

Glusburn Community & Arts Centre

(A Company Charity limited by guarantee)

Annual Report & Financial Statements for the year ended

31st March 2021

(Registered Charity Number: 1143053)
(Registered Company Number: 07584110)

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Independent examination services

Glusburn Community & Arts Centre

(A Company Charity limited by guarantee)

Contents

Index	Page
Directors (Trustees) Annual Report	1
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Statement of cash flows	9
Notes to the Accounts	10

Trustees' Annual Report

From: *April 1st 2020*

To: *March 31st 2021*

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended March 31st 2021. The financial statements comply with the Companies Act 2006 and Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2015).

Charity's full name *Glusburn Community & Arts Centre*

Registered Company number *07584110*

Registered Charity number *1143053*

Objectives and activities

Summary of the purposes of the charity set out in its governing document

To establish & run a village hall & to promote for the benefit of the inhabitants of the area, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, the provision of facilities for education, recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity, or disablement, financial hardship or social & economic circumstances or for the public at large in the interests of social welfare & with the object of improving the conditions of life of the said inhabitants.

Summary of the main activities in relation to those purposes for the public benefit and summary of the main achievements of the charity

A year dominated by closure due to Covid restrictions. We started in April as a NYCC Support Centre for South Craven which also operated as an outpost for the Skipton Foodbank. Three of our Trustees were involved together with our Centre Administrator. Take up was generally low so NYCC decided to close it down as a Support Centre after 3 months. During this time the Trustees continued to have regular monthly meetings using the internet. A large amount of time was spent renovating the downstairs practical activity area over the summer months, now re-named The Studio.

This work was funded by the Co-operative Society, Glusburn & Cross Hills Parish Council, Drake Lane, a local company, the Community Fund of the Big Lottery & us. This is now a very attractive room which is in high demand by User Groups. It is now equipped with a range of facilities to cater for cookery sessions & other practical activities in addition to acting as a café. As a result work is now going on to establish short skill based courses aimed primarily at teenagers but with the possibility of similar courses being put on for adults.

In the autumn we had 7 of our former activities coming back out of 25 the previous autumn. Many older adults were very concerned about the risk of getting Covid & even activities such as the Youth Club did not re-start. However surprisingly we did have 8 new groups starting; Puppy training, Pilates, Kanga Tots, Moo Music, Ranger Guides, Skipton Music Centre, Toddle Up & Sign & Zumba.

Amazingly our local drama group managed to do 8 performances of the Snow Queen over the Xmas holidays before we went into the Second Lockdown. This was really popular & greatly enjoyed by the young audience.

So in January we had to close down completely. The only users still continuing in the building were the Mortgage Broker & Ashlands Veterinary Practice. All 3 of our staff were put on partial furlough. The Trustees again had their monthly meetings via the internet & kept going with various maintenance tasks, as well as completing the refurbishment of the Studio.

The Trustees are very keen to get going again, now we are in a different situation with large numbers vaccinated. We are beginning in April with the children's groups & currently planning on many of the adult groups resuming in May under Covid rules of distancing & reduced numbers.

The Government Grants to Small Businesses which we have been receiving have been very valuable in helping us to keep viable, as has the support we have received through the Furlough Scheme. We have also benefitted from having rental money from the two businesses, continuing to use the building throughout the Lockdown periods.

So far we have therefore survived as a business through a very difficult crisis but we do need now to get back to normal conditions. If so then we can be very optimistic about our ability to continue to serve our community.

The Trustee, staff and volunteers have been placed under considerable pressure with all the changing rules and legislation. We are particularly grateful to our staff for their contribution during this difficult time. Every effort has been made to comply with requirements and we have had due regard to the public benefit guidance published by the Charity Commission in an exceptionally challenging year.

Financial review

Review of the charity's financial position at the end of the period

There was a surplus of £1,281 for the year with unrestricted reserves at £53,674 at 31 March 2021.

Statement explaining the policy for holding reserves stating why they are held

The trustees have adopted as their reserves policy that they should seek to maintain the sum of £10,000 as a reserve against short term financial difficulties. The specific aims of the reserve are - £5,000 to pay the annual insurance bill; £3,000 to pay one month's salaries; and £2,000 in case of emergency repairs

Amount of reserves held

At 31st March 2021 unrestricted reserves amounted to £53,674, however £18,072 of this is represented by depreciable assets.

