

St Oswald's West End Centre

Charity number 1150070

A company limited by guarantee number 07825963

Annual Report and Financial Statements for the year ended 31 December 2020



West Yorkshire Community Accounting Service

St Oswald's West End Centre

Annual Report and Financial Statements for the year ended 31 December 2020

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Prepared by West Yorkshire Community Accounting Service

St Oswald's West End Centre

Trustees' report for the year ended 31 December 2020

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
Rev. Stephen Treasure	Chair
Philippa Mann	Treasurer
Beverley Edwards	Vice Chair
Paul Mann	
Alan Troake	
Jackie Summerscales	
Susan Pickering	
Richard Mort	
Linda Green	

Charity number 1150070 Registered in England and Wales

Company number 07825963 Registered in England and Wales

Registered and principal address

The West End Centre
St Oswald's Church
Christopher Street
Little Horton
Bradford
BD5 9DH

Bankers

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent examiner

Stephen Procter

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 27 October 2011. It is governed by a memorandum and articles of association (as amended by special resolution 1 November 2012). 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.

St Oswald's West End Centre

Trustees' report (continued) for the year ended 31 December 2020

Objectives and activities

The charity's objects

- 1) To develop the capacity and skills of the socially and economically disadvantaged of Little Horton and the city of Bradford in such a way that they are better able to identify, and help meet, their needs and participate more fully in society.
- 2) To benefit the community, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together in a common effort to advance education and to provide facilities in the interests of social welfare with the objects of improving their conditions of life.
- 3) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society. For the purposes of this clause socially excluded means being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community.

The charity's main activities

The centre remains dedicated to the delivery of quality provision aimed at improving the lives of individuals across our community and provided in the heart of our community. We have a selection of groups and opportunities aimed at:

- a) reducing social isolation and stigmatisation.
- b) promoting friendship, social networks, support and independent lives.
- c) improving the social, physical and mental wellbeing of our participants.
- d) offering learning opportunities and job search support in order to enhance the participants employability and the opportunities to improve their economic wellbeing.
- e) increasing community involvement and activity.

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 the reduction of social isolation, the facilitation of community cohesion and the advancement of skills and learning opportunities.

Achievements and performance

The West End Centre is a small but vibrant Community Centre based in Little Horton Bradford. Many of our clients travel from around the Bradford area. We welcome all and do not believe in geographical boundaries. We aim to reduce social isolation, address digital inclusion and provide people with the skills and information to enable them to make informed life choices. We provide a range of social and interest groups, grass roots learning opportunities and support with job search and employability.

We have supported people who are at high risk from COVID-19. Many clients report an underlying health problem. 57% report a disability, 21% report a mental health condition. 32 % of clients are aged 55 to 90+. 39% of clients are Christian, 32% are Muslim, 21% have no religion and 8% are made up of other religions. 52% of clients are female and 48% male.

This year we understood that the needs of the community had changed drastically because of Covid 19. In April we carried out our Community Consultation using guided interview over the phone. All responses were recorded and collated to inform our Community Consultation Report. We talked and listened to 50 people. We use our WhatsApp Groups and Welfare calls to talk and listen to people and their needs on a daily basis. People have told us what they want, which is basically to get back to normal and be able to meet and talk to others. We have worked to find ways for them to stay in touch and stay connected.

The majority of our clients are socially isolated and live alone. Many are digitally challenged and have fewer options of communicating with others or accessing online services and information.

There has been an increased demand for services as we are often the only contact our clients have and their main source of information apart from the television. We have found that previous clients have reengaged as their circumstances have changed and we are continuing to receive referrals from support agencies in our area.

St Oswald's West End Centre

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance (continued)

Alternative methods of keeping people connected and informed have been developed. We have developed several WhatsApp Groups and weekly quiz. This has provided a forum where people can chat support each other and a distraction from the anxieties of the Pandemic.

We have addressed digital isolation by providing 10 people with tablets and data in partnership with Good Things Foundation.

On line groups have supported learning and job search. Newsletters have been produced for people who have no on line contact.

Welfare calls have been made weekly and more often when necessary.

Home cooked hot meals have been delivered to people's homes along with activity packs and projects.

We have supported the No child Should go Hungry Campaign working with local businesses and members of a family to provide packed lunches and hot food for children and parents during the school holidays.

We have directly engaged with approx. 200 people over the year and many more have indirectly benefited as we provided relief and reassurance to families that are unable to visit or support their loved ones at this time.

We reduce pressure on other health and support services by providing additional support. Contact with the Community Psychiatric Services and other support agencies continues and we have continued to take referrals.

