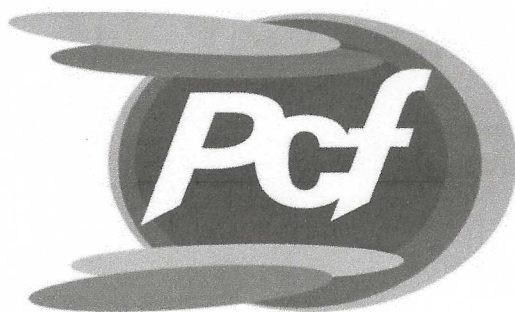


Portobello Community Forum

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:  (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 Unrestricted £	2021 Restricted £	2021 Total £	2020 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 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 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 £
Cost			
At 1 October 2020	104,000	50,000	154,000
At 30 September 2021	104,000	50,000	154,000
Depreciation			
At 1 October 2020	27,040	-	27,040
Charge for year	2,080	-	2,080
At 30 September 2021	29,120	-	29,120
Net book value			
At 30 September 2021	74,880	50,000	124,880
At 30 September 2020	76,960	50,000	126,960

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