

# POTTERY BANK COMMUNITY CENTRE LTD

England & Wales · Charity number 1150674

## Details

**Other names** THOMAS GAUGHAN COMMUNITY ASSOCIATION

**Status** Registered

**Legal form** Charitable company

**Company number** [08172955](#)

**Registered** 2013-02-04

**Register** [View on the Charity Commission register](#)

## Contact

**Address** Pottery Bank Community Centre  
Yelverton Crescent  
Walker  
Newcastle Upon Tyne  
NE6 3SW

**Phone** 01912242349

**Email** [info@potterybankcc.co.uk](mailto:info@potterybankcc.co.uk)

**Website** <http://new.potterybankcc.co.uk/>

## Activities

**Objects:** 1) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF WALKER AND MONKCHESTER (HEREINAFTER CALLED THE "AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATION TOGETHER THE SAID INHABITANTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS;2) ESTABLISH, OR SECURE THE ESTABLISHMENT OF, A COMMUNITY CENTRE (HEREINAFTER CALLED " THE CENTRE") AND TO MAINTAIN AND MANAGE THE SAME (WHETHER ALONE OR IN CO-OPERATION WITH ANY LOCAL AUTHORITY OR OTHER PERSON OR BODY) IN FURTHERANCE OF THESE OBJECTS;3) PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED.

**Activities:** Cooking, Growing, Woodwork, Arts & Crafts and well-being sessions, Community Allotment and Gardens, IT Support, Community Cafe, Food Hub, Family activities and events, Meeting and Activity

rooms for hire, Centre For Warmth.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Newcastle Upon Tyne City

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-09-30 | £223,269 | £266,037    | -      | -         |
| 2024-09-30 | £264,096 | £242,203    | -      | -         |
| 2023-09-30 | £241,812 | £238,868    | -      | -         |
| 2022-09-30 | £202,677 | £200,719    | -      | -         |
| 2021-09-30 | £281,438 | £223,694    | -      | -         |
| 2020-09-30 | £239,855 | £183,678    | -      | -         |

## Trustees

| Name               | Role | Appointed  |
|--------------------|------|------------|
| CATHERINE BRUMWELL |      | 2025-04-08 |
| Laura Forster      |      | 2019-07-11 |
| PAMELA MCKENNA     |      | 2012-12-19 |

**POTTERY BANK COMMUNITY CENTRE LTD**

England & Wales - Charity number 1150674

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# Accounts

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**POTTERY BANK COMMUNITY CENTRE LTD**

**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 30 September 2025**

**Charity number 1150674**

**Company number 08172955**

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2025

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The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30 September 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2022, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS 102) (effective 1 January 2015)

### **CHAIR'S COMMENTS (OCT 23 – SEPT 24)**

This past year Pottery Bank Community Centre has continued to flourish, we have strived to give the local community the services they have asked for/needed and I think we have delivered. But we could not have done this without the hard work of our dedicated team of volunteers and staff who have committed their time and effort into making this an outstanding Centre for all ages to come get involved in. Our activities range from cooking lessons to gardening, woodwork, crafts, crochet and so much more. We have waiting lists for our activities and you can also sign up to our membership which gives you extra benefits like first refusal to trips/social events. We have an over 50's luncheon club and a food hub which supplies a pay as you feel supermarket and monthly food parcels that helps out anyone in the area. We also work alongside other services Barnardos (children and families Newcastle East) and Foundation futures. Now with all the New Builds regeneration happening on our door step and new funding it is onwards and upwards, we are looking forward to lots of new and exciting projects in the future.

**Laura Forster**  
Director/Chair

### **OBJECTIVES AND ACTIVITIES**

The centre delivers community services and encourages local participation and ownership from the local area in addressing the issues which affect people's lives. Our programme incorporates training and education, children, young people and families, leisure and social and health.

The board confirm that they have complied with the duty in section 4 of the Charities act 2006 to have due regard to the Charity Commissions general guidance on public benefit when reviewing the aims and objectives and in planning the future activities. In particular, the board considered how planned activities would contribute to the new vision, aims and objectives they have set.

Pottery Bank Community Centre actively works in partnership with other organisations. Our aim is to be a centre managed by local people, for local people, developing and delivering community activities.

### **ACHIEVEMENTS AND PERFORMANCE**

We have been able to continue to:

Deliver a range of courses through our Creating Confident Community Project, and Henry Smith Project.

Continue to develop our Community Garden and expand our community allotment activity

## **POTTERY BANK COMMUNITY CENTRE LTD**

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### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2025

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Continue to develop a Food Hub PAYF community food shop  
Develop our Volunteering Project  
Deliver our programme of family focused activity  
Deliver a Northern Gas Network 'Centre for Warmth' project of community activity that will enable us to support people struggling, under the 'Cost of Living' crisis with a particular focus on saving energy.  
Engaged 900 local walker families in Community Focused activity  
Sustain the daily operations of our centre  
Continue to work alongside our tenants on joint activities and sessions

### **PLANS FOR FUTURE PERIODS**

The board of PBCC are committed to securing resources for the benefit of our local community and centre membership. We will strive to secure funds to enable us to continue our programme of activities, engage local people in the shaping of future service delivery and new activities and work with our partners to collaborate to increase service provision for community benefit. We will use our assets and resources to continue to improve the lives of our community living in NE6 postcode area.

