

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	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 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 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total 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 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 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
Cost	£	£	£
At 1 October 2021	104,000	50,000	154,000
Additions	-	-	-
At 30 September 2022	104,000	50,000	154,000
Depreciation			
At 1 October 2021	29,120	-	29,120
Charge for year	2,080	-	2,080
At 30 September 2022	31,200	-	31,200
Net book value			
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

Youth Groups

Reason for designation

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	-
			<hr/>	<hr/>
			80	-
			<hr/>	<hr/>

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