

PORTOBELLO COMMUNITY FORUM

England & Wales · Charity number 1139980

Details

Status Registered

Legal form Charitable company

Company number [05513959](#)

Registered 2011-01-24

Register [View on the Charity Commission register](#)

Contact

Address 238 Barnsley Road
Wakefield
West Yorkshire
WF2 6EL

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Website portobellocommunitycentre.uk

Activities

Objects: A) TO RELIEVE THE NEEDS OF THE RESIDENTS OF PORTOBELLO, WAKEFIELD WHO ARE SOCIALLY AND ECONOMICALLY DISADVANTAGED BY THE PROVISION OF ASSISTANCE, SERVICES AND FACILITIES IN ORDER TO IMPROVE THEIR CONDITIONS OF LIFE B) TO FURTHER OR BENEFIT THE RESIDENTS OF PORTOBELLO, WAKEFIELD AND THE NEIGHBOURHOOD, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN THE COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTEREST OF SOCIAL WELFARE FOR RECREATION, LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITION OF LIFE FOR THE RESIDENTS C) TO FURTHER ANY OTHER CHARITABLE PURPOSE OR PURPOSES

Activities: It aims to empower, inspire and motivate the community, supporting initiatives led by the local community and responding to opportunities. It is committed to facilitating provision of accessible activities at Portobello Community Centre and its community spaces, working to secure funding, independently or in partnership, to support these aims.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** PORTOBELLO, WAKEFIELD
- City Of Wakefield

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£81,163	£69,000	-	-
2023-09-30	£45,969	£50,503	-	-
2022-09-30	£40,498	£49,386	-	-
2021-09-30	£38,559	£27,307	-	-
2020-09-30	£19,219	£17,752	-	-

Trustees

Name	Role	Appointed
David Michael Boulton		2021-04-29
Jamie Senior		2025-02-06
Phillippa Lockhart		2017-05-04
Rev Hannah Joy Smith		2023-02-02
Ruth Eleanor McCallum		2019-09-26
Sarah Joanne Coates		2022-04-28

PORTOBELLO COMMUNITY FORUM

England & Wales - Charity number 1139980

Accounts

Portobello Community Forum

Charity number 1139980

A company limited by guarantee number 05513959

Annual Report and Financial Statements for the year ended 30 September 2024



Portobello Community Forum

Annual Report and Financial Statements for the year ended 30 September 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

Portobello Community Forum

Trustees' report for the year ended 30 September 2024

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:

Name	Position	Dates
Philippa Lockhart		
Ruth McCallum		
David Boulton		
Wendy Humphrey		Resigned 8 February 2024
Sarah Coates		
Hannah Smith		
Charity number	1139980	Registered in England and Wales
Company number	05513959	Registered in England and Wales

Registered and principal address

Spring Bank
238 Barnsley Road
Sandal
Wakefield
WF2 6EL

Bankers

The Co-operative Bank
PO Box 220 Delf House
Southway
Skelmersdale WN8 6WT

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 20 July 2005. It is governed by a memorandum and articles of association as amended by special resolution as registered at Companies House 1 December 2010. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2024

Objectives and activities

The charity's objects

To relieve the needs of the residents of Portobello, Wakefield, who are socially and economically disadvantaged by the provision of assistance, services and facilities in order to improve their conditions of life.

To further or benefit the residents of Portobello, Wakefield and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by association together the said residents and the local authorities, voluntary and other organisations in the common effort to advance education and to provide facilities in the interest of social welfare for recreation, leisure time occupation with the objective of improving the condition of life for the residents.

To further any other charitable purpose or purposes.

The charity's main activities

PCF provides a small charity on this deprived estate to co-ordinate public sector and voluntary and charitable funds, people and resources, so that the community benefits to the maximum. We manage and facilitate a programme of regular and one off events out of the Portobello Community Centre.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular economic and community development.

For example, the Hampers of Hope project and TLG Make Lunch Holiday Lunch Club have contributed to the relief of poverty.

All the groups which meet regularly at the Community Centre, the Portobello Centenary Garden Party and the Heritage Lottery funded Silk Flags project have provided community development.

Achievements and performance

Portobello Community Centre: A Hub for All

Portobello Community Centre continues to be a vibrant and welcoming space, offering activities, support, and events that bring the community together. Over the past year, we have successfully run numerous programs, engaging people of all ages and backgrounds. Here are our key highlights:

Throughout the year, Portobello Community Forum has made a significant impact on the local community. We have continued to provide accessible and inclusive activities that promote social cohesion, well-being, and personal development. Our work has positively benefited families, individuals, and community groups, ensuring that everyone has a space to connect, learn, and grow.

Key achievements include:

Delivering 350 sessions to approximately 500 people, offering educational, social, and well-being activities.

Supporting vulnerable families with food, hardship funds, and festive gifts.

Providing over 1,171 volunteer hours, valued at around £24,000 in contributions.

Securing funding for infrastructure improvements, including solar panels, LED lighting, and security upgrades, enhancing sustainability and safety.

Expanding our programme with new activities such as Henna Designing, Scrapbooking, and Yorkshire Button Making.

Organising the 4th Portobello Gala, celebrating community spirit with entertainment, cultural performances, and engagement from local leaders.

Running an extensive holiday programme through TLG Make Lunch, ensuring children and families have access to meals and engaging activities during school breaks.

Our work extends beyond the centre's walls, fostering a stronger, more connected community and contributing to a healthier, more inclusive society. Through our dedication to providing opportunities for all, Portobello Community Forum remains a pillar of support and empowerment for the local area.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2024

Staffing

Sarah Cutts (15 hours/week) and Laura Truter (4 hours/week) continue to play crucial roles in managing and operating the centre. Their dedication ensures smooth running and ongoing success.

Regular Group Meetings

A variety of community groups meet regularly at the centre, fostering friendships, learning, and support:

- Sewcial Sewing Club
- Hot Chocolate Youth Club
- Kung Fu
- Portobello Toddler Group
- Sewcial Knitters and Modellers
- Trinity Modelling Group
- Craft and Photography Group
- Portobello Drop-In
- Chair-Based Exercise Class
- Alcoholics Anonymous
- Strong Tower Christian Centre
- Apostolic Church
- The African Utd Society

TLG Make Lunch Club

Our holiday lunch club continues to grow. Families return each school break to enjoy a warm meal and fun activities. Highlights included:

- African Drumming
- A trip to Cleethorpes
- Creative workshops led by volunteers from local churches

Portobello Gala

Our fourth Portobello Gala was a huge success, thanks to additional funding from the Our Year Festival Grant. The event featured stalls by community groups, live music, drumming, a Bollywood dance performance, and speeches by the Deputy Mayor, MP, and local Councillors. A big thank you to the committee and volunteers for making it happen.

Our Year 2024: A Year of Activities

With £15,000 funding from Wakefield Council, we ran an extensive programme, including:

- Kung Fu
- Sewcial Sewing Group (Monday & Friday)
- Portobello Toddler Group
- Zumba
- Yoga
- Community Meal
- Evening Sewing & Crafting
- Trinity Model Making Group
- Henna Designing
- Scrapbooking with Trash
- Gelli Printing
- Dorset & Yorkshire Button Making
- African Drumming Workshop
- Felting
- Christmas Wreath Making
- Book Binding
- Gnome Making

We delivered 350 sessions to approximately 500 participants, with 1,171 volunteer hours contributed, valued at £24,000.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2024

Acknowledgment & Thanks

A heartfelt thank you to our volunteers, trustees, and the wider community for their dedication, time, and energy. Your contributions make Portobello Community Centre a truly special place.