#### ***The following courses were delivered during the year Oct 24 – Sept 25:***

Adult Cooking  
Family Cooking – Take Home packs  
Autumn in the garden  
Christmas Wreath  
Christmas Cooking  
Arts & Crafts & Embroidery  
Mindful gardening  
Potters shed  
Walks for Wellbeing  
Centre for Warmth  
Chat, Chill & Crochet sessions  
Toddler Group  
IT Inclusion community Support & Debt Advice weekly drop-in sessions  
Weekly Luncheon Clubs for over 55's

### **EVENTS:**

- Halloween Family events
- Harvest Festival Service
- Christmas Craft Fair
- Christmas Carol Service
- Santa's Mini bus – present drop to local community
- Christmas Family food parcels
- Winter Wellbeing Hub
- Half term Free kids packed lunches / Take-home Activity pack & Cooking packs
- International Women's Day Event
- AGM
- Easter Family Fun Day event & Kids Garden session
- Easter Recipes to take home

## **POTTERY BANK COMMUNITY CENTRE LTD**

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### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2025

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- May half term Family Fun Day
- Course celebration event
- Weekly Family Fun Days During July/Aug school holidays
- Kids Activity club (garden/sports activities) During July/Aug school holidays
- Volunteers Family Beach Trip
- Course Sign up Day
- Teenage Cancer Trust Coffee morning event
- Raffles throughout the year
- Adult Afternoon Teas & Social Evenings throughout the year

#### **POTTERY BANK FOOD HUB:**

Our PAYF supermarket is available weekly, with monthly essential take home bags.

Weekly numbers of people to our Food Hub – Approx. 35-40

Monthly sessional household bags – Approx. 40-45

#### **VOLUNTEERS:**

We have 16 regular volunteers who support staff during the year through courses, allotment and family events. We continually have many visitors to our Community Allotment and Gardens. Some may just call in for a chat and look around, others will come to pick up some of the surplus fruit and vegetables that's been harvested for our Food Hub or Cooking courses. Whilst others call in to buy the many various flowering plants grown each year. Approx. 50 local residents bought plants during this year. All the proceeds from the sale of plants goes back into the allotment funds.

#### **ACTIVITIES, PROJECTS AND OUTREACH**

##### **Pottery Bank Community Centre Limited:**

- Free Internet access
- Conference and meeting room hire
- Development of Community Garden/Allotment areas

**The following organisations are placed within Pottery Bank Community Centre:**

##### **Community Catering Initiative Limited: cafe and outside catering**

- Hot and cold buffet menus
- Community Cafe open Monday to Friday
- Weekly Lunch Club
- Cookery lessons for adults
- Family food activity sessions
- Themed afternoon teas and social events throughout the year.

##### **Newcastle Community Family Hub East Team @ Pottery Bank**

- Supporting parents, carers and families in the community and in diverse cultural circumstances. Guidance and support aimed at supporting vulnerable children and their families.

##### **Foundation Futures**

- A specialist teaching service working with young people who are at risk of exclusion and underachievement.
- Deliver community based clubs, activities and projects aimed at supporting children, young people and their families.

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### TRUSTEES ANNUAL REPORT

For the year ended 30 September 2025

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#### FINANCIAL REVIEW

The balance sheet at 30 September 2025 shows a total fund position of £158,098. This was represented by Tangible Fixed Assets of £3,299 and net current assets of £154,799. The balance of funds is made up of unrestricted funds of £68,923, designated funds of £58,096 and restricted funds of £31,079.

#### Reserves policy

Pottery Bank Community Centre has maintained a good level of free reserves over the years currently there are £68,923 free reserves to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the free unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. The present level of reserves will meet this requirement.

#### PUBLIC BENEFIT STATEMENT

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

#### REFERENCE AND ADMINISTRATIVE DETAILS

|                                           |                                                                                                        |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Charity Name                              | Pottery Bank Community Centre Ltd                                                                      |
| Registered Charity Number                 | 1150674                                                                                                |
| Company Number                            | 08172955                                                                                               |
| Registered Office and operational address | Pottery Bank Community Centre<br>Yelverton Crescent<br>Newcastle Upon Tyne<br>NE6 3SW                  |
| Trustees                                  | L Foster<br>P McKenna<br>S Stephenson<br>C Brumwell<br>Appointed 11.04.2025                            |
| Independent Examiner                      | Michelle Wright<br>MW Accounting Services<br>Woodgate House<br>5c Wood Street<br>Gateshead<br>NE11 9NP |

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2025

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## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 March 2003 and amended by special resolution to allow for current governance on 7 October 2003, 30 October 2006 and 12 April 2007.

### Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. The council is made up of volunteers who are all members of the company elected by the membership at Annual General Meeting and serve for a period of three years retiring by rotation. A retiring trustee is eligible for re-election. The council may from time to time and at any time appoint any member of the company as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election. No person who is not a member of the company shall in any circumstances be eligible to hold office as a member of the Council. The Council is referred to familiarly as the Management Committee.

