

Company registration number: 4764715

Charity registration number: 1138686

# The Haven Community Project

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Daryl Denson ACMA  
VAST  
The Dudson Centre  
Hope Street  
Stoke on Trent  
ST1 4DD

# **The Haven Community Project**

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## **The Haven Community Project**

### **Reference and Administrative Details**

|                                    |   |
|------------------------------------|---|
| <b>Trustees</b>                    | Joseph Baker                                      |
|                                    | Philip Knox                                       |
|                                    | Sarah Turner                                      |
|                                    | Matthew Cleveland                                 |
|                                    | Daijarn Burrells                                  |
|                                    | Asher Mpofu                                       |
| <b>Secretary</b>                   | Rachel Jay  |
| <b>Charity Registration Number</b> | 1138686   |
| <b>Company Registration Number</b> | 4764715   |
| <b>Registered Office</b>           | The charity is incorporated in England and Wales. |
|                                    | 54 Rillstone Road                                 |
|                                    | Birmingham  |
|                                    | B32 2NR   |
| <b>Independent Examiner</b>        | Daryl Denson ACMA                                 |
|                                    | VAST  |
|                                    | The Dudson Centre                                 |
|                                    | Hope Street                                       |
|                                    | Stoke on Trent                                    |
|                                    | ST1 4DD   |

## **The Haven Community Project**

### **Trustees' Report (incorporating the Director's report)**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

#### **Objectives and activities**

##### ***Objects and aims***

Our objectives are

- to promote or support activities which encourage the physical, mental, emotional, social, moral and spiritual development of children and young people;
- to advance the education of the public and in particular (but without limitation) children and young people in all matters relating to alcohol, drug and solvent abuse (and the consequent effects of such abuse) and to the effects of crime generally;
- to promote for the public benefit a safer and increased quality of life through the prevention of crime and the protection of people and property from criminal acts;
- the advancement of education and training among the unemployed people providing assistance and work experience;
- the provision or assistance in the provision of recreational facilities and opportunities for those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances have need of such facilities; and
- the promotion of any other charitable purpose amongst the inhabitants of the City of Birmingham and surrounding areas and in particular, but not exclusively, the Welsh House Farm Estate in Birmingham.

##### ***Objectives, strategies and activities***

##### ***Public benefit***

Throughout the year 21/22 we have run the following activities:

##### ***Stay and Play***

A weekly group for children under 5 and their parents/ carers. We offer various activities for the children as well as a cup of tea and refreshments for the adults. We also have visits by local service to sign post the parents to what's available.

##### ***Tea rooms***

An opportunity for local residents to have some light refreshments and meet socially. As this is held after our stay and play it is often an opportunity for intergenerational relationships to grow and develop and has also had an effect on reducing post Covid isolation.

##### ***Women's group***

Once a week group for local women to come together for mutual support. They have a cooked breakfast together and share ideas / support.

##### ***Summer holiday provision***

As part of the HAF 'Bring it on Brum' network we provided 4 weeks of activities and food to local children and young people. Activities included graffiti art, sport, sewing workshop, wide games, music and filming. In addition to this each child was given a healthy balanced meal each day.

##### ***Christmas activities***

Over the Christmas period we offered 2 Christmas meals to the community. We also offered 4 days of children's activities which included a trip to Rush, a visit from Santa, craft and baking activities.

##### ***Food pantry***

We run a weekly food pantry, part of the 'Your local Pantry' franchise. Members have the choice of lots of items from which to do a weekly shop. They can choose 10 items from our range for the cost of £4.00. Alongside the pantry we have a 'places of welcome' an opportunity for people to connect and have a cuppa together. We also have lots of services who visit on a Friday and sign post to local support such as, warmer homes, CAP, the local councillors etc etc

## **The Haven Community Project**

### **Trustees' Report (incorporating the Director's report)**

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### ***Use of volunteers***

Volunteers are the life blood of everything we do at the Haven. We have over 25 volunteers signed up to our volunteers programme. Volunteers have the opportunity to get involved with many aspects at the Haven and currently help run our groups as well as collect food and do essential shopping to keep the centre ticking over. We hold regular volunteer celebration events and provide training and mentoring tailored to each volunteer's needs. We thank our volunteers using the Tempo time credit scheme.

#### **Achievements and performance**

The two main areas for celebration at the Haven this year would be the HAF summer activities and the food pantry.

The summer activities saw us provide over 740 meals to local children and young people. We had over 150 young people sign up to the scheme and were averaging 50 attendances a day. The young people were able to access enrichment activities, physical exercise and a healthy meal, all for free during the school holidays.

