	9	557
Bank interest		312	-	312	17
Milk refund		128	-	128	488
Service charges and room hire		6,452	-	6,452	5,518
Café Wednesday and catering		463	-	463	1,070
Fundraising		62	-	62	169
Gift aid		1,730	-	1,730	5,711
Trips and parties		52	-	52	632
<b>Total income</b>		<b>104,028</b>	<b>356,930</b>	<b>460,958</b>	<b>273,803</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	16,867	219,652	236,519	184,140
Independent examination		1,233	507	1,740	1,440
Administration support		188	1,060	1,248	-
Bank charges		455	97	552	537
Cleaning		916	22	938	1,795
Marketing and communications		1,532	882	2,414	64
Fundraising expenses		-	-	-	1,034
Governance		997	-	997	-
Health, safety and medical costs		132	55	187	-
Human resources		2,126	900	3,026	2,501
Hygiene covid costs		316	2,553	2,869	-
Insurance		1,034	1,029	2,063	2,494
Decor and maintenance		2,040	224	2,264	1,827
Rent and room hire		5,029	1,547	6,576	8,539
Staff wellbeing		1,059	-	1,059	44
Stationery, postage and office costs		1,678	896	2,574	2,310
Subscriptions		176	306	482	1,314
Telephone, internet and digital		8,027	3,514	11,541	8,539
Training		856	30	886	1,099
Travel expenses		52	11	63	3,160
Utilities		4,748	1,944	6,692	6,496
Food and refreshments		1	507	508	-
Capital and redevelopment works		1,404	8,300	9,704	6,874
Support programme expenditure		25	4,565	4,590	3,990
Volunteer expenses		2	104	106	1,453
Activities programme expenditure		378	32,626	33,004	9,152
Sundry		-	116	116	922
<b>Total expenditure</b>		<b>51,271</b>	<b>281,447</b>	<b>332,718</b>	<b>249,724</b>
<b>Net income</b>		<b>52,757</b>	<b>75,483</b>	<b>128,240</b>	<b>24,079</b>
<b>Transfers between funds</b>		<b>12,419</b>	<b>(12,419)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>65,176</b>	<b>63,064</b>	<b>128,240</b>	<b>24,079</b>
<b>Fund balances brought forward</b>		<b>1,246</b>	<b>29,382</b>	<b>30,628</b>	<b>6,549</b>
<b>Fund balances carried forward</b>	(4)	<b>66,422</b>	<b>92,446</b>	<b>158,868</b>	<b>30,628</b>

All incoming resources and resources expended derive from continuing activities.

# St. Augustine's Centre, Halifax

## Balance sheet

as at 31 December 2020

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Current assets</b>					
Debtors and prepayments	(5)	4,530	46,071	50,601	14,026
Cash at bank and in hand	(6)	66,978	83,948	150,926	57,071
<b>Total current assets</b>		<u>71,508</u>	<u>130,019</u>	<u>201,527</u>	<u>71,097</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(7)	5,086	18,765	23,851	6,665
Deferred income		-	18,808	18,808	33,804
<b>Total current liabilities</b>		<u>5,086</u>	<u>37,573</u>	<u>42,659</u>	<u>40,469</u>
<b>Net current assets</b>		<u>66,422</u>	<u>92,446</u>	<u>158,868</u>	<u>30,628</u>
<b>Total assets less current liabilities</b>		<u>66,422</u>	<u>92,446</u>	<u>158,868</u>	<u>30,628</u>
<b>Net assets</b>		<u>66,422</u>	<u>92,446</u>	<u>158,868</u>	<u>30,628</u>
<b>Funds</b>					
Unrestricted funds		66,422	-	66,422	1,246
Restricted funds		-	92,446	92,446	29,382
<b>Total funds</b>		<u>66,422</u>	<u>92,446</u>	<u>158,868</u>	<u>30,628</u>

For the year ending 31 December 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 6/9/2021

Simon Bottomley (Trustee)

# **St. Augustine's Centre, Halifax**

## **Notes to the accounts**

### **for the year ended 31 December 2020**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

##### **Expenditure and liabilities**

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

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

# **St. Augustine's Centre, Halifax**

## **Notes to the accounts**

### **for the year ended 31 December 2020**

#### **1 Accounting policies continued**

##### **Tangible fixed assets**

Tangible fixed assets costing more than £700 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.