Looking Ahead

We are excited for another year of growth, community, and connection. Stay tuned for even more activities, support, and opportunities.

Together, we make a difference.

Financial review

The net income for the year was £12,163, including net income of £8,485 on unrestricted funds and net income of £3,678 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £26,839.

The charity has a reserves policy to hold at least 3 months expenses in reserve and not usually more than 6 months in order to enable the smooth running of the charity and to allow for an orderly winding up should the charity have to close.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2024

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.

Approved by the board of trustees on

Signed: (Trustee)

Name:

Portobello Community Forum

Independent examiner's report to the trustees of Portobello Community Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 30 September 2024, which are set out on pages 8 to 14.

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: Simon Bostrom FCIE

Date:

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Portobello Community Forum
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 30 September 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	7,849	54,794	62,643	31,376
Rent income		10,915	-	10,915	13,972
Other income		805	4,071	4,876	162
Contract		2,729	-	2,729	459
Total income		<u>22,298</u>	<u>58,865</u>	<u>81,163</u>	<u>45,969</u>
Expenditure on:					
Building and activities management costs		10,894	9,113	20,007	15,430
Administration costs		1,441	1,867	3,308	2,110
Events and activities		1,192	22,059	23,251	21,040
Equipment and materials		268	-	268	78
Utilities		2,126	130	2,256	3,850
Telephone and internet		414	-	414	305
Refuse collection and cleaning		825	9	834	554
Caretaking and maintenance		1,020	12,380	13,400	3,194
Insurance		1,927	100	2,027	1,862
Depreciation		2,080	-	2,080	2,080
Grant repayment		1,155	-	1,155	-
Total expenditure		<u>23,342</u>	<u>45,658</u>	<u>69,000</u>	<u>50,503</u>
Net income / (expenditure)		<u>(1,044)</u>	<u>13,207</u>	<u>12,163</u>	<u>(4,534)</u>
Transfers between funds		<u>9,529</u>	<u>(9,529)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>8,485</u>	<u>3,678</u>	<u>12,163</u>	<u>(4,534)</u>
Fund balances brought forward		<u>136,994</u>	<u>9,372</u>	<u>146,366</u>	<u>150,900</u>
Fund balances carried forward	(3)	<u>145,479</u>	<u>13,050</u>	<u>158,529</u>	<u>146,366</u>

All incoming resources and resources expended derive from continuing activities.

Portobello Community Forum
Balance sheet
as at 30 September 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(4) 118,640	-	118,640	120,720
Total fixed assets	<u>118,640</u>	<u>-</u>	<u>118,640</u>	<u>120,720</u>
Current assets				
Cash at bank and in hand	(5) 27,304	13,050	40,354	27,278
Total current assets	<u>27,304</u>	<u>13,050</u>	<u>40,354</u>	<u>27,278</u>
Current liabilities:				
amounts falling due within one year				
Accruals	(6) 465	-	465	1,632
Total current liabilities	<u>465</u>	<u>-</u>	<u>465</u>	<u>1,632</u>
Net current assets / (liabilities)	<u>26,839</u>	<u>13,050</u>	<u>39,889</u>	<u>25,646</u>
Net assets	<u>145,479</u>	<u>13,050</u>	<u>158,529</u>	<u>146,366</u>
Funds				
Unrestricted funds				
General unrestricted funds	145,479	-	145,479	135,972
Designated funds	(7) -	-	-	1,022
Unrestricted funds	<u>145,479</u>	<u>-</u>	<u>145,479</u>	<u>136,994</u>
Restricted funds	<u>-</u>	<u>13,050</u>	<u>13,050</u>	<u>9,372</u>
Total funds	<u>145,479</u>	<u>13,050</u>	<u>158,529</u>	<u>146,366</u>

For the year ending 30 September 2024 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 are 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

Signed: (Trustee)

Name:

Portobello Community Forum

Notes to the accounts

for the year ended 30 September 2024

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, if 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.

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.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

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.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Nova Wakefield District Limited	-	15,083	15,083	9,289
Transforming Lives	-	900	900	680
Wakefield District Housing (WDH)	-	2,150	2,150	1,488
Wakefield Metropolitan District Council (WMDC)	-	24,928	24,928	7,500
Prosper Wakefield District Ltd	-	7,500	7,500	-
Other donations	7,849	4,233	12,082	12,419
	<u>7,849</u>	<u>54,794</u>	<u>62,643</u>	<u>31,376</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Portobello Gala Fund	951	-	376	-	575
Hardship Fund	917	2,046	699	-	2,264
Make Lunch/TLG Fund	3,360	1,468	2,786	(510)	1,532
Live Well Project	801	-	660	-	141
Arts Council Funding	568	-	568	-	-
Warm Spaces Funding	1,271	-	655	(616)	-
Christmas Appeal	472	1,215	1,574	-	113
Culture Grant-Sow, Grow & Know	746	-	746	-	-
Acts435	-	100	100	-	-
Make Lunch Family Support fund	149	300	241	-	208
Nova Prosper & Core Funding	-	6,093	6,093	-	-
Wakefield Council Climate Change	-	8,990	8,990	-	-
Culture Grant - Our Year 2024	-	17,575	8,021	(8,003)	1,551
Culture Grant - Greet & Grow	-	500	500	-	-
Culture Grant - Festival Grant	-	5,000	4,362	(400)	238
Culture Grant - Nurture	-	500	500	-	-
WDH Community Grant	-	1,750	1,750	-	-
Wakefield Council Capital Grant	-	4,428	-	-	4,428
Prosper Wakefield Grant	-	7,500	5,500	-	2,000
Wakefield Council NIF	-	1,000	1,000	-	-
WDH Neighbourhood Grant	-	400	400	-	-
Legacy fund	107	-	107	-	-
Heritage Lottery	30	-	30	-	-
	<u>9,372</u>	<u>58,865</u>	<u>45,658</u>	<u>(9,529)</u>	<u>13,050</u>

Fund name	Purpose of restriction
Portobello Gala Fund	Funding to help with the costs of running Portobello Annual Gala.
Hardship Fund	To alleviate hardship on the Portobello Estate.
Make Lunch/TLG Fund	Towards a holiday lunch club and relieving food poverty. The transfer relates to reallocating costs to unrestricted funds for rent and utilities.
Live Well Project	Funding for an exercise and well being project.
Arts Council Funding	Funding for a drama project celebrating the Queens Jubilee.
Warm Spaces Funding	To provide a warm space with hot drinks and light refreshments. The transfer relates to reallocating costs to unrestricted funds for rent and utilities.
Christmas Appeal	Donations to help Portobello families over Christmas with food or utility payments.
Culture Grant-Sow, Grow & Know	Deliver a gardening and drama project for families called Sow, Grow and Know.