The food pantry, which started just before the start of the financial year has gone from strength to strength. We have 105 households signed up which represents 356 individuals. By the end of the year we were seeing on average 50 people attend each week.

#### **Financial review**

The financial results for the year are shown on pages 7-20 of this report.

#### ***Policy on reserves***

The trustees consider the appropriate level of free reserves they should retain is between 20% and 23% of the annual committed expenditure of the charity, which equates to approximately £23,000 to £26,000 in general funds. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. At present the charity has free reserves of £30,840 (2021: £30,423).

#### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

|           |                   |
|-----------|-------------------|
| Trustees: | Joseph Baker      |
|           | Philip Knox       |
|           | Sarah Turner      |
|           | Matthew Cleveland |
|           | Daijam Burrells   |
|           | Asher Mpofo       |

|            |            |
|------------|------------|
| Secretary: | Rachel Jay |
|------------|------------|

## **The Haven Community Project**

### **Trustees' Report (incorporating the Director's report)**

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

##### ***Nature of governing document***

The charity is a company limited by guarantee which was incorporated on 14th May 2003 as Lift Community Trust. The Memorandum and Articles of Association were amended on 29th October 2010 which enabled the company to register as a charity with the Charity Commission. Before registration with the Charity Commission, the organisation was run as a social enterprise. The name of the company was changed on 27th June 2011.

##### ***Recruitment and appointment of trustees***

The registered directors of the company are also the trustees. The trustees who served during the period are listed on page 1. Trustees are recruited and appointed by the existing board members at the AGM.

##### ***Organisational structure***

The trustees meet approximately once every three months to oversee the affairs of the charity. The day to day running of the charity is carried out by the trustees.

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

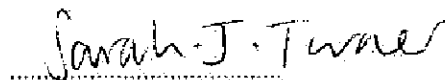
The charity acted as the lead partner for Welsh House Farm Big Local Area which was awarded a grant of £145,308 in 2019/2020 from the Big Lottery Fund, administered by Local Trust. Whilst the charity was responsible for ensuring that the grant was spent appropriately in accordance with the terms and conditions of the grant the Big Local Area Partnership retained control over how the grant was spent and the charity only recognised income from the grant that it had entitlement to. At the year end the balance held was nil(2021:£39,922).

Creative Civic Change was a new programme administered by Local Trust to help make positive change in communities using the arts and creativity. The charity acted as the locally-trusted organisation for the area which was awarded a grant of £27,869 in 2019/2020. Whilst the charity was responsible for ensuring that the grant was spent appropriately in accordance with the terms and conditions of the grant the Big Local area partnership retained control over how the grant was spent and the charity only recognised income from the grant that it had entitlement to. At the year end the balance held was nil (2021:£(5,084).

##### ***Small companies provision statement***

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ~~29/11/22~~ and signed on its behalf by:



Sarah Turner  
Trustee

## **The Haven Community Project**

### **Independent Examiner's Report to the trustees of The Haven Community Project ("the Company")**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

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

As the charity's 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 Haven Community Project 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 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:

1. accounting records were not kept in respect of The Haven Community Project 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.



David Benson ACMA

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The Dudson Centre  
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Stoke on Trent  
ST1 4DD

Date: 07/12/2022

## The Haven Community Project

### Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                    | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>2022<br>£ |
|------------------------------------|------|-------------------------|-----------------------|--------------------|
| <b>Income and Endowments from:</b> |      |                         |                       |                    |
| Donations and legacies             | 3    | 3,587                   | 10                    | 3,597              |
| Charitable activities              | 4    | 41,233                  | 36,920                | 78,153             |
| <b>Total income</b>                |      | <b>44,820</b>           | <b>36,930</b>         | <b>81,750</b>      |
| <b>Expenditure on:</b>             |      |                         |                       |                    |
| Charitable activities              | 5    | (43,115)                | (79,714)              | (122,829)          |
| <b>Total expenditure</b>           |      | <b>(43,115)</b>         | <b>(79,714)</b>       | <b>(122,829)</b>   |
| Net income/(expenditure)           |      | 1,705                   | (42,784)              | (41,079)           |
| Net movement in funds              |      | 1,705                   | (42,784)              | (41,079)           |
| <b>Reconciliation of funds</b>     |      |                         |                       |                    |
| Total funds brought forward        |      | 39,378                  | 57,874                | 97,252             |
| Total funds carried forward        | 16   | 41,083                  | 15,090                | 56,173             |
|                                    | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>2021<br>£ |
| <b>Income and Endowments from:</b> |      |                         |                       |                    |
| Donations and legacies             | 3    | 24,102                  | -                     | 24,102             |
| Charitable activities              | 4    | 71,892                  | 113,820               | 185,712            |
| <b>Total income</b>                |      | <b>95,994</b>           | <b>113,820</b>        | <b>209,814</b>     |
| <b>Expenditure on:</b>             |      |                         |                       |                    |
| Charitable activities              | 5    | (79,241)                | (92,283)              | (171,524)          |
| <b>Total expenditure</b>           |      | <b>(79,241)</b>         | <b>(92,283)</b>       | <b>(171,524)</b>   |
| Net income                         |      | 16,753                  | 21,537                | 38,290             |
| Net movement in funds              |      | 16,753                  | 21,537                | 38,290             |
| <b>Reconciliation of funds</b>     |      |                         |                       |                    |
| Total funds brought forward        |      | 22,558                  | 36,404                | 58,962             |
| Total funds carried forward        | 16   | 39,311                  | 57,941                | 97,252             |