**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

<b>2 Grants and donations</b>	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
CMBC Children & Young People's Services	-	68,531	68,531	72,712
CMBC Communities Directorate	10,707	55,811	66,518	40,408
CMBC Adult Learning	-	2,856	2,856	-
W.F Southall Trust	4,917	-	4,917	3,000
Refugee Action	-	6,104	6,104	16,025
Bearder Charity	-	-	-	1,450
Awards for All	-	-	-	10,000
Community Foundation for Calderdale (CFFC)	-	67,394	67,394	33,244
Tesco Bags For Help	-	-	-	1,000
Garfield Weston Foundation	-	-	-	25,000
Morrisons Foundation	-	-	-	6,350
Scurrah Wainwright Charity	-	-	-	2,500
Sir George Martin Foundation	-	2,500	2,500	1,500
Suma Wholefoods	-	-	-	100
The Leigh Trust	-	-	-	2,500
Wakefield & District Health & Community Support (WDHCS)	-	-	-	8,100
Thomson Reuters	-	500	500	749
Barrow Cadbury Trust	-	25,730	25,730	-
Carling Made Local Fund	-	3,970	3,970	-
The Charities Trust	-	1,900	1,900	-
St James's Place Charitable Foundation	-	2,500	2,500	-
Rotary Club of Halifax	-	1,500	1,500	-
The Henry Smith Charity	30,000	-	30,000	-
HM Revenue & Customs	-	6,848	6,848	-
Halifax Opportunities Trust	-	8,500	8,500	-
The Lloyds Foundation	-	43,019	43,019	-
National Lottery Community Fund	-	9,845	9,845	-
Tesco Community Grant	-	1,500	1,500	-
The Wharfedale Foundation	-	2,000	2,000	-
Together We Grow	184	-	184	-
The Tudor Trust	22,000	30,000	52,000	-
Yorkshire Dales Millennium Trust	100	300	400	-
NACCOM (Respond and Adapt Fund)	-	10,000	10,000	-
Donations	26,912	5,622	32,534	35,003
	<u>94,820</u>	<u>356,930</u>	<u>451,750</u>	<u>259,641</u>

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

<b>3 Staff costs and numbers</b>	2020	2019
	£	£
Gross salaries	214,364	174,333
Redundancy costs	7,710	-
Social security costs	12,920	8,164
Employment allowance	(4,000)	(3,000)
Pensions	5,525	4,643
	<u>236,519</u>	<u>184,140</u>

The average number employees during the year was 14.2 (2019: 12.8). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2020	2019
	£	£
Costs of the scheme to the charity for the year	5,525	4,643
Amount of any contributions outstanding at the year end	1,610	1,188
Amount of any contributions prepaid at the year end	-	-

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
CMBC - Graduate Leader	163	-	163	-	-
CMBC (1)	4,288	26,203	20,532	(2,956)	7,003
W.F Southall Trust	750	-	750	-	-
Refugee Action	2,372	6,104	7,043	(1,433)	-
Bearder Charity	1,200	-	669	-	531
Sir George Martin Foundation (1)	1,500	-	-	-	1,500
CFFC (2)	1,000	5,147	1,791	-	4,356
CFFC (3)	15,135	16,122	31,257	-	-
Thomson Reuters (1)	362	-	-	-	362
WDHCS	2,025	-	2,025	-	-
Sir George Martin Foundation (2)	-	2,500	-	-	2,500
Uniform Fund	587	-	-	-	587
CMBC - DCatch	-	1,449	565	-	884
CMBC - EEF	-	67,082	68,224	1,142	-
Thomson Reuters (2)	-	500	-	-	500
Barrow Cadbury Trust	-	25,730	-	-	25,730
CFFC (4)	-	2,682	2,682	-	-
Carling Made Local Fund	-	3,970	477	-	3,493
Rotary Club of Halifax	-	1,500	1,133	-	367
HM Revenue & Customs	-	6,848	6,848	-	-
CFFC (5)	-	3,463	1,209	-	2,254
CMBC (2)	-	2,856	2,856	-	-
The Wharfedale Foundation	-	2,000	800	-	1,200
National Lottery Community Fund	-	9,845	8,544	(1,301)	-
Yorkshire Dales Millennium Trust	-	300	300	-	-
CMBC (3)	-	2,031	465	-	1,566
CMBC (4)	-	1,080	-	-	1,080
CFFC (6)	-	20,000	20,000	-	-
The Lloyds Foundation (1)	-	31,475	31,475	-	-
The Lloyds Foundation (2)	-	11,544	7,917	-	3,627
CMBC (5)	-	14,528	4,767	-	9,761
CMBC (6)	-	10,000	7,718	(2,282)	-
CFFC (7)	-	5,000	-	-	5,000
The Charities Trust	-	1,900	1,900	-	-
CMBC (7)	-	2,000	-	(2,000)	-
Tesco Community Grant	-	1,500	1,500	-	-
Halifax Opportunities Trust (1)	-	6,500	3,621	-	2,879
Halifax Opportunities Trust (2)	-	2,000	-	(2,000)	-
The Tudor Trust	-	30,000	28,411	(1,589)	-
CMBC (8)	-	3,500	3,500	-	-
CFFC (8)	-	17,071	9,805	-	7,266
NACCOM (Respond and Adapt Fund)	-	10,000	-	-	10,000
St James's Place Charitable Foundation	-	2,500	2,500	-	-
	<u>29,382</u>	<u>356,930</u>	<u>281,447</u>	<u>(12,419)</u>	<u>92,446</u>