Reasons for holding zero reserves

Not relevant

Funds materially in deficit

None

Explanation of any uncertainties about the charity continuing as a going concern

None currently

Structure, governance and management**Description of the charity's trusts**

Type of governing document Charitable Trust deed

How the charity is constituted Charity + a Company limited by Guarantee

Trustee selection methods Glusburn Parish Council - One trustee. Other trustees appointed

Reference and administration details

Charity's full name Glusburn Community & Arts Centre

Other names the charity is known by Glusburn Institute

Charity's principal address Colne Road
Glusburn
Via Keighley

Postcode BD20 8PJ

Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
--------------	-----------------	-----------------------------------	---

Gill Birks
Bernard Peel
Margaret Golightly
Roy Attwood
Philip Gamble
Malcolm Gott
Michael Gott
Susan Ingham
Donna Leonard
Michael Outhwaite
Mark Nommik
Jason Smith
William Whiteley

Chair
Treasurer
Secretary

Left 2 September 2020

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Glusburn Institute
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Held on behalf of residents of Glusburn & Cross Hills. It is a separate but linked charity.

Name of Company Secretary

Name	Dates acted if not for whole year
Bernard Peel	

Trustee responsibilities in relation to financial statements

Company law requires the directors (trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The directors (trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 4.

Disclosure of information

In so far as the Trustees are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- The Trustees have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

Exemptions

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet).

Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature *Gillian S. Birks*

Full Name *GILLIAN BIRKS*

Position *CHAIRMAN*

Date *September 2nd 2021*

Independent examiner's report to the trustees of Glusburn Community & Arts Centre

I report on the accounts of: **Glusburn Community & Arts Centre**
for the year ended: **31 March 2021** which are set out on pages 7 to 19.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the 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 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

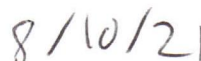
- 1 accounting records were not kept in respect of the Trust as required by section 386 of the Act; or
- 2 the accounts do not accord with those records
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true 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.



Jeff Todd (FCA)

Outsource independent examination
services
The Hiscox Building
Peasholme Green
York YO1 7PR



Date:

Glusburn Community & Arts Centre

Statement of Financial Activities for the year ended: 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income and endowments from:					
Donations, grants and legacies	3.1	56,433	5,000	61,433	161,373
Charitable activities	3.2	4,737	-	4,737	63,183
Other trading activities	3.3	15,265	-	15,265	15,040
Total income	3	76,435	5,000	81,435	239,596
Expenditure on:					
Charitable activities	4.1	73,154	7,000	80,154	97,354
Total expenditure	4	73,154	7,000	80,154	97,354
Net income/(expenditure)		3,281	(2,000)	1,281	142,242
Gross transfers between funds	12	-	-	-	-
Net movement in funds		3,281	(2,000)	1,281	142,242
Total funds brought forward		50,393	677,377	727,770	585,528
Total funds carried forward		53,674	675,377	729,051	727,770

Glusburn Community & Arts Centre

Balance Sheet as at:

31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	7	693,072	698,835
Total fixed assets		693,072	698,835
Current assets			
Stock	8	887	990
Debtors & prepayments	9	4,257	44,390
Cash at bank and in hand	10	36,708	25,217
Total current assets		41,852	70,597
Current Liabilities: Amounts falling due within one year			
Creditors and accruals	11	(5,873)	(41,662)
Net current assets		35,979	28,935
Net assets		729,051	727,770
Funds of the Charity			
Unrestricted Funds (General)	12	53,674	50,393
Restricted Funds	12	675,377	677,377
Total Funds carried forward	12 & 13	729,051	727,770

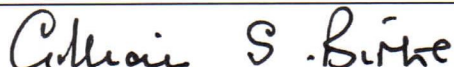
The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (trustees) acknowledge their responsibilities for:

- ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS 102)).

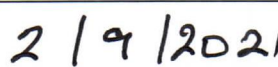
The financial statements were approved by the trustees and signed on their behalf by:



Gillian Sara Birks

Trustee

Date



Glusburn Community & Arts Centre

Statement of Cash Flows for the year ended:

31st March 2021

	Total 2021 £	Total 2020 £
Cash flows from operating activities		
Net income/(expenditure) for the year	1,281	142,242
Add: Depreciation for the year	7,673	8,329
	<u>8,954</u>	<u>150,571</u>
Working capital changes		
(Increase)/decrease in stock	103	(172)
(Increase)/decrease in debtors	40,133	(32,798)
Increase/(decrease) in creditors	(35,789)	36,098
	<u>13,401</u>	<u>153,699</u>
Net cash provided by/(used in) operating activities		
Cash flows used in Investing activities		
Purchase of fixed assets	<u>(1,910)</u>	<u>(175,000)</u>
Change in cash and cash equivalents in the year	11,491	(21,301)
Cash and cash equivalents at 1 April	25,217	46,518
Cash and cash equivalents at 31 March	<u><u>36,708</u></u>	<u><u>25,217</u></u>

Glusburn Community & Arts Centre

Notes to the accounts for the year ended:

31 March 2021

1 Basis of preparation

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS 102)).