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2021 is shown in note 16.

The notes on pages 8 to 20 form an integral part of these financial statements.



**The Haven Community Project**  
**(Registration number: 4764715)**  
**Balance Sheet as at 31 March 2022**

|   | Note | 2022<br>£ | 2021<br>£ |
|---|------|-----------|-----------|
| <b>Fixed assets</b>                                   |      |           |           |
| Tangible assets                                       | 11   | 14,953    | 16,336    |
| <b>Current assets</b>                                 |      |           |           |
| Debtors   | 12   | 5,376     | 21,036    |
| Cash at bank and in hand                              | 13   | 39,034    | 96,837    |
|   |      | 44,410    | 117,873   |
| <b>Creditors: Amounts falling due within one year</b> | 14   | (3,190)   | (36,957)  |
| <b>Net current assets</b>                             |      | 41,220    | 80,916    |
| <b>Net assets</b>                                     |      | 56,173    | 97,252    |
| <b>Funds of the charity:</b>                          |      |           |           |
| <b>Restricted income funds</b>                        |      |           |           |
| Restricted funds                                      | 16   | 15,090    | 57,874    |
| <b>Unrestricted income funds</b>                      |      |           |           |
| Unrestricted funds                                    |      | 41,083    | 39,378    |
| <b>Total funds</b>                                    | 16   | 56,173    | 97,252    |

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

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

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 6 to 20 were approved by the trustees, and authorised for issue on 24.12.22 and signed on their behalf by:



Matthew Cleveland  
Trustee

The notes on pages 8 to 20 form an integral part of these financial statements.

# **The Haven Community Project**

## **Notes to the Financial Statements for the Year Ended 31 March 2022**

### **1 Charity status**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

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 2019) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

The Haven Community Project meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## **The Haven Community Project**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Charitable activities**

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.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3, Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>     | <b>Depreciation method and rate</b> |
|------------------------|-------------------------------------|
| Leasehold improvements | Straight Line 5%                    |

## **The Haven Community Project**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

|                     |                      |
|---------------------|----------------------|
| Plant and Machinery | 25% reducing balance |
| Catering Equipment  | 25% reducing balance |

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

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

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### **Financial instruments**

##### ***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

## The Haven Community Project

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### **Recognition and measurement**

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set-off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

#### **3 Income from donations and legacies**

|                                   | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£              | Total<br>2022<br>£ |
|-----------------------------------|---------------------------------------|---------------------------------------|--------------------|
| Donations and legacies:           |                                       |                                       |                    |
| Donations from individuals        | 3,380                                 | 10                                    | 3,390              |
| Grants, including capital grants: |                                       |                                       |                    |
| Government grants                 | 207                                   | -                                     | 207                |
|                                   | <u>3,587</u>                          | <u>10</u>                             | <u>3,597</u>       |
|                                   |                                       | Unrestricted<br>funds<br>General<br>£ | Total<br>2021<br>£ |
| Donations and legacies:           |                                       |                                       |                    |
| Donations from individuals        |                                       | 2,995                                 | 2,995              |
| Grants, including capital grants: |                                       |                                       |                    |
| Government grants                 |                                       | 21,107                                | 21,107             |
|                                   |                                       | <u>24,102</u>                         | <u>24,102</u>      |