# **St. Augustine's Centre, Halifax**

## **Notes to the accounts continued**

### **for the year ended 31 December 2020**

#### **4 Restricted funds continued**

<b>Fund name</b>	<b>Purpose of restriction</b>
CMBC - Graduate Leader	For the training of staff in their conversion to Early Years professional status.
CMBC (1)	For the vulnerable persons resettlement scheme
W.F Southall Trust	Towards the financial administrator's salary
Refugee Action	For the provision of regulated advice to Asylum Seekers and Refugees
Bearder Charity	Towards a St. Augustines football team
Sir George Martin Foundation (1)	Towards the kitchen refurbishment
CFFC (2)	For food and travel for people who are destitute
CFFC (3)	Towards support and integration
Thomson Reuters (1)	For the painting and refurb of two classrooms in the Community Centre
WDHCS	To support the advice drop in service
Sir George Martin Foundation (2)	For English Language classes
Uniform Fund	To help families purchase school uniforms
CMBC - DCatch	To pay for a one to one worker for a child with disabilities or additional needs
CMBC - EEF	For the supply of free early years provision for 2 to 4 year olds
	The transfer represents the overspend being funded from unrestricted funds
Thomson Reuters (2)	For capital work
Barrow Cadbury Trust	To make the premises covid safe and for advice and welfare work
CFFC (4)	For covid related costs
Carling Made Local Fund	To decorate and equip rooms
Rotary Club of Halifax	For Christmas hampers and creative projects
HM Revenue & Customs	For staff who have been furloughed due to Covid-19
CFFC (5)	For summer programme costs
CMBC (2)	Towards Computer Assisted Learning costs
The Wharfedale Foundation	For English Language costs
National Lottery Community Fund	For immigration related salaries and expenses plus a contribution to overheads
Yorkshire Dales Millennium Trust	For garden related expenditure
CMBC (3)	For garden related expenditure
CMBC (4)	For the 'Walk the Calderdale Way' project
CFFC (6)	For support work
The Lloyds Foundation (1)	For salaries and core costs
The Lloyds Foundation (2)	For a marquee, cabin and some core costs
CMBC (5)	For the development of a CRM system
CMBC (6)	For employability support
CFFC (7)	For the Welcome Café
The Charities Trust	Towards food for the Welcome Café
CMBC (7)	For the luncheon club
Tesco Community Grant	For the Welcome Café
Halifax Opportunities Trust (1)	For food and Christmas hampers
Halifax Opportunities Trust (2)	For the Welcome Café
The Tudor Trust	Towards the salary of the centre lead and overheads
CMBC (8)	Towards Wifi costs for clients
CFFC (8)	Towards Wifi costs for clients and the refurbishment of donated computers
NACCOM (Respond and Adapt Fund)	For housing related development
St James's Place Charitable Foundation	Towards Wifi costs for clients

The other transfer figures are in relation to management charges on the individual restricted as agreed with the various funders

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

<b>5 Debtors and prepayments</b>	2020	2019
	£	£
Debtors	49,118	14,026
Prepayments	1,483	-
	<u>50,601</u>	<u>14,026</u>

<b>6 Cash at bank and in hand</b>	2020	2019
	£	£
Current account	83,815	56,745
Savings accounts	65,518	207
Credit card balances	1,258	-
Cash in hand	335	119
	<u>150,926</u>	<u>57,071</u>

<b>7 Creditors and accruals</b>	2020	2019
	£	£
Creditors	20,388	5,225
Accruals	3,463	1,440
	<u>23,851</u>	<u>6,665</u>

**8 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and the Centre Lead. The total employee benefits received by the Centre Lead were £27,039 (previous year: nil).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

<b>Other transactions with trustees or related parties</b>			2020	2019
			£	£
<b>Name of trustee or related party</b>	<b>Relationship to charity</b>	<b>Description of transaction</b>		
R. Hellewell	Employee	Salary costs	29,603	25,622
N. Clarke	Employee	Salary costs	12,429	17,692
			<u>42,032</u>	<u>43,314</u>

The above employees are individually connected to two of the trustees.