Portobello Community Forum

Notes to the accounts continued

for the year ended 30 September 2024

3 Restricted funds (continued)

Fund name	Purpose of restriction
Acts435	Towards supporting individuals in the community to purchase higher value items like white goods, etc.
Make Lunch Family Support fund	To help Make Lunch families with additional help throughout the cost of living crisis
Nova Prosper & Core Funding	Towards salaries, new lighting and boiler
Wakefield Council Climate Change Culture Grant - Our Year 2024	To install solar panels and battery storage. Towards activities running throughout the year. The transfer relates to reallocating costs to unrestricted funds for rent and utilities.
Culture Grant - Greet & Grow	Costs towards Greet and grow community event.
Culture Grant - Festival Grant	Costs towards Portobello Gala
Culture Grant - Nurture	Cost towards nurture community event.
WDH Community Grant	Costs towards Portobello Gala
Wakefield Council Capital Grant	To replace fascia and signage
Prosper Wakefield Grant	Towards salaries, chair refurbishment and decorating costs
Wakefield Council NIF	Costs towards Portobello Gala
WDH Neighbourhood Grant	Costs towards Portobello Gala
Legacy fund	Part of a Legacy given to Sandal Magna church given to further the work of the Job Club.
Heritage Lottery	To explore and document the 100 year heritage of Portobello Housing Estate.

4 Tangible assets

	Freehold Property	Freehold Land	Total
<u>Cost</u>	£	£	£
At 1 October 2023	104,000	50,000	154,000
Additions	-	-	-
At 30 September 2024	<u>104,000</u>	<u>50,000</u>	<u>154,000</u>
<u>Depreciation</u>			
At 1 October 2023	33,280	-	33,280
Charge for year	2,080	-	2,080
At 30 September 2024	<u>35,360</u>	<u>-</u>	<u>35,360</u>
<u>Net book value</u>			
At 30 September 2024	<u>68,640</u>	<u>50,000</u>	<u>118,640</u>
At 30 September 2023	<u>70,720</u>	<u>50,000</u>	<u>120,720</u>

There is a charge registered on the property in favour of Wakefield Council, should the property ever cease to be used as a community centre the funding given to purchase the property is repayable.

5 Cash at bank and in hand

	2024	2023
	£	£
Cash at bank	40,354	27,251
Cash in hand	-	27
	<u>40,354</u>	<u>27,278</u>

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2024

6 Creditors and accruals	2024	2023
	£	£
Accruals	465	178
Deferred income (see note below for analysis)	-	1,454
	<u>465</u>	<u>1,632</u>

Deferred income	Deferred to next year	Released from last year
	£	£
Nova - Me and menopause	-	1,454
	<u>-</u>	<u>1,454</u>

Item name	Reason for deferral
Nova - Me and menopause	Work carried out in the next year

7 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Fresh Start	1,022	-	-	(1,022)	-
	<u>1,022</u>	<u>-</u>	<u>-</u>	<u>(1,022)</u>	<u>-</u>

Fund name	Reason for designation
Fresh Start	Funding for a ladies support group. This was transferred as it will be spent from unrestricted funds if needed in the future.

8 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £6,000 (2023: £6,186).

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 the year (previous year: Sarah Coates received £86 in respect of caretaking of the community centre).

Portobello Community Forum

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2024

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	7,849	6,588	54,794	24,788	62,643	31,376
Rent income	10,915	13,972	-	-	10,915	13,972
Other income	805	-	4,071	162	4,876	162
Contract	2,729	459	-	-	2,729	459
Total income	22,298	21,019	58,865	24,950	81,163	45,969
Expenditure						
Building and activities management costs	10,894	15,430	9,113	-	20,007	15,430
Administration costs	1,441	1,330	1,867	780	3,308	2,110
Events and activities	1,192	824	22,059	20,216	23,251	21,040
Equipment and materials	268	78	-	-	268	78
Utilities	2,126	3,850	130	-	2,256	3,850
Telephone and internet	414	305	-	-	414	305
Refuse collection and cleaning	825	554	9	-	834	554
Caretaking and maintenance	1,020	3,194	12,380	-	13,400	3,194
Insurance	1,927	1,862	100	-	2,027	1,862
Depreciation	2,080	2,080	-	-	2,080	2,080
Grant repayment	1,155	-	-	-	1,155	-
Total expenditure	23,342	29,507	45,658	20,996	69,000	50,503
Net income / (expenditure)	(1,044)	(8,488)	13,207	3,954	12,163	(4,534)
Transfers between funds	9,529	6,819	(9,529)	(6,819)	-	-
Net movement in funds	8,485	(1,669)	3,678	(2,865)	12,163	(4,534)
Fund balances brought forward	136,994	138,663	9,372	12,237	146,366	150,900
Fund balances carried forward	145,479	136,994	13,050	9,372	158,529	146,366

PORTOBELLO COMMUNITY FORUM

England & Wales - Charity number 1139980

Accounts

Portobello Community Forum

Charity number 1139980

A company limited by guarantee number 05513959

Annual Report and Financial Statements for the year ended 30 September 2023



Portobello Community Forum

Annual Report and Financial Statements for the year ended 30 September 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Portobello Community Forum

Trustees' report for the year ended 30 September 2023

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:

Name	Dates
Philippa Lockhart	
Ruth McCallum	
David Boulton	
Wendy Humphrey	Resigned 8 February 2024
Sarah Coates	
Hannah Smith	Appointed 2 February 2023
Charity number	1139980 Registered in England and Wales
Company number	05513959 Registered in England and Wales

Registered and principal address

238 Barnsley Road
Sandal
Wakefield
WF2 6EL

Bankers

The Co-operative Bank
PO Box 220 Delf House
Southway
Skelmersdale WN8 6WT

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 20 July 2005. It is governed by a memorandum and articles of association as amended by special resolution as registered at Companies House 1 December 2010. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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 relieve the needs of the residents of Portobello, Wakefield, who are socially and economically disadvantaged by the provision of assistance, services and facilities in order to improve their conditions of life.

To further or benefit the residents of Portobello, Wakefield and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by association together the said residents and the local authorities, voluntary and other organisations in the common effort to advance education and to provide facilities in the interest of social welfare for recreation, leisure time occupation with the objective of improving the condition of life for the residents.

To further any other charitable purpose or purposes.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2023

The charity's main activities

PCF provides a small charity on this deprived estate to co-ordinate public sector and voluntary and charitable funds, people and resources, so that the community benefits to the maximum. We manage and facilitate a programme of regular and one off events out of the Portobello Community Centre.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular economic and community development.

For example, the Hampers of Hope project and TLG Make Lunch Holiday Lunch Club have contributed to the relief of poverty.

All the groups which meet regularly at the Community Centre, the Portobello Centenary Garden Party and the Heritage Lottery funded Silk Flags project have provided community development.

Achievements and performance

Portobello Community Centre is a hive of activity for its community and surrounding areas. Sarah Cutts is employed 15 hours per week and Laura Truter 4 hours per week.

During this time period the following groups met at the centre and some create a regular revenue stream:

Sewcial Sewing Club, Junior and Senior Youth Club, Karate, Craft and Photography Group, Merrie City Singers, PCF Drop In, Alcoholics Anonymous, Portobello Toddler Group, Sewcial Knitters and Modellers, Strong Tower Christian Centre and African United Society.

Karate became so popular they had to leave our venue to find a larger one.

Every school holiday we run a TLG Holiday Lunch Club once a week, providing a hot meal and activities for families. This is increasing in its popularity and we are seeing families come back each holiday. In the past year we have served around 250 meals, held a Light Party in October half term and a Christmas Celebration with carols and Father Christmas - giving presents to all the children who attended. Aldi Vouchers were delivered to around 40 families over the Christmas Holidays.

We held our 3rd Portobello Gala in August. Unfortunately it was torrential rain and we had to take the activities into the Community Centre and the Rainbow Cafe. It was a successful day, with lots of stalls run by Portobello Community Groups. We had exotic animals, a face painter, balloon modeller, a henna tattoo artist, a DJ and an open mic and Mr & Mrs Yorkshire hosted the event brilliantly moving between the 2 locations. Hot dogs, cakes and teas and coffees were served by the church and Yasmin, a local caterer - blessing us with her time for free. The residents were very grateful we still went ahead.