1.2 Change of basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Change to previous accounts

No changes have been made to accounts for previous years.

2 Accounting policies

Income and endowments

Recognition of income

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- receipt is probable; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has evidence of entitlement to the resources and receipt is probable.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Expenditure and Liabilities

Expenditure

Raising funds

Cost of raising funds comprise those costs associated with attracting voluntary income.

Charitable activities

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt, less depreciation.

Depreciation is provided at rates to write off the costs less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings & equipment	7 years	Straight line basis
Freehold land & buildings	None	None

The Glusburn Institute building is not depreciated on the basis that extensive on-going repairs and renewals maintain its value.

Stock & work in progress

These are valued at the lower of cost of market value.

Fund accounting

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

Restricted funds are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor.

Glusburn Community & Arts Centre

Notes to the accounts for the year ended: 31 March 2021

	2021		2020		
	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds
	£	£	£	£	£
3.1 Donations, grants and legacies					
Grants					
Glusburn & Cross Hills Parish	-	5,000	5,000	-	10,000
Government grants	20,636	-	20,636	-	-
Coronavirus community support	18,500	-	18,500	-	-
Government furlough scheme	8,747	-	8,747	-	-
Community project	8,000	-	8,000	-	-
Garfield Weston	-	-	-	-	388
Bernard Sunley	-	-	-	-	10,000
Big Lottery Community Fund	-	-	-	-	134,854
Donations					
Community	-	-	-	-	2,000
General	550	-	550	2,131	-
Drake Lane	-	-	-	-	2,000
	56,433	5,000	61,433	2,131	159,242
					161,373

3.2 Charitable activities

Regular bookings:

Children	260	-	260	2,405	-	2,405
Dance	525	-	525	5,710	-	5,710
Education	220	-	220	10,753	-	10,753
Elderly/disabled	140	-	140	4,837	-	4,837
Health	600	-	600	1,288	-	1,288
Regulat meetings	-	-	-	1,083	-	1,083
Sport/physical	354	-	354	6,450	-	6,450
Cafe	26	-	26	985	-	985
Other	-	-	-	276	-	276
Events:						
Shows	-	-	-	3,750	-	3,750
Events	993	-	993	10,171	-	10,171
Cinema	424	-	424	807	-	807
Occasional meetings	-	-	-	888	-	888
Bar	1,128	-	1,128	12,331	-	12,331
Other	67	-	67	1,449	-	1,449
	4,737	-	4,737	63,183	-	63,183

3.3 Other trading activities

Rental income

	15,265	-	15,265	15,040	-	15,040
	15,265	-	15,265	15,040	-	15,040

Total Income	76,435	5,000	81,435	80,354	159,242	239,596
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Glusburn Community & Arts Centre

Notes to the accounts for the year ended: 31 March 2021

	2021		2020		
	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds	Restricted funds

Office:

Stationery	42	-	42	116	-	116
Telephone	648	-	648	559	-	559
Licences	1,431	-	1,431	1,495	-	1,495
Copying	155	-	155	99	-	99
Subscriptions	92	-	92	-	-	-
	2,368	-	2,368	2,269	-	2,269
Other:						
Cafe costs	56	-	56	709	-	709
Cinema costs	371	-	371	977	-	977
Community projects	2,000	-	2,000	-	780	780
Sport/physical	-	-	-	-	1,044	1,044
Insurance	4,049	-	4,049	3,930	-	3,930
Rates	288	-	288	771	-	771
GI Events	32	-	32	6,237	-	6,237
Cleaning materials	1,533	-	1,533	1,296	-	1,296
Legal & professional	40	-	40	546	-	546
Bad debts	767	-	767	-	-	-
Sundry costs	138	-	138	245	-	245
Independent examination	860	-	860	910	-	910
Depreciation	7,673	-	7,673	8,330	-	8,330
	17,807	-	17,807	23,951	1,824	25,775
	73,154	7,000	80,154	83,845	13,509	97,354

Glusburn Community & Arts Centre

Notes to the accounts for the year ended: 31 March 2021

5 Trustee expenses & examination fees

5.1 Trustee expenses

No trustees received a remuneration for services rendered during the year, nor were any trustees' out of pocket expenses reimbursed.