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

**9 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

Within one year

In the second to fifth years inclusive

Lease -  
former  
vicarage  
£

2,798

11,079

13,877

**10 Funds held for third parties**

	Incoming £	Outgoing £	Balance c/f £
Valley of Sanctuary	<u>5,000</u>	<u>2,613</u>	<u>2,387</u>

# St. Augustine's Centre, Halifax

## Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income</b>						
Grants and donations	94,820	65,308	356,930	194,333	451,750	259,641
Parental contributions	9	557	-	-	9	557
Bank interest	312	17	-	-	312	17
Milk refund	128	488	-	-	128	488
Service charges and room hire	6,452	5,518	-	-	6,452	5,518
Café Wednesday and catering	463	1,070	-	-	463	1,070
Fundraising	62	169	-	-	62	169
Gift aid	1,730	5,711	-	-	1,730	5,711
Trips and parties	52	632	-	-	52	632
<b>Total income</b>	<b>104,028</b>	<b>79,470</b>	<b>356,930</b>	<b>194,333</b>	<b>460,958</b>	<b>273,803</b>
<b>Expenditure</b>						
Salaries and NI	16,867	39,190	219,652	144,950	236,519	184,140
Independent examination	1,233	1,440	507	-	1,740	1,440
Administration support	188	-	1,060	-	1,248	-
Bank charges	455	537	97	-	552	537
Cleaning	916	1,301	22	494	938	1,795
Marketing and communications	1,532	64	882	-	2,414	64
Fundraising expenses	-	(641)	-	1,675	-	1,034
Governance	997	-	-	-	997	-
Health, safety and medical costs	132	-	55	-	187	-
Human resources	2,126	2,501	900	-	3,026	2,501
Hygiene covid costs	316	-	2,553	-	2,869	-
Insurance	1,034	2,494	1,029	-	2,063	2,494
Decor and maintenance	2,040	1,479	224	348	2,264	1,827
Rent and room hire	5,029	5,925	1,547	2,614	6,576	8,539
Staff wellbeing	1,059	(308)	-	352	1,059	44
Stationery, postage and office costs	1,678	1,900	896	410	2,574	2,310
Subscriptions	176	773	306	541	482	1,314
Telephone, internet and digital	8,027	2,712	3,514	5,827	11,541	8,539
Training	856	1,099	30	-	886	1,099
Travel expenses	52	928	11	2,232	63	3,160
Utilities	4,748	4,331	1,944	2,165	6,692	6,496
Food and refreshments	1	-	507	-	508	-
Capital and redevelopment works	1,404	5,966	8,300	908	9,704	6,874
Support programme expenditure	25	(1,319)	4,565	5,309	4,590	3,990
Volunteer expenses	2	1,329	104	124	106	1,453
Activities programme expenditure	378	237	32,626	8,915	33,004	9,152
Sundry	-	333	116	589	116	922
<b>Total expenditure</b>	<b>51,271</b>	<b>72,271</b>	<b>281,447</b>	<b>177,453</b>	<b>332,718</b>	<b>249,724</b>
<b>Net income / (expenditure)</b>	<b>52,757</b>	<b>7,199</b>	<b>75,483</b>	<b>16,880</b>	<b>128,240</b>	<b>24,079</b>
<b>Transfers between funds</b>	<b>12,419</b>	<b>10,689</b>	<b>(12,419)</b>	<b>(10,689)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>65,176</b>	<b>17,888</b>	<b>63,064</b>	<b>6,191</b>	<b>128,240</b>	<b>24,079</b>
<b>Fund balances brought forward</b>	<b>1,246</b>	<b>(16,642)</b>	<b>29,382</b>	<b>23,191</b>	<b>30,628</b>	<b>6,549</b>
<b>Fund balances carried forward</b>	<b>66,422</b>	<b>1,246</b>	<b>92,446</b>	<b>29,382</b>	<b>158,868</b>	<b>30,628</b>