This year we have obtained the following funding:

Warm Spaces Funding started in Winter 2022 - this funding has been a huge success and enabled us to run some great Family Activity sessions: including Family Fitness & Food, Family Drama & Storytelling, Creative Fun with the Hepworth and Film Nights. We had 127 people access our Warm Spaces.

Live Well Wakefield Small Grants - four free exercise classes ran and a well being class every week since September 2022. Sharon who ran the classes connected with people with a wide range of needs including dementia, bereavement, depression, social anxiety, diabetes, chronic kidney disease, high blood pressure and overweight and obesity. We saw 63 people access one of the 156 sessions.

Culture Grant - Made in Wakefield Small Grants - Gemma Whelan and Tina Shuker, two Community Artists, delivered a wonderful project called, Sow, Grow & Know. It was a series of Family activities around growing plants and vegetables, growing as an individual and sharing food. Bob Clayden, another community artist, assisted in one session and Grow Wakefield came along too. We worked with 20 people on this project.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2023

Financial review

The net expenditure for the year was £4,534, including net expenditure of £1,669 on unrestricted funds and net expenditure of £2,865 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £16,274.

£1,022 of this amount has been designated by the trustees for specific purposes shown in note 7, leaving £15,252.

The charity has a reserves policy to hold at least 3 months expenses in reserve and not usually more than 6 months in order to enable the smooth running of the charity and to allow for an orderly winding up should the charity have to close.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2023

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.

Approved by the board of trustees on

Signed: (Trustee)

Name:

Portobello Community Forum

Independent examiner's report to the trustees of Portobello Community Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 30 September 2023, which are set out on pages 7 to 13.

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: E J Beverley FCCA

Date:

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Portobello Community Forum
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 30 September 2023

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	6,588	24,788	31,376	28,067
Rent income		13,972	-	13,972	12,287
Other income		-	162	162	144
Contract		459	-	459	-
Total income		<u>21,019</u>	<u>24,950</u>	<u>45,969</u>	<u>40,498</u>
Expenditure on:					
Building and activities management costs		15,430	-	15,430	9,483
Administration costs		1,330	780	2,110	1,981
Events and activities		824	20,216	21,040	26,037
Equipment and materials		78	-	78	798
Heat and light		3,604	-	3,604	1,928
Telephone and internet		305	-	305	482
Refuse collection and cleaning		554	-	554	556
Caretaking and maintenance		3,194	-	3,194	4,129
Insurance		1,862	-	1,862	1,686
Depreciation		2,080	-	2,080	2,080
Water		246	-	246	226
Total expenditure		<u>29,507</u>	<u>20,996</u>	<u>50,503</u>	<u>49,386</u>
Net income / (expenditure)		<u>(8,488)</u>	<u>3,954</u>	<u>(4,534)</u>	<u>(8,888)</u>
Transfers between funds		<u>6,819</u>	<u>(6,819)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(1,669)</u>	<u>(2,865)</u>	<u>(4,534)</u>	<u>(8,888)</u>
Fund balances brought forward		<u>138,663</u>	<u>12,237</u>	<u>150,900</u>	<u>159,788</u>
Fund balances carried forward	(3)	<u>136,994</u>	<u>9,372</u>	<u>146,366</u>	<u>150,900</u>

All incoming resources and resources expended derive from continuing activities.

Portobello Community Forum
Balance sheet
as at 30 September 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(4) 120,720	-	120,720	122,800
Total fixed assets	<u>120,720</u>	<u>-</u>	<u>120,720</u>	<u>122,800</u>
Current assets				
Cash at bank and in hand	(5) 17,906	9,372	27,278	28,100
Total current assets	<u>17,906</u>	<u>9,372</u>	<u>27,278</u>	<u>28,100</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(6) 1,632	-	1,632	-
Total current liabilities	<u>1,632</u>	<u>-</u>	<u>1,632</u>	<u>-</u>
Net current assets	<u>16,274</u>	<u>9,372</u>	<u>25,646</u>	<u>28,100</u>
Net assets	<u>136,994</u>	<u>9,372</u>	<u>146,366</u>	<u>150,900</u>
Funds				
Unrestricted funds				
General unrestricted funds	135,972	-	135,972	138,663
Designated funds	(7) 1,022	-	1,022	-
Unrestricted funds	<u>136,994</u>	<u>-</u>	<u>136,994</u>	<u>138,663</u>
Restricted funds	<u>-</u>	<u>9,372</u>	<u>9,372</u>	<u>12,237</u>
Total funds	<u>136,994</u>	<u>9,372</u>	<u>146,366</u>	<u>150,900</u>

For the year ending 30 September 2023 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 are 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

Signed: (Trustee)

Name:

Portobello Community Forum

Notes to the accounts

for the year ended 30 September 2023

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, if 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.

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.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

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.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Nova Wakefield District Limited	-	9,289	9,289	8,000
Transforming Lives	-	680	680	-
Wakefield District Housing (WDH)	-	1,488	1,488	850
Wakefield Metropolitan District Council (WMDC)	-	7,500	7,500	1,965
Arts Council England	-	-	-	6,629
Asda Foundation	-	-	-	675
BPI Auctions donation	-	-	-	6,000
Other donations	6,588	5,831	12,419	3,948
	<u>6,588</u>	<u>24,788</u>	<u>31,376</u>	<u>28,067</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Portobello Gala	1,041	4,200	3,750	(540)	951
Hardship Fund	1,368	186	612	(25)	917
Make Lunch/TLG	1,964	2,802	963	(443)	3,360
Live Well Project	7,159	-	4,486	(1,872)	801
Arts Council Funding	568	-	-	-	568
Warm Spaces Funding	-	9,289	4,740	(3,278)	1,271
Acts435	-	215	215	-	-
Christmas Appeal	-	2,758	2,286	-	472
Prosper Together Fund	-	250	200	(50)	-
Culture Grant	-	5,000	3,643	(611)	746
Make Lunch Family Support	-	250	101	-	149
Legacy fund	107	-	-	-	107
Heritage Lottery	30	-	-	-	30
	<u>12,237</u>	<u>24,950</u>	<u>20,996</u>	<u>(6,819)</u>	<u>9,372</u>

Fund name	Purpose of restriction
Portobello Gala	Funding to help with the costs of running Portobello Annual Gala. Transfer relates to moving costs to unrestricted funds for overheads.
Hardship Fund	To alleviate hardship on the Portobello Estate. Transfer relates to moving costs to unrestricted funds for overheads.
Make Lunch/TLG	Towards a holiday lunch club and relieving food poverty. Transfer relates to moving costs to unrestricted funds for room rent.
Live Well Project	Funding for an exercise and well being project. Transfer relates to moving costs to unrestricted funds for room rent.
Arts Council Funding	Funding for a drama project celebrating the Queens Jubilee.
Warm Spaces Funding	To provide a warm space with hot drinks and light refreshments. Transfer relates to moving costs to unrestricted funds for overheads, management fees and room hire.
Acts435	Towards supporting individuals in the community to purchase higher value items like white goods, etc.
Christmas Appeal	Donations to help Portobello families over Christmas with food or utility payments.
Prosper Together Fund	Hardship Fund to assist families during the cost of living crisis. Transfer relates to moving costs to unrestricted funds for overheads.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2023

3 Restricted funds (continued)

Fund name	Purpose of restriction
Culture Grant	Deliver a gardening and drama project for families called Sow, Grow and Know. Transfer relates to moving costs to unrestricted funds for overheads and management fees.
Make Lunch Family Support	To help Make Lunch families with additional help throughout the cost of living crisis
Legacy fund	Part of a Legacy given to Sandal Magna church given to further the work of the Job Club.
Heritage Lottery	To explore and document the 100 year heritage of Portobello Housing Estate.