## The Haven Community Project

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 4- Income from charitable activities

|                                     | Unrestricted funds |               | Restricted funds | Total 2022    |
|-------------------------------------|--------------------|---------------|------------------|---------------|
|                                     | Designated         | General       |                  |               |
|                                     | £                  | £             | £                | £             |
| Henry Smith                         | -                  | -             | 16,350           | 16,350        |
| Big Local                           | -                  | 3,141         | 200              | 3,341         |
| Rise                                | 30,320             | -             | -                | 30,320        |
| Other Activities-room hire          | -                  | 7,424         | 2,013            | 9,437         |
| Other                               | -                  | 30            | -                | 30            |
| Food Pantry Memberships             | -                  | -             | 2,418            | 2,418         |
| Birmingham Voluntary Sector Council | -                  | 318           | 8,362            | 8,680         |
| Harborne Parish Lands               | -                  | -             | 7,577            | 7,577         |
|                                     | <u>30,320</u>      | <u>10,913</u> | <u>36,920</u>    | <u>78,153</u> |

|                            | Unrestricted funds |               | Restricted funds | Total 2021     |
|----------------------------|--------------------|---------------|------------------|----------------|
|                            | Designated         | General       |                  |                |
|                            | £                  | £             | £                | £              |
| Henry Smith                | -                  | -             | 32,100           | 32,100         |
| Big Local                  | -                  | 49,108        | -                | 49,108         |
| Rise                       | 8,560              | -             | -                | 8,560          |
| Other Activities-room hire | -                  | 7,625         | 240              | 7,865          |
| Awards for All             | -                  | -             | 9,823            | 9,823          |
| Heart of England           | -                  | -             | 28,071           | 28,071         |
| CFA                        | -                  | -             | 26,256           | 26,256         |
| Garfield Weston            | -                  | -             | 15,000           | 15,000         |
| Spring to Life             | -                  | -             | 2,330            | 2,330          |
| LTO                        | -                  | 6,599         | -                | 6,599          |
|                            | <u>8,560</u>       | <u>63,332</u> | <u>113,820</u>   | <u>185,712</u> |

## The Haven Community Project

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 5 Expenditure on charitable activities

|                   | Unrestricted funds |               | Restricted funds | Total          |
|-------------------|--------------------|---------------|------------------|----------------|
|                   | Designated         | General       | funds            | 2022           |
|                   | £                  | £             | £                | £              |
| Activity costs    | -                  | 6,858         | 16,054           | 22,912         |
| Property costs    | -                  | 11,533        | 1,865            | 13,398         |
| Other staff costs | -                  | 2,450         | -                | 2,450          |
| Depreciation      | -                  | 304           | 1,079            | 1,383          |
| Staff Costs       | 18,543             | (1,686)       | 57,654           | 74,511         |
| Governance costs  | -                  | 5,113         | 3,062            | 8,175          |
|                   | <u>18,543</u>      | <u>24,572</u> | <u>79,714</u>    | <u>122,829</u> |

|                   | Unrestricted funds |               | Restricted funds | Total          |
|-------------------|--------------------|---------------|------------------|----------------|
|                   | Designated         | General       | funds            | 2021           |
|                   | £                  | £             | £                | £              |
| Activity costs    | -                  | 2,965         | 20,989           | 23,954         |
| Property costs    | 56                 | 6,724         | 22,939           | 29,719         |
| Other staff costs | -                  | 1,328         | 1,005            | 2,333          |
| Depreciation      | -                  | 405           | 1,080            | 1,485          |
| Staff Costs       | 5,305              | 60,397        | 40,936           | 106,638        |
| Governance costs  | -                  | 2,061         | 5,334            | 7,395          |
|                   | <u>5,361</u>       | <u>73,880</u> | <u>92,283</u>    | <u>171,524</u> |

#### 6 Analysis of governance and support costs

##### Governance costs

|   | Unrestricted funds | Restricted funds | Total        |
|---|--------------------|------------------|--------------|
|   | General            | funds            | 2022         |
|   | £                  | £                | £            |
| Independent examiner fees               |                    |                  |              |
| Examination of the financial statements | -                  | 1,008            | 1,008        |
| Other governance costs                  | 64                 | -                | 64           |
| Allocated support costs                 | <u>5,049</u>       | <u>2,054</u>     | <u>7,103</u> |
|   | <u>5,113</u>       | <u>3,062</u>     | <u>8,175</u> |

## The Haven Community Project

### Notes to the Financial Statements for the Year Ended 31 March 2022

|   | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total<br>2021<br>£ |
|---|---------------------------------------|--------------------------|--------------------|
| Independent examiner fees               |                                       |                          |                    |
| Examination of the financial statements | -                                     | 960                      | 960                |
| Other governance costs                  | -                                     | 14                       | 14                 |
| Allocated support costs                 | 2,061                                 | 4,360                    | 6,421              |
|   | <u>2,061</u>                          | <u>5,334</u>             | <u>7,395</u>       |

#### 7 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

|                              | 2022<br>£    | 2021<br>£    |
|------------------------------|--------------|--------------|
| Depreciation of fixed assets | <u>1,383</u> | <u>1,485</u> |

#### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Staff costs

The aggregate payroll costs were as follows:

|  | 2022<br>£     | 2021<br>£      |
|--|---------------|----------------|
| <b>Staff costs during the year were:</b> |               |                |
| Wages and salaries                       | 73,767        | 103,801        |
| Social security costs                    | -             | 1,206          |
| Pension costs                            | 744           | 1,631          |
|  | <u>74,511</u> | <u>106,638</u> |

No employee received emoluments of more than £60,000 during the year.