5.2 Fees for examination of the accounts

	2021	2020
	£	£
Independent Examiner's fees for reporting on the accounts	<u>860</u>	<u>910</u>
Other fees paid to the Independent Examiner	<u>-</u>	<u>-</u>

6 Staff costs and emoluments

	2021	2020
	£	£
Gross wages, salaries and benefits in kind	25,298	28,587
Employers National Insurance	-	-
Employers pension	-	-
	<u>25,298</u>	<u>28,587</u>
Average number of employees	<u>1.5</u>	<u>1.5</u>

7 Tangible fixed assets

	Fixtures, fittings & equipment £	Freehold land & buildings £	Total
7.1 Cost or valuation			
Balance b/fwd	65,412	675,000	740,412
Additions	1,910	-	1,910
Disposals	-	-	-
Balance c/fwd	<u>67,322</u>	<u>675,000</u>	<u>742,322</u>
7.2 Depreciation			
Balance b/fwd	41,577	-	41,577
Charge for year	7,673	-	7,673
Disposals	-	-	-
Balance c/fwd	<u>49,250</u>	<u>-</u>	<u>49,250</u>
7.3 Net book value			
Brought forward	<u>23,835</u>	<u>675,000</u>	<u>698,835</u>
Carried forward	<u>18,072</u>	<u>675,000</u>	<u>693,072</u>

Ownership of the Glusburn Institute building was transferred to the charity on 1st February 2012. £0.5m was as recorded with the Land Registry at the time of the transfer and £175,000 was added at the time of installing a new lift and toilets in 2020. The trustees consider this remains a fair estimate of the current value of the building.

8 Stock	2021	2020
	£	£
Bar stock	887	990
Total	887	990

9 Debtors and prepayments

	2021	2020
Amounts falling due within one year	£	£
Trade debtors	738	5,689
Grants receivable	-	35,354
Prepayments and accrued income	3,519	3,347
	4,257	44,390

10 Cash at bank and in hand

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Current bank account	36,409	-	36,409	23,847
Deposit account	-	-	-	-
Cash in hand and petty cash	299	-	299	1,370
	36,708	-	36,708	25,217

11 Creditors and accruals

	2021	2020
Amounts falling due within one year	£	£
Trade creditors	-	3,614
Capital project creditors	-	33,372
Retentions payable	-	3,601
Accruals and deferred income	5,873	1,075
	5,873	41,662

12 Analysis of funds

12.1 Restricted income funds held

Glusburn Institute building

Funds representing the net book value of the Glusburn Institute.

Community

Donation from Emmott and Bradley principally to support the bowls club

Parish Council

To fund improvements to the Studio

Drake Lane

To fund improvements to the Studio

12.2 Movement of major funds 2021

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
Unrestricted Funds					
General funds	50,393	76,435	73,154	-	53,674
Restricted Funds					
Glusburn Institute	675,000	-	-	-	675,000
Donation - Community	377	-	-	-	377
Parish Council	-	5,000	5,000	-	-
Drake Lane	2,000	-	2,000	-	-
	677,377	5,000	7,000	-	675,377
Total Funds	727,770	81,435	80,154	-	729,051

2020

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
Unrestricted Funds					
General funds	65,327	80,354	83,845	(11,443)	50,393
	65,327	80,354	83,845	(11,443)	50,393
Restricted Funds					
Glusburn Institute	500,000	-	-	175,000	675,000
Building project	20,000	155,242	11,685	(163,557)	-
Donation - Community	201	2,000	1,824	-	377
Drake Lane	-	2,000	-	-	2,000
	520,201	159,242	13,509	11,443	677,377
Total Funds	585,528	239,596	97,354	-	727,770

12.3 Transfers between funds

As stated in note 12.1 above, transfers relate to the general funds utilised in the lift, toilets and improvements project and consequent increase in value of the building.

13 Net assets between funds

	Unrestricted Funds	Restricted Funds	Total 2021
Balances at 31st March 2021	£	£	£
Fixed assets	18,072	675,000	693,072
Current assets	41,475	377	41,852
Current liabilities	(5,873)	-	(5,873)
	<u>53,674</u>	<u>675,377</u>	<u>729,051</u>

	Unrestricted Funds	Restricted Funds	Total 2020
Balances at 31st March 2020	£	£	£
Fixed assets	23,835	675,000	698,835
Current assets	31,427	39,170	70,597
Current liabilities	(4,869)	(36,793)	(41,662)
	<u>50,393</u>	<u>677,377</u>	<u>727,770</u>

14 Government support

During the year, the charity received the following support in response to the Covid 19 pandemic:

Government grants

Government Small Business grants were received through Craven DC to provide support during the Coronavirus crisis.

Coronavirus community support

A National Lottery Grant was received also to provide support during the Coronavirus crisis.

Furlough scheme

Support for staff salaries and wages was received through the Government's Furlough initiative.

NYCC Grant

NYCC gave a grant enabling the Institute to provide direct support to people in the community through supply of provisions and other consumables.