4 Tangible assets

	Freehold Property	Freehold Land	Total
Cost	£	£	£
At 1 October 2022	104,000	50,000	154,000
At 30 September 2023	104,000	50,000	154,000
Depreciation			
At 1 October 2022	31,200	-	31,200
Charge for year	2,080	-	2,080
At 30 September 2023	33,280	-	33,280
Net book value			
At 30 September 2023	70,720	50,000	120,720
At 30 September 2022	72,800	50,000	122,800

There is a charge registered on the property in favour of Wakefield Council, should the property ever cease to be used as a community centre the funding given to purchase the property is repayable.

5 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank	27,251	28,007
Cash in hand	27	93
	27,278	28,100

6 Creditors and accruals

	2023	2022
Accruals	178	-
Deferred income (see note below for analysis)	1,454	-
	1,632	-

Deferred income

	Deferred to next year	Released from last year
	£	£
Nova - Me and menopause	1,454	-
	1,454	-

Item name	Reason for deferral
Nova - Me and menopause	Work carried out in the next year

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2023

7 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Youth Groups	99	-	99	-	-
Fresh Start	1,076	-	54	-	1,022
	<u>1,175</u>	<u>-</u>	<u>153</u>	<u>-</u>	<u>1,022</u>

Fund name	Reason for designation
Youth Groups	Funding for Youth Groups.
Fresh Start	Funding for a ladies support group.

8 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £6,186 (2022: £6,000).

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 year.

Other transactions with trustees or related parties

			2023	2022
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Wendy Humphrey	Trustee	Caretaking of the community centre	-	40
Sarah Coates	Trustee	Caretaking of the community centre	86	40
			<u>86</u>	<u>80</u>

Portobello Community Forum
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 30 September 2023

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	6,588	7,142	24,788	20,925	31,376	28,067
Rent income	13,972	12,287	-	-	13,972	12,287
Other income	-	144	162	-	162	144
Contract	459	-	-	-	459	-
Total income	21,019	19,573	24,950	20,925	45,969	40,498
Expenditure						
Building and activities management	15,430	9,483	-	-	15,430	9,483
Administration costs	1,330	805	780	1,176	2,110	1,981
Events and activities	824	2,537	20,216	23,500	21,040	26,037
Equipment and materials	78	798	-	-	78	798
Heat and light	3,604	1,928	-	-	3,604	1,928
Telephone and internet	305	482	-	-	305	482
Refuse collection and cleaning	554	556	-	-	554	556
Caretaking and maintenance	3,194	4,129	-	-	3,194	4,129
Insurance	1,862	1,686	-	-	1,862	1,686
Depreciation	2,080	2,080	-	-	2,080	2,080
Water	246	226	-	-	246	226
Total expenditure	29,507	24,710	20,996	24,676	50,503	49,386
Net (expenditure)	(8,488)	(5,137)	3,954	(3,751)	(4,534)	(8,888)
Transfers between funds	6,819	166	(6,819)	(166)	-	-
Net movement in funds	(1,669)	(4,971)	(2,865)	(3,917)	(4,534)	(8,888)
Fund balances brought forward	138,663	143,634	12,237	16,154	150,900	159,788
Fund balances carried forward	136,994	138,663	9,372	12,237	146,366	150,900

PORTOBELLO COMMUNITY FORUM

England & Wales - Charity number 1139980

Accounts

Portobello Community Forum

Charity number 1139980

A company limited by guarantee number 05513959

Annual Report and Financial Statements for the year ended 30 September 2022



West Yorkshire Community Accounting Service

Portobello Community Forum

Annual Report and Financial Statements for the year ended 30 September 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Portobello Community Forum

Trustees' report for the year ended 30 September 2022

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:

Name	Position	Dates
Sarah Cutts		Resigned 21 July 2022
Philippa Lockhart		
Laura Ann Truter		Resigned 21 July 2022
Ruth McCallum		
David Boulton		
Wendy Humphrey		Appointed 28 April 2022
Sarah Coates		Appointed 28 April 2022
Charity number	1139980	Registered in England and Wales
Company number	05513959	Registered in England and Wales

Registered and principal address

238 Barnsley Road
Sandal
Wakefield
WF2 6EL

Bankers

The Co-operative Bank
PO Box 220 Delf House
Southway
Skelmersdale WN8 6WT

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 20 July 2005. It is governed by a memorandum and articles of association as amended by special resolution as registered at Companies House 1 December 2010. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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 relieve the needs of the residents of Portobello, Wakefield, who are socially and economically disadvantaged by the provision of assistance, services and facilities in order to improve their conditions of life.

To further or benefit the residents of Portobello, Wakefield and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by association together the said residents and the local authorities, voluntary and other organisations in the common effort to advance education and to provide facilities in the interest of social welfare for recreation, leisure time occupation with the objective of improving the condition of life for the residents.

To further any other charitable purpose or purposes.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2022

Objectives and activities

The charity's main activities

PCF provides a small charity on this deprived estate to co-ordinate public sector and voluntary and charitable funds, people and resources, so that the community benefits to the maximum. We manage and facilitate a programme of regular and one off events out of the Portobello Community Centre.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular economic and community development.

For example, the Hampers of Hope project and TLG Make Lunch Holiday Lunch Club have contributed to the relief of poverty.

All the groups which meet regularly at the Community Centre, the Portobello Centenary Garden Party and the Heritage Lottery funded Silk Flags project have provided community development.

Achievements and performance

This financial year has seen a great recovery for the Centre after Covid. All the groups apart from one have come back and additional groups are now meeting. During 2021-22 the following groups met: Sewcial Sewing Group, Senior Youth Club, Kung Fu, Craft & Photography Group, Alcoholics Anonymous, Junior Youth Club, Merrie City Singers, PCF Drop in, Sewcial Knitters and Modellers and Strong Tower Christian Centre. A monthly Youth Disco and Table Top Sale.

We ran another successful Gala in Manygates Park with a full day of events running from 10am until 4pm. We had funding from Wakefield Council and Wakefield District Housing. We were able to employ local artists and many of Portobello Community Groups ran stalls with creative activities and a raffle and tombola to raise funds for the Portobello Hardship Fund. Some other organisations came along too, such as The Hepworth, the Cancer Support Group and the local vaccination team from the NHS. All the activities were free and the park was full of local residents throughout the day.

In September we were successful in receiving a grant from Live Well/Wakefield Council for £8,000. This is to run exercise classes and a well being course. The classes started mid-September and further work is to be undertaken in the next financial year to complete this project.

We continued to support families struggling throughout the holidays with our TLG Make Lunch Holiday Lunch Club, offering activities and a hot 2 course meal every Wednesday. During the last year 237 meals have been served to these families.

The Portobello Hardship Fund was set up in June of this year with a sub-committee processing requests. We helped 8 families in 3 months.

As a charity we will continue to support the groups and people of this community, whilst looking after and maintaining Portobello Community Centre.

Financial review

The net expenditure for the year was £8,888, including net expenditure of £4,971 on unrestricted funds and net expenditure of £3,917 on restricted funds after transfers.