## The Haven Community Project

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 11 Tangible fixed assets

|                       | Land and<br>buildings<br>£ | Furniture and<br>equipment<br>£ | Other tangible<br>fixed asset<br>£ | Total<br>£ |
|-----------------------|----------------------------|---------------------------------|------------------------------------|------------|
| <b>Cost</b>           |                            |                                 |                                    |            |
| At 1 April 2021       | 21,319                     | 4,888                           | 32,873                             | 59,080     |
| At 31 March 2022      | 21,319                     | 4,888                           | 32,873                             | 59,080     |
| <b>Depreciation</b>   |                            |                                 |                                    |            |
| At 1 April 2021       | 6,198                      | 4,538                           | 32,008                             | 42,744     |
| Charge for the year   | 1,079                      | 88                              | 216                                | 1,383      |
| At 31 March 2022      | 7,277                      | 4,626                           | 32,224                             | 44,127     |
| <b>Net book value</b> |                            |                                 |                                    |            |
| At 31 March 2022      | 14,042                     | 262                             | 649                                | 14,953     |
| At 31 March 2021      | 15,121                     | 350                             | 865                                | 16,336     |

#### 12 Debtors

|               | 2022<br>£    | 2021<br>£     |
|---------------|--------------|---------------|
| Trade debtors | 5,123        | 20,083        |
| Prepayments   | -            | 700           |
| Other debtors | 253          | 253           |
|               | <u>5,376</u> | <u>21,036</u> |

#### 13 Cash and cash equivalents

|              | 2022<br>£     | 2021<br>£     |
|--------------|---------------|---------------|
| Cash at bank | <u>39,034</u> | <u>96,837</u> |

#### 14 Creditors: amounts falling due within one year

|                                    | 2022<br>£    | 2021<br>£     |
|------------------------------------|--------------|---------------|
| Other taxation and social security | 390          | -             |
| Other creditors                    | 1,792        | 35,997        |
| Accruals                           | <u>1,008</u> | <u>960</u>    |
|                                    | <u>3,190</u> | <u>36,957</u> |

# The Haven Community Project

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 15 Pension and other schemes

#### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £744 (2021 - £1,631).

### 16 Funds

|                                      | Balance at 1<br>April 2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>March 2022<br>£ |
|--------------------------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
| <b>Unrestricted funds</b>            |                                 |                            |                            |                                  |
| <i>General</i>                       |                                 |                            |                            |                                  |
| General Fund                         | 30,423                          | 14,500                     | (14,083)                   | 30,840                           |
| <i>Designated</i>                    |                                 |                            |                            |                                  |
| Fixed Assets                         | 2,401                           | -                          | (304)                      | 2,097                            |
| Rise                                 | 6,554                           | 30,320                     | (28,728)                   | 8,146                            |
|                                      | <u>8,955</u>                    | <u>30,320</u>              | <u>(29,032)</u>            | <u>10,243</u>                    |
| <b>Total unrestricted funds</b>      | <u>39,378</u>                   | <u>44,820</u>              | <u>(43,115)</u>            | <u>41,083</u>                    |
| <b>Restricted funds</b>              |                                 |                            |                            |                                  |
| Henry Smith                          | 20,189                          | 16,350                     | (35,182)                   | 1,357                            |
| Children in Need                     | (725)                           | -                          | -                          | (725)                            |
| Big Local                            | 1,061                           | 200                        | (174)                      | 1,087                            |
| Awards for All                       | 4,124                           | -                          | (4,304)                    | (180)                            |
| Capital Grant                        | 13,935                          | -                          | (1,079)                    | 12,856                           |
| The Harborne Parish Lands<br>Charity | 675                             | 7,577                      | (7,292)                    | 960                              |
| Heart of England                     | 3,563                           | -                          | (3,563)                    | -                                |
| CAF                                  | 52                              | -                          | (52)                       | -                                |
| Garfield Weston                      | 15,000                          | -                          | (15,000)                   | -                                |
| Spring to life                       | -                               | -                          | (16)                       | (16)                             |
| Food Pantry Membership               | -                               | 3,428                      | (4,367)                    | (939)                            |
| BVSC                                 | -                               | 8,362                      | (8,362)                    | -                                |
| Gateway Family Service               | -                               | 462                        | (218)                      | 244                              |
| Groundworks UK                       | -                               | 500                        | -                          | 500                              |
| Cafe                                 | -                               | 51                         | (105)                      | (54)                             |
|                                      | <u>57,874</u>                   | <u>36,930</u>              | <u>(79,714)</u>            | <u>15,090</u>                    |
| <b>Total restricted funds</b>        | <u>57,874</u>                   | <u>36,930</u>              | <u>(79,714)</u>            | <u>15,090</u>                    |
| <b>Total funds</b>                   | <u>97,252</u>                   | <u>81,750</u>              | <u>(122,829)</u>           | <u>56,173</u>                    |