People have told us that their contact with others and the support they are receiving has been crucial to their Physical, Mental Health wellbeing during this crisis.

Financial review

Net expenditure for the year was £14,683, including net income of £9,403 on unrestricted funds and net expenditure of £24,086 on restricted funds.

Reserves policy

The charity's free reserves at the year end were £62,309.

The target level of reserves was discussed by the Trustees as it was considered that the existing policy level was not sufficient. The reserves policy level was therefore raised to a figure approximating to three months expenditure for the previous year (£32,000). However, it is recognised that the actual reserves at this year end were in excess of the policy although with the ending of Lottery funding these reserves will reduce in 2021 and the Trustees will be reviewing the policy further during the year.

St Oswald's West End Centre

Trustees' report (continued) for the year ended 31 December 2020

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:

Signed; P.Mann (Trustee)

Name: PHILIPPA MANN

Date: 03/08/21

St Oswald's West End Centre

Independent examiner's report to the trustees of St Oswald's West End Centre

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020, which are set out on pages 7 to 12.

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: S.Procter Name: Stephen Procter

Date: 12 August 2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

St Oswald's West End Centre
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants and donations	(2)	10,249	88,163	98,412	120,755
Activities, events and room hire		1,040	-	1,040	9,109
Fundraising		-	-	-	1,036
Memberships		209	-	209	1,627
Student placement fees		-	-	-	300
Other income		53	-	53	139
Total income		11,551	88,163	99,714	132,966
Expenditure on:					
Salaries, NIC and pension	(3)	-	99,910	99,910	95,269
Payroll costs		-	775	775	706
Sessional and freelance staff		-	-	-	750
Independent examination		-	720	720	720
Travel and meetings		-	405	405	572
Training		-	37	37	134
Venue hire		-	87	87	63
Utilities		-	1,581	1,581	1,910
Administration		-	308	308	236
Telephone		-	1,139	1,139	1,103
Marketing		-	-	-	400
Equipment and resources		-	3,221	3,221	2,196
Insurance		-	898	898	893
Cleaning and maintenance		-	676	676	441
Computer equipment and software		-	789	789	8,256
Food and refreshments		1,584	526	2,110	4,969
Volunteer expenses		382	290	672	501
Exam fees		-	344	344	-
Consultancy and advice		25	-	25	671
Subscriptions and licences		-	543	543	424
Bank and service charges		144	-	144	156
Companies House		13	-	13	13
Other expenses		-	-	-	101
Total expenditure		2,148	112,249	114,397	120,484
Net income / (expenditure)		9,403	(24,086)	(14,683)	12,482
Fund balances brought forward		52,906	25,824	78,730	66,248
Fund balances carried forward	(4)	62,309	1,738	64,047	78,730

All incoming resources and resources expended derive from continuing activities.

St Oswald's West End Centre

Balance sheet

as at 31 December 2020

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Current assets					
Debtors and prepayments	(5)	10,007	3,788	13,795	670
Cash at bank and in hand	(6)	53,022	(2,050)	50,972	81,261
Total current assets		<u>63,029</u>	<u>1,738</u>	<u>64,767</u>	<u>81,931</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(7)	720	-	720	3,201
Total current liabilities		<u>720</u>	<u>-</u>	<u>720</u>	<u>3,201</u>
Net current assets		<u>62,309</u>	<u>1,738</u>	<u>64,047</u>	<u>78,730</u>
Total assets less current liabilities		<u>62,309</u>	<u>1,738</u>	<u>64,047</u>	<u>78,730</u>
Net assets		<u>62,309</u>	<u>1,738</u>	<u>64,047</u>	<u>78,730</u>
Funds					
Unrestricted funds		62,309	-	62,309	52,906
Restricted funds		-	1,738	1,738	25,824
Total funds		<u>62,309</u>	<u>1,738</u>	<u>64,047</u>	<u>78,730</u>

For the year ending 31 December 2020 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

Date: 03/08/21

Signed: P.Mann

(Trustee)

Name: PHILIPPA MANN

St Oswald's West End Centre

Notes to the accounts

for the year ended 31 December 2020

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.

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

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.