Staffing and utility costs have increased. We have successfully received some funding which will cover some staffing costs and are applying for funding to contribute towards utility costs. We have increased our hire charge for new hirers and are currently liaising with current hirers to find out if they are able to increase their rental payment.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2022

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £15,863.

£1,175 of this amount has been designated by the trustees for specific purposes shown in note 6, leaving £14,688.

The charity has a reserves policy to hold at least 3 months expenses in reserve and not usually more than 6 months in order to enable the smooth running of the charity and to allow for an orderly winding up should the charity have to close.

At the time of signing these accounts the charity has been impacted by the Cost of Living crisis. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2022

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.

Approved by the board of trustees on

Signed: (Trustee)

Name:

Portobello Community Forum

Independent examiner's report to the trustees of Portobello Community Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 30 September 2022, which are set out on pages 7 to 13.

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: E J Beverley FCCA

Date:

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Portobello Community Forum
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 30 September 2022

	Notes	2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	7,142	20,925	28,067	36,621
Rent income		12,287	-	12,287	1,938
Other income		144	-	144	-
Total income		19,573	20,925	40,498	38,559
Expenditure on:					
Building and activities management costs		9,483	-	9,483	4,755
Administration costs		805	1,176	1,981	15
Events and activities		2,537	23,500	26,037	15,399
Equipment and materials		798	-	798	-
Heat and light		1,928	-	1,928	940
Telephone and internet		482	-	482	398
Refuse collection and cleaning		556	-	556	167
Caretaking and maintenance		4,129	-	4,129	1,174
Insurance		1,686	-	1,686	1,623
Depreciation		2,080	-	2,080	2,080
Community centre refurbishment		-	-	-	600
Water		226	-	226	156
Total expenditure		24,710	24,676	49,386	27,307
Net income / (expenditure)		(5,137)	(3,751)	(8,888)	11,252
Transfers between funds		166	(166)	-	-
Net movement in funds		(4,971)	(3,917)	(8,888)	11,252
Fund balances brought forward		143,634	16,154	159,788	148,536
Fund balances carried forward	(3)	138,663	12,237	150,900	159,788

All incoming resources and resources expended derive from continuing activities.

Portobello Community Forum

Balance sheet

as at 30 September 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(4) 122,800	-	122,800	124,880
Total fixed assets	<u>122,800</u>	<u>-</u>	<u>122,800</u>	<u>124,880</u>
Current assets				
Cash at bank and in hand	(5) 15,863	12,237	28,100	35,295
Total current assets	<u>15,863</u>	<u>12,237</u>	<u>28,100</u>	<u>35,295</u>
Current liabilities:				
amounts falling due within one year				
Accruals	-	-	-	387
Total current liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>387</u>
Net current assets	<u>15,863</u>	<u>12,237</u>	<u>28,100</u>	<u>34,908</u>
Net assets	<u>138,663</u>	<u>12,237</u>	<u>150,900</u>	<u>159,788</u>
Funds				
Unrestricted funds				
General unrestricted funds	137,488	-	137,488	141,784
Designated funds	(6) 1,175	-	1,175	1,850
Unrestricted funds	<u>138,663</u>	<u>-</u>	<u>138,663</u>	<u>143,634</u>
Restricted funds	<u>-</u>	<u>12,237</u>	<u>12,237</u>	<u>16,154</u>
Total funds	<u>138,663</u>	<u>12,237</u>	<u>150,900</u>	<u>159,788</u>

For the year ending 30 September 2022 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

Signed: (Trustee)

Name:

Portobello Community Forum

Notes to the accounts

for the year ended 30 September 2022

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.

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.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Arts Council England	-	6,629	6,629	-
Asda Foundation	-	675	675	-
Nova Wakefield District Limited	-	8,000	8,000	-
Wakefield District Housing (WDH)	-	850	850	400
Wakefield Metropolitan District Council (WMDC)	-	1,965	1,965	1,100
BPI Auctions donation	6,000	-	6,000	8,000
Lottery Heritage Fund	-	-	-	9,900
The National Lottery	-	-	-	9,560
Other donations	1,142	2,806	3,948	7,661
	<u>7,142</u>	<u>20,925</u>	<u>28,067</u>	<u>36,621</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Legacy fund	107	-	-	-	107
Portobello Gala	407	3,987	3,400	47	1,041
Hardship Fund	1,480	335	447	-	1,368
Make Lunch/TLG	4,260	1,674	3,970	-	1,964
Live Well Funding	-	8,000	841	-	7,159
Arts Council Jubilee	-	6,629	5,532	(529)	568
Heritage Lottery	9,900	-	10,186	316	30
Acts435	-	300	300	-	-
	<u>16,154</u>	<u>20,925</u>	<u>24,676</u>	<u>(166)</u>	<u>12,237</u>

Fund name	Purpose of restriction
Legacy fund	Part of a Legacy given to Sandal Magna church given to further the work of the Job Club.
Portobello Gala	Funding to help with the costs of running Portobello Annual Gala. The transfer relates to moving funds from designated fund as the activity mentioned in the designated fund will no longer go ahead.
Hardship Fund	To alleviate hardship on the Portobello Estate.
Make Lunch/TLG	Towards a holiday lunch club and relieving food poverty.
Live Well Funding	Funding for an exercise and well being project.
Arts Council Jubilee	Funding for a drama project celebrating the Queens Jubilee. The transfer relates to the contribution towards the rent.
Heritage Lottery	To explore and document the 100 year heritage of Portobello Housing Estate. Transfer relates to charity contributing to this funds costs.
Acts435	Towards supporting individuals in the community to purchase higher value items like white goods, etc.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2022

4 Tangible assets	Freehold Property	Freehold Land	Total
<u>Cost</u>	£	£	£
At 1 October 2021	104,000	50,000	154,000
Additions	-	-	-
At 30 September 2022	104,000	50,000	154,000
 <u>Depreciation</u>			
At 1 October 2021	29,120	-	29,120
Charge for year	2,080	-	2,080
At 30 September 2022	31,200	-	31,200
 <u>Net book value</u>			
At 30 September 2022	72,800	50,000	122,800
At 30 September 2021	74,880	50,000	124,880

There is a charge registered on the property in favour of Wakefield Council, should the property ever cease to be used as a community centre the funding given to purchase the property is repayable.

5 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	28,007	35,275
Cash in hand	93	20
	28,100	35,295

6 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Youth Groups	278	144	1,583	1,260	99
Fresh Start	1,097	-	21	-	1,076
Fusion	25	-	-	(25)	-
Drama	403	-	-	(403)	-
Soul Portobello	47	-	-	(47)	-
	1,850	144	1,604	785	1,175

Fund name	Reason for designation
Youth Groups	Funding for Youth Groups. The transfer relates to the contribution towards the rent and receiving funds from other designated funds.
Fresh Start	Funding for a ladies support group.
Fusion	To provide activities for the young people on the autistic spectrum in Wakefield.
Drama	To provide activities for the young people on the Portobello Estate.
Soul Portobello	Funding for social events for the Portobello community. Transfers relate to moving funds to Youth group as these activities are now combined together.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2022

7 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

Sarah Cutts and Laura Truter (trustees) are employed by Sandal Magna church to carry out work for Portobello Community Forum, the church charges management charges for this work.