## The Haven Community Project

### Notes to the Financial Statements for the Year Ended 31 March 2022

|                                      | Balance at 1<br>April 2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at<br>31 March<br>2021<br>£ |
|--------------------------------------|---------------------------------|----------------------------|----------------------------|----------------|-------------------------------------|
| <b>Unrestricted funds</b>            |                                 |                            |                            |                |                                     |
| <i>General</i>                       |                                 |                            |                            |                |                                     |
| General Fund                         | 13,897                          | 87,434                     | (73,475)                   | 2,567          | 30,423                              |
| <i>Designated</i>                    |                                 |                            |                            |                |                                     |
| Fixed Assets                         | 2,806                           | -                          | (405)                      | -              | 2,401                               |
| Rise                                 | 5,855                           | 8,560                      | (5,361)                    | (2,500)        | 6,554                               |
|                                      | <u>8,661</u>                    | <u>8,560</u>               | <u>(5,766)</u>             | <u>(2,500)</u> | <u>8,955</u>                        |
| <b>Total unrestricted funds</b>      | <u>22,558</u>                   | <u>95,994</u>              | <u>(79,241)</u>            | <u>67</u>      | <u>39,378</u>                       |
| <b>Restricted</b>                    |                                 |                            |                            |                |                                     |
| Henry Smith                          | 17,132                          | 32,100                     | (29,043)                   | -              | 20,189                              |
| Children in Need                     | (725)                           | -                          | -                          | -              | (725)                               |
| Big Local                            | 1,136                           | -                          | (75)                       | -              | 1,061                               |
| Awards for All                       | -                               | 9,823                      | (5,699)                    | -              | 4,124                               |
| Capital Grant                        | 15,015                          | -                          | (1,080)                    | -              | 13,935                              |
| The Harborne Parish Lands<br>Charity | 3,846                           | -                          | (3,171)                    | -              | 675                                 |
| Heart of England                     | -                               | 28,071                     | (24,441)                   | (67)           | 3,563                               |
| CAF                                  | -                               | 26,256                     | (26,204)                   | -              | 52                                  |
| Garfield Weston                      | -                               | 15,000                     | -                          | -              | 15,000                              |
| Spring to life                       | -                               | 2,570                      | (2,570)                    | -              | -                                   |
|                                      | <u>36,404</u>                   | <u>113,820</u>             | <u>(92,283)</u>            | <u>(67)</u>    | <u>57,874</u>                       |
| <b>Total restricted funds</b>        | <u>36,404</u>                   | <u>113,820</u>             | <u>(92,283)</u>            | <u>(67)</u>    | <u>57,874</u>                       |
| <b>Total funds</b>                   | <u>58,962</u>                   | <u>209,814</u>             | <u>(171,524)</u>           | <u>-</u>       | <u>97,252</u>                       |

## **The Haven Community Project**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

The specific purposes for which the funds are to be applied are as follows:

Henry Smith-to fund the salary of a community worker

Children in Need-to run a children and youth provision

Big Local-to fund the employment of a community worker for a summer activities project and to purchase equipment

Capital Grant- to fund leasehold improvements and are being offset against the amortisation over the 20 year lease period.

Lloyds Foundation- to write a business plan and funding strategy.

The Harborne Parish Lands Charity-to fund detached youth work/safe spaces programme.

Rise - this is a distinct sports project within the work of the Haven providing schools sports provision and mentoring. It also provides 2 after school sessions funded by Children in need. The income generated by Rise from contracts with schools is held within a designated fund to be put back into the work.

Heart of England to be used to continue the core activities during the pandemic.

CAF Resilience Fund to be used to continue the organisation's core work of Covid 19 emergency response activities during the current health emergency only.

Garfield Weston was for general running costs and wages.

Spring to life was to fund the involvement with the Mother Gardens project which is a scheme to encourage growing at home.

