

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		21,019	24,950	45,969	40,498
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		29,507	20,996	50,503	49,386
Net income / (expenditure)		(8,488)	3,954	(4,534)	(8,888)
Transfers between funds		6,819	(6,819)	-	-
Net movement in funds		(1,669)	(2,865)	(4,534)	(8,888)
Fund balances brought forward		138,663	12,237	150,900	159,788
Fund balances carried forward	(3)	136,994	9,372	146,366	150,900

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 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 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

Portobello Gala

Purpose of restriction

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
	<u>27,278</u>	<u>28,100</u>

6 Creditors and accruals

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

Deferred income

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

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