Other transactions with trustees or related parties

			2022	2021
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Wendy Humphrey	Trustee	Caretaking of the church	40	-
Sarah Coates	Trustee	Caretaking of the church	40	-
			<u>80</u>	<u>-</u>

Portobello Community Forum

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	7,142	8,486	20,925	28,135	28,067	36,621
Rent income	12,287	1,938	-	-	12,287	1,938
Other income	144	-	-	-	144	-
Total income	19,573	10,424	20,925	28,135	40,498	38,559
Expenditure						
Building and activities management c	9,483	4,755	-	-	9,483	4,755
Administration costs	805	15	1,176	-	1,981	15
Events and activities	2,537	807	23,500	14,592	26,037	15,399
Equipment and materials	798	-	-	-	798	-
Heat and light	1,928	940	-	-	1,928	940
Telephone and internet	482	398	-	-	482	398
Refuse collection and cleaning	556	167	-	-	556	167
Caretaking and maintenance	4,129	1,174	-	-	4,129	1,174
Insurance	1,686	1,623	-	-	1,686	1,623
Depreciation	2,080	2,080	-	-	2,080	2,080
Community centre refurbishment	-	266	-	334	-	600
Water	226	156	-	-	226	156
Total expenditure	24,710	12,381	24,676	14,926	49,386	27,307
Net income / (expenditure)	(5,137)	(1,957)	(3,751)	13,209	(8,888)	11,252
Transfers between funds	166	(2,097)	(166)	2,097	-	-
Net movement in funds	(4,971)	(4,054)	(3,917)	15,306	(8,888)	11,252
Fund balances brought forward	143,634	147,688	16,154	848	159,788	148,536
Fund balances carried forward	138,663	143,634	12,237	16,154	150,900	159,788

PORTOBELLO COMMUNITY FORUM

England & Wales - Charity number 1139980

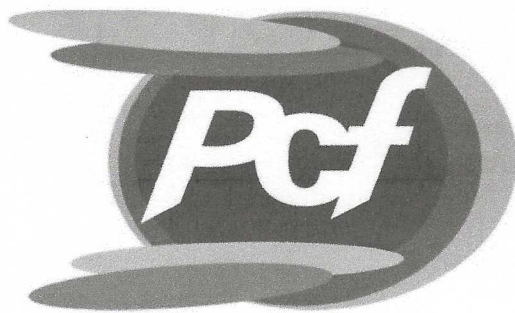
Accounts

Portobello Community Forum

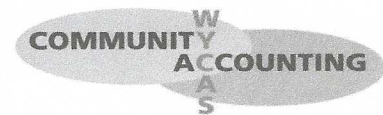
Charity number 1139980

A company limited by guarantee number 05513959

Annual Report and Financial Statements for the year ended 30 September 2021



Portobello
Community
Forum



West Yorkshire Community Accounting Service

Portobello Community Forum

Annual Report and Financial Statements for the year ended 30 September 2021

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Prepared by West Yorkshire Community Accounting Service

Portobello Community Forum

Trustees' report for the year ended 30 September 2021

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:

Name	Position	Dates
Sally Jane Martin		Resigned 29 April 2021
Sarah Cutts		
Phillippa Lockhart		
Laura Ann Truter		
Ruth McCallum		
David Boulton		Appointed 29 April 2021

Charity number	1139980	Registered in England and Wales
Company number	05513959	Registered in England and Wales

Registered and principal address	Bankers
238 Barnsley Road	The Co-operative Bank
Sandal	PO Box 220 Delf House
Wakefield	Southway
WF2 6EL	Skelmersdale WN8 6WT

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 20 July 2005. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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 relieve the needs of the residents of Portobello, Wakefield, who are socially and economically disadvantaged by the provision of assistance, services and facilities in order to improve their conditions of life.

To further or benefit the residents of Portobello, Wakefield and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by association together the said residents and the local authorities, voluntary and other organisations in the common effort to advance education and to provide facilities in the interest of social welfare for recreation, leisure time occupation with the objective of improving the condition of life for the residents.

To further any other charitable purpose or purposes.

Portobello Community Forum

Trustees' report (continued) for the year ended 30 September 2021

Objectives and activities (continued)

The charity's main activities

PCF provides a small charity on this deprived estate to co-ordinate public sector and voluntary and charitable funds, people and resources, so that the community benefits to the maximum. We manage and facilitate a programme of regular and one off events out of the Portobello Community Centre.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular economic and community development.

For example, the Hampers of Hope project and TLG Make Lunch Holiday Lunch Club have contributed to the relief of poverty.

All the groups which meet regularly at the Community Centre, the Portobello Centenary Garden Party and the Heritage Lottery funded Silk Flags project have provided community development.

Achievements and performance

PCF was still being impacted by the effects of Covid and only 3 groups felt it was safe to meet in the community centre and adhere to the social distancing rules. These were the Sewcial Sewing Group, Portobello Craft & Camera Group and the Knitting and Crocheting Group. Strong Tower Christian Group, Kung Fu returned in July and a new AA group started using the Centre in August. The Youth Groups, Merrie City Singers and Fusion returned in September.

Our biggest achievement for the year was to apply for funding from the National Lottery and Heritage Lottery Fund with the help of Edgelands Arts and Jo Jones. We were successful with both our bids. We held a Centenary Garden Party in Manygates Park in August to celebrate 100 years since Portobello Estate was built. It was an amazing day, with lots of stalls run by Portobello Community Groups. We employed local artists so there was a full programme of activities for the day. We hired a climbing tower, face painters, balloon artists. Due to the funding all the activities were free and the park was full of local residents throughout the day.

We were also successful in our Heritage Lottery bid which was to create silk flags to commemorate 100 years. These were designed by Edgelands Arts and painted by local residents. Further work is to be undertaken in the next financial year to complete this project.

We continued to support families struggling throughout the holidays with our TLG Make Lunch Holiday Lunch Club. Throughout 2020 and 2021 we delivered hampers of hope to up to 20 families. During the main school holidays in Jul-Aug 2021 we held 5 holiday lunch clubs and provided an array of activities and a hot meal for the families.

Financial review

The net income for the year was £11,252, including net expenditure of £4,054 on unrestricted funds and net income of £15,306 on restricted funds after transfers.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £18,754. £1,850 of this amount has been designated by the trustees for specific purposes shown in note 6, leaving £16,904.

The charity has a reserve policy to hold at least 3 months expenses in reserve and not usually more than the costs for 12 months in order to enable the smooth running of the charity and to allow for an orderly winding up should the charity have to close.

Portobello Community Forum

Trustees' report (continued) for the year ended 44469

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 28/4/22

Signed: S. Cutts (Trustee)

Name: SARAH CUTTS

Portobello Community Forum

Independent examiner's report to the trustees of Portobello Community Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 30 September 2021, which are set out on pages 6 to 13.

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: E J Beverley

Name: E J Beverley FCCA

03/05/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Portobello Community Forum
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 30 September 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	8,486	28,135	36,621	13,578
Rent income		1,938	-	1,938	4,496
Other income		-	-	-	115
Fundraising activities		-	-	-	1,030
Total income		10,424	28,135	38,559	19,219
Expenditure on:					
Building and activities management costs		4,755	-	4,755	3,634
Administration costs		15	-	15	13
Events and activities		807	14,592	15,399	4,486
Equipment and materials		-	-	-	1,189
Heat and light		940	-	940	1,626
Postage, printing and stationery		-	-	-	104
Telephone and internet		398	-	398	104
Refuse collection and cleaning		167	-	167	459
Caretaking and maintenance		1,174	-	1,174	1,689
Insurance		1,623	-	1,623	1,591
Depreciation		2,080	-	2,080	2,080
Fundraising costs		-	-	-	777
Community centre refurbishment		266	334	600	-
Water		156	-	156	-
Total expenditure		12,381	14,926	27,307	17,752
Net income / (expenditure)		(1,957)	13,209	11,252	1,467
Transfers between funds		(2,097)	2,097	-	-
Net movement in funds		(4,054)	15,306	11,252	1,467
Fund balances brought forward		147,688	848	148,536	147,069
Fund balances carried forward	(3)	143,634	16,154	159,788	148,536

All incoming resources and resources expended derive from continuing activities.