Food Pantry-money donated for the food pantry

Birmingham Voluntary Sector Council-to run a holiday and food activities programme.

Micro grant-to pay for an interpreter

Groundworks-for emergency food

Cafe-money donated for the cafe

## The Haven Community Project

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 17 Analysis of net assets between funds

|                       | Unrestricted funds |               | Restricted funds | Total funds at 31 March 2022 |
|-----------------------|--------------------|---------------|------------------|------------------------------|
|                       | General            | Designated    |                  |                              |
|                       | £                  | £             | £                | £                            |
| Tangible fixed assets | -                  | 2,097         | 12,856           | 14,953                       |
| Current assets        | 34,030             | 8,146         | 2,234            | 44,410                       |
| Current liabilities   | (3,190)            | -             | -                | (3,190)                      |
| Total net assets      | <u>30,840</u>      | <u>10,243</u> | <u>15,090</u>    | <u>56,173</u>                |

|                       | Unrestricted funds |              | Restricted funds | Total funds at 31 March 2021 |
|-----------------------|--------------------|--------------|------------------|------------------------------|
|                       | General            | Designated   |                  |                              |
|                       | £                  | £            | £                | £                            |
| Tangible fixed assets | -                  | 2,401        | 13,935           | 16,336                       |
| Current assets        | 67,380             | 6,554        | 43,939           | 117,873                      |
| Current liabilities   | (36,957)           | -            | -                | (36,957)                     |
| Total net assets      | <u>30,423</u>      | <u>8,955</u> | <u>57,874</u>    | <u>97,252</u>                |

#### 18 Related party transactions

During the year the charity made the following related party transactions:

##### Steve Hirst

(Steve Hirst is the husband of Jessica Hirst who was a trustee during the previous year. Steve was an employee during the previous year.)

During the previous year Steve Hirst was paid £4,070.35. He resigned on 16 March 2021. At the balance sheet date the amount due to/from Steve Hirst was £Nil (2021 - £Nil).

# The Haven Community Project

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 19 Big Lottery Funding

The charity acts as the lead partner for Welsh House Farm Big Local Area which was awarded a grant of £88,127 in 2020-2021 from the Big Lottery Fund, administered by Local Trust. Whilst the charity is responsible for ensuring that the grant is spent appropriately in accordance with the terms and conditions of the grant, the Big Local Area Partnership retains control over how the grant is spent and the charity only recognises income from the grant that it has entitlement to. The grant was spent as follows:

|  | 2022<br>£ | 2021<br>£ |
|--|-----------|-----------|
| Core Costs   | 39,922    | 23,091    |
| Community and Social Space                           |           |           |
| Community Chest Grants                               |           |           |
| Skills and Employment                                |           |           |
| Green Spaces   |           |           |
| Health and Well Being                                |           |           |
| Older People   |           |           |
| Publicity  |           |           |
| Young People - Grants to The Haven Community Project |           |           |
| Young People - Grants to other providers             |           |           |
| Local Expenditure                                    | 0         | 10,873    |
| Resilience Capacity Building                         | 0         | 4,406     |
| Community happiness and Inclusion                    | 0         | 13,433    |
| Climate Action                                       | 0         | 8,114     |
| Enterprise and skills                                | 0         | 1,000     |
|  | 0         | 60,917    |
| Monies held at 31st March 2021                       | 39,922    | 12,712    |
| Monies held at 31st March 2022                       | 0         | 39,922    |
| Grants Awarded                                       | 0         | 88,127    |

### 20 Creative Civic Change Planning Budget

Creative Civic Change is a new programme administered by Local Trust to help make positive change in communities using the arts and creativity. The charity acts as the locally trusted organisation for the area which was awarded a grant of £53,152 in 2020/2021. Whilst the charity is responsible for ensuring that the grant is spent appropriately in accordance with the terms and conditions of the grant, the Big Local area partnership retains control over how the grant is spent and the charity only recognises income from the grant that it has entitlement to.

The grant was spent as follows:

|                              | 2022<br>£ | 2021<br>£ |
|------------------------------|-----------|-----------|
| Enrichment Programs          | 0         | 208       |
| Our People                   |           | 27,369    |
| Working Creatively           |           | 25,619    |
| Consultation events          | 0         | 0         |
| Making and sharing           |           | 4,000     |
| Documentation                | 0         | 0         |
| Staff Costs                  | 0         | 0         |
| Venue Costs                  | 0         | 0         |
| Other                        | -5,084    | 9,800     |
|                              | -5,084    | 66,996    |
| Monies held at 31 March 2021 | -5,084    | 8,760     |
| Monies held at 31 March 2022 | 0         | -5,084    |
| Grants awarded               | 0         | 53,152    |

Company Number: 4764715  
A Company Limited by Guarantee  
Charity Number 1138686  
Registered in England

## **THE HAVEN COMMUNITY PROJECT**

**Held at The Haven centre at 11.30am on 6<sup>th</sup> July 2022**

### **MINUTES**

**1. Welcome**

Joe welcomed all present.