St Oswald's West End Centre
Notes to the accounts continued
for the year ended 31 December 2020

2 Grants and donations	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Lottery Community Fund	-	72,391	72,391	103,751
Good Things Foundation	-	300	300	-
Good Things R&R Fund	-	3,000	3,000	-
CAF - Covid	10,000	-	10,000	-
Clothworkers Foundation	-	-	-	7,500
ESF Pathways	-	11,472	11,472	7,684
Magic Little Grants	-	500	500	500
Tesco	-	500	500	-
VCS Alliance	-	-	-	793
Other grants and donations	249	-	249	527
	<u>10,249</u>	<u>88,163</u>	<u>98,412</u>	<u>120,755</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	93,153	88,676
Social security costs	7,974	7,204
Employment allowance	(4,000)	(3,000)
Pensions	2,783	2,389
	<u>99,910</u>	<u>95,269</u>

The average number employees during the year was 4.5, being an average of 3.3 full time equivalent (2019: 4, 3.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	2,783	2,389
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Lottery Community Fund	22,310	72,391	94,701	-
Good Things Foundation	-	300	300	-
Good Things R&R Fund	-	3,000	1,517	1,483
Clothworkers Foundation	16	-	16	-
ESF Pathways	3,498	11,472	14,970	-
Magic Little Grants	-	500	245	255
Tesco	-	500	500	-
	<u>25,824</u>	<u>88,163</u>	<u>112,249</u>	<u>1,738</u>

St Oswald's West End Centre

Notes to the accounts continued

for the year ended 31 December 2020

4 Restricted funds (continued)

Fund name	Purpose of restriction
Lottery Community Fund	Open Door Community Project. To help people feel more confident using computers and enable them to access information and services. Additional grant to assist with support during Covid-19
Good Things Foundation	Towards IT costs.
Good Things R&R Fund	To provide additional support during Covid-19.
Clothworkers Foundation	Towards the purchase of IT equipment and furniture.
ESF Pathways	To provide help with job search and employability and to support people on their journey to employment.
Tesco	For group support and resources.

5 Debtors and prepayments

	2020	2019
	£	£
Debtors	3,788	-
Prepayments	10,007	670
	<u>13,795</u>	<u>670</u>

6 Cash at bank and in hand

	2020	2019
	£	£
Unity Trust Bank current account	51,051	81,643
Lloyds Bank corporate card	(126)	(419)
Cash in hand	47	37
	<u>50,972</u>	<u>81,261</u>

7 Creditors and accruals

	2020	2019
	£	£
Creditors	-	2,481
Accruals	720	720
	<u>720</u>	<u>3,201</u>

8 Related party transactions

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 or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £32,716 (previous year: £38,331).

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

St Oswald's West End Centre

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	10,249	1,320	88,163	119,435	98,412	120,755
Activities, events and room hire	1,040	9,109	-	-	1,040	9,109
Fundraising	-	1,036	-	-	-	1,036
Memberships	209	1,627	-	-	209	1,627
Student placement fees	-	300	-	-	-	300
Other income	53	139	-	-	53	139
Total income	11,551	13,531	88,163	119,435	99,714	132,966
Expenditure						
Salaries, NIC and pension	-	-	99,910	95,269	99,910	95,269
Payroll costs	-	-	775	706	775	706
Sessional and freelance staff	-	250	-	500	-	750
Independent examination	-	-	720	720	720	720
Travel and meetings	-	500	405	72	405	572
Training	-	-	37	134	37	134
Venue hire	-	-	87	63	87	63
Utilities	-	22	1,581	1,888	1,581	1,910
Administration	-	-	308	236	308	236
Telephone	-	-	1,139	1,103	1,139	1,103
Marketing	-	-	-	400	-	400
Equipment and resources	-	330	3,221	1,866	3,221	2,196
Insurance	-	-	898	893	898	893
Cleaning and maintenance	-	18	676	423	676	441
Computer equipment and software	-	-	789	8,256	789	8,256
Food and refreshments	1,584	3,504	526	1,465	2,110	4,969
Volunteer expenses	382	-	290	501	672	501
Exam fees	-	-	344	-	344	-
Consultancy and advice	25	-	-	671	25	671
Subscriptions and licences	-	-	543	424	543	424
Bank and service charges	144	156	-	-	144	156
Companies House	13	13	-	-	13	13
Other expenses	-	-	-	101	-	101
Total expenditure	2,148	4,793	112,249	115,691	114,397	120,484
Net income / (expenditure)	9,403	8,738	(24,086)	3,744	(14,683)	12,482
Transfers between funds	-	1,596	-	(1,596)	-	-
Net movement in funds	9,403	10,334	(24,086)	2,148	(14,683)	12,482
Fund balances brought forward	52,906	42,572	25,824	23,676	78,730	66,248
Fund balances carried forward	62,309	52,906	1,738	25,824	64,047	78,730