Portobello Community Forum
Balance sheet
as at 30 September 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (4)	124,880		124,880	126,960
Total fixed assets	<u>124,880</u>	<u>-</u>	<u>124,880</u>	<u>126,960</u>
Current assets				
Cash at bank and in hand (5)	19,141	16,154	35,295	21,771
Total current assets	<u>19,141</u>	<u>16,154</u>	<u>35,295</u>	<u>21,771</u>
Current liabilities: amounts falling due within one year				
Accruals	387	-	387	195
Total current liabilities	<u>387</u>	<u>-</u>	<u>387</u>	<u>195</u>
Net current assets / (liabilities)	<u>18,754</u>	<u>16,154</u>	<u>34,908</u>	<u>21,576</u>
Net assets	<u>143,634</u>	<u>16,154</u>	<u>159,788</u>	<u>148,536</u>
Funds				
Unrestricted funds				
General unrestricted funds	141,784	-	141,784	145,838
Designated funds (6)	1,850	-	1,850	1,850
Total unrestricted funds	<u>143,634</u>	<u>-</u>	<u>143,634</u>	<u>147,688</u>
Restricted funds (3)	-	16,154	16,154	848
Total funds	<u>143,634</u>	<u>16,154</u>	<u>159,788</u>	<u>148,536</u>

For the year ending 30 September 2021 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 28/04/2022

Sarah Cutts (Trustee)

Portobello Community Forum

Notes to the accounts

for the year ended 30 September 2021

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.

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.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Portobello Community Forum
Notes to the accounts
for the year ended 30 September 2021

1 Accounting policies continued

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2021

2 Grants and donations	2021	2021	2021	2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
The National Lottery	-	9,560	9,560	-
Wakefield Metropolitan District Council (WMDC)	-	1,100	1,100	-
Lottery Heritage Fund	-	9,900	9,900	-
Sandal Methodist Church	-	-	-	1,000
BPI Auctions donation	8,000	-	8,000	7,000
West Riding Masonic Charities	-	-	-	2,000
Wakefield District Housing	-	400	400	400
Donations	486	7,175	7,661	3,178
	<u>8,486</u>	<u>28,135</u>	<u>36,621</u>	<u>13,578</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Resource fund	407	-	-	-	407
Legacy fund	107	-	-	-	107
West Riding Masonic Charities	334	-	334	-	-
Hardship Fund	-	2,413	2,746	1,813	1,480
TLG Make Lunch / Hampers fund	-	4,762	2,383	1,881	4,260
Portobello Centenary Celebration	-	11,060	9,463	(1,597)	-
Portobello Heritage project	-	9,900	-	-	9,900
	<u>848</u>	<u>28,135</u>	<u>14,926</u>	<u>2,097</u>	<u>16,154</u>

Fund name

Purpose of restriction

Resource fund	Donation given to form a Resource fund to provide emergency food parcels.
Legacy fund	Part of a Legacy given to Sandal Magna church given to further the work of the Job Club.
West Riding Masonic Charities	Towards the refurbishment of the Community Centre.
Hardship Fund	To alleviate hardship on the Portobello Estate. The transfer relates to funds previously given for this purpose transferred from unrestricted.
TLG Make Lunch / Hampers fund	Towards a holiday lunch club and relieving food poverty. The transfer relates to funds previously given for this purpose transferred from unrestricted.
Portobello Centenary Celebration	Towards Portobello Centenary Garden Party.
Portobello Heritage project	The transfer relates to event co-ordination and a contribution to rent. To explore and document the 100 year heritage of Portobello Housing Estate.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2021

4 Tangible assets	Freehold Property	Freehold Land	Total
<u>Cost</u>	£	£	£
At 1 October 2020	104,000	50,000	154,000
At 30 September 2021	<u>104,000</u>	<u>50,000</u>	<u>154,000</u>
<u>Depreciation</u>			
At 1 October 2020	27,040	-	27,040
Charge for year	2,080	-	2,080
At 30 September 2021	<u>29,120</u>	<u>-</u>	<u>29,120</u>
<u>Net book value</u>			
At 30 September 2021	<u>74,880</u>	<u>50,000</u>	<u>124,880</u>
At 30 September 2020	<u>76,960</u>	<u>50,000</u>	<u>126,960</u>

There is a charge registered on the property in favour of Wakefield Council, should the property ever cease to be used as a community centre the funding given to purchase the property is repayable.

5 Cash at bank and in hand	2021 £	2020 £
Cash at bank	35,275	21,771
Cash in hand	20	-
	<u>35,295</u>	<u>21,771</u>

6 Designated Funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Youth Groups	278	-	-	-	278
Fresh Start	1097	-	-	-	1,097
Fusion	25	-	-	-	25
Drama	403	-	-	-	403
Soul Portobello	47	-	-	-	47
	<u>1,850</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,850</u>

Fund name	Purpose of designation
Youth Groups	Funding for Youth Groups.
Fresh Start	Funding for a ladies support group.
Fusion	To provide activities for the young people on the autistic spectrum in Wakefield.
Drama	To provide activities for the young people on the Portobello Estate.
Soul Portobello	Funding for social events for the Portobello community.

Portobello Community Forum
Notes to the accounts continued
for the year ended 30 September 2021

7 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

Sarah Cutts and Laura Truter are employed by Sandal Magna church to carry out work for Portobello Community Forum, the church charges management charges for this work.

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

Portobello Community Forum

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	8,486	10,113	28,135	3,465	36,621	13,578
Rent income	1,938	4,496	-	-	1,938	4,496
Other income	-	115	-	-	-	115
Fundraising activities	-	1,030	-	-	-	1,030
Total income	10,424	15,754	28,135	3,465	38,559	19,219
Expenditure						
Building and activities management (4,755	3,634	-	-	4,755	3,634
Administration costs	15	13	-	-	15	13
Events and activities	807	3,038	14,592	1,448	15,399	4,486
Equipment and materials	-	123	-	1,066	-	1,189
Heat and light	940	1,626	-	-	940	1,626
Postage, printing and stationery	-	104	-	-	-	104
Telephone and internet	398	104	-	-	398	104
Refuse collection and cleaning	167	459	-	-	167	459
Caretaking and maintenance	1,174	1,089	-	600	1,174	1,689
Insurance	1,623	1,591	-	-	1,623	1,591
Depreciation	2,080	2,080	-	-	2,080	2,080
Fundraising costs	-	777	-	-	-	777
Community centre refurbishment	266	-	334	-	600	-
Water	156	-	-	-	156	-
Total expenditure	12,381	14,638	14,926	3,114	27,307	17,752
Net income / (expenditure)	(1,957)	1,116	13,209	351	11,252	1,467
Transfers between funds	(2,097)	17	2,097	(17)	-	-
Net movement in funds	(4,054)	1,133	15,306	334	11,252	1,467
Fund balances brought forward	147,688	146,555	848	514	148,536	147,069
Fund balances carried forward	143,634	147,688	16,154	848	159,788	148,536