### Induction and training of trustees

New trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees; they are provided with a comprehensive pack containing all the information covered during induction. All trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

### Organisation

The Board of Directors administers the charity and meets bi-monthly. A centre manager is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations the centre manager has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and project related activity.

### Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### TRUSTEES ANNUAL REPORT

For the year ended 30 September 2025

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#### TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then 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 financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on:



and signed on their behalf by:



Laura Foster  
Chair of trustees

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 30 September 2025

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I report on the financial statements of Pottery Bank Community Centre Ltd for the year ended 30 September 2025, which are set out on pages 8 to 20.

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2022 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Member of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

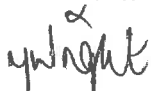
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.



Michelle Wright  
Woodgate House  
5c Wood Street  
Gateshead  
Tyne and Wear  
NE11 9NP

Date: 10/06/2026

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 30 September 2025

|                                                           | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-----------------------------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                                       |       |                            |                          |                    |                    |
| Donations and legacies                                    | 6     | 16,049                     | -                        | <b>16,049</b>      | 322                |
| Charitable activities                                     |       |                            |                          |                    |                    |
| Grants and contracts                                      | 7     | 23,750                     | 136,678                  | <b>160,428</b>     | 209,592            |
| Other trading activities                                  | 8     | 45,657                     | -                        | <b>45,657</b>      | 54,183             |
| <b>Total income</b>                                       |       | <b>86,591</b>              | <b>136,678</b>           | <b>223,269</b>     | <b>264,096</b>     |
| <b>Expenditure on:</b>                                    |       |                            |                          |                    |                    |
| Charitable activities                                     |       |                            |                          |                    |                    |
| Operation of the charity                                  | 10    | 77,093                     | 188,944                  | <b>266,037</b>     | 242,203            |
| <b>Total expenditure</b>                                  |       | <b>77,093</b>              | <b>188,944</b>           | <b>266,037</b>     | <b>242,203</b>     |
| <b>Net income/(expenditure)</b>                           |       | <b>9,498</b>               | <b>( 52,266 )</b>        | <b>( 42,768 )</b>  | <b>21,893</b>      |
| Transfers between funds                                   |       | ( 520 )                    | 520                      | -                  | -                  |
| <b>Net income/(expenditure) and net movement of funds</b> |       | <b>8,978</b>               | <b>( 51,746 )</b>        | <b>( 42,768 )</b>  | <b>21,893</b>      |
| <b>Reconciliation of funds</b>                            |       |                            |                          |                    |                    |
| Total funds brought forward                               |       | 118,041                    | 82,825                   | <b>200,866</b>     | 178,973            |
| <b>Total funds carried forward</b>                        |       | <b>127,019</b>             | <b>31,079</b>            | <b>158,098</b>     | <b>200,866</b>     |

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 10 to 20 form an integral part of these accounts.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

Charity Number 1150674

Company Number 08172955

**BALANCE SHEET**

As at 30 September 2025

|                                                       | Notes | £                | Total<br>2025<br>£ | £                | Total<br>2024<br>£ |
|-------------------------------------------------------|-------|------------------|--------------------|------------------|--------------------|
| <b>Fixed assets</b>                                   |       |                  |                    |                  |                    |
| Tangible assets                                       | 17    |                  | 3,299              |                  | 8,087              |
| <b>Total fixed assets</b>                             |       |                  | <b>3,299</b>       |                  | <b>8,087</b>       |
| <b>Current assets</b>                                 |       |                  |                    |                  |                    |
| Debtors                                               | 18    | 6,858            |                    | 1,703            |                    |
| Cash at bank and in hand                              | 19    | 150,786          |                    | 193,912          |                    |
| <b>Total current assets</b>                           |       | <b>157,644</b>   |                    | <b>195,615</b>   |                    |
| <b>Creditors: amounts falling due within one year</b> | 20    | <b>( 2,845 )</b> |                    | <b>( 2,835 )</b> |                    |
| <b>Net current assets</b>                             |       |                  | <b>154,799</b>     |                  | <b>192,780</b>     |
| <b>Total assets less current liabilities</b>          |       |                  | <b>158,098</b>     |                  | <b>200,866</b>     |
| <b>Total net assets or liabilities</b>                |       |                  | <b>158,098</b>     |                  | <b>200,866</b>     |
| <b>Funds of the charity</b>                           |       |                  |                    |                  |                    |
| Unrestricted income funds                             |       |                  | 68,923             |                  | 71,643             |
| Designated funds                                      |       |                  | 58,096             |                  | 46,398             |
| Restricted income funds                               |       |                  | 31,079             |                  | 82,825             |
| <b>Total funds</b>                                    |       |                  | <b>158,098</b>     |                  | <b>200,866</b>     |

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 10 to 20 form an integral part of these accounts.

These financial statements were approved by the Board on:

21-5-26

and are signed on its behalf by:

Laura Foster

Chair of Board of Trustees

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

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 accounts have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2022.

Pottery Bank