**2. Apologies & confirmation of quorum**

Trustees present were Joe Baker, Matt Cleveland and Daijam Burrells. Apologies received from Sarah Turner and Phil Knox. There were also a number of the Haven Staff and Volunteers present, Becky, Kerry, Natasha, Laura, Mina Rachel Simon and Jade.

**3. Minutes of last meeting and matters arising**

The minutes of the meeting were agreed as accurate.

Matters Arising:

- Matt and Rachel have arranged to meet the following week for her appraisal.
- Joe still to read the mem of arts – Rachel to e mail them across to him

**4. Meet the Volunteers!**

Joe gave an over view of the role of the trustees and how the meetings normally run. The volunteers then all introduced themselves including how they got involved with the Haven and what their current role includes. The trustees also introduced themselves and what their area of interests/ expertise was.

Laura Fitzpatrick and Natasha Payne have both expressed an interest in becoming trustees and Simon has previously spoken with them both about the role. It was unanimously decided to welcome them to the board at the next meeting.

**5. Review of finances**

Matt explained the need for the accounts to be presented to the trustees and what they needed to look for. Rachel then went through

### Haven Community Project Policies

| Category           | Policy                        | Review cycle | Reviewed on | Next R/V date | Current Considerations   | Changes made for review  |
|--------------------|-------------------------------|--------------|-------------|---------------|--|--|
| <b>Governance</b>  | Conflict of Interest          | 3 years      | Jan 2022    | Jan 2025      | No changed needed  |  |
|                    | Governing policy for trustees | 3 years      |             | July 2023     |  |  |
|                    | Recruitment                   | 3 years      | Jan 2022    | Jan 2025      |  | 6.1 added that we will preference current staff and volunteers for new paid roles  |
|                    | Charging and Hiring policy    | 2 years      | May 2022    | May 2024      |  | Clarification of point 2 to allow charging if needed and also prioritise volunteer's use of the centre.<br>Change of word 'computer room' to 'upstairs meeting room' throughout. |
|                    | GDPR and Privacy Statement    | 2 years      |             | May 2024      | Sent for review to Peninsula   | Peninsula happy with policy as fit for purpose   |
|                    |                               |              |             |               |  |  |
| <b>Other Staff</b> | Safeguarding                  | 1 year       | Feb. 2022   | May 2023      | Nothing to consider at this time<br>All new volunteers need to be given training | Joe Baker made Safeguarding trustee  |
|                    | Expenses                      | 2 years      |             | May 2024      | Discussion needed around cost of living Increase                                 | Millage allowance increased to 45p per mile  |
|                    |                               |              |             |               |  |  |
|                    | Health and Safety             | 1 year       | March 2022  | May 2023      | Volunteer sent on fire hazard training and disseminating knowledge to team       | Policy reviewed by health and safety advisor:<br>Section 1 Updated to include wording Volunteers and other under its   |



|           |                      |         |          |           |   |   |  |
|-----------|----------------------|---------|----------|-----------|---|---|--|
|           | Grievance            |         |          |           |   |   |  |
|           | Whistle blowing      |         |          |           |   |   |  |
|           | Equal opportunities  |         |          |           |   |   |  |
|           | Social Media         |         |          |           |   |   |  |
|           | Capability Procedure |         |          |           |   |   |  |
|           | Personal Harassment  |         |          |           |   |   |  |
|           |                      |         |          |           |   |   |  |
| Reference | Reserves:            | 2 years | Jan 2022 | Jan 2024  | We are looking to support B32 community in settling themselves up as a going concern within the next three years and so this is reflected in the budget and reserves. If funding isn't achieved this won't happen | All figures changed in line with current liabilities and turnover<br>Full policy emailed to treasurer for consideration.<br><br>Note added that these figures are funding dependant |  |
|           | Financial Agreement  | 3 year  |          | May 2025  | Have requested peninsula to review  | Peninsula happy with policy as fit for purpose  |  |
|           | Anti Fraud           | 3 year  |          | Sept 2025 | A question had been raised about the ongoing training given regarding anti fraud  | Clarification given i the policy about the training given.  |  |
|           | Environment          | 2 years | Jan 2022 | Jan 2024  |   | No changes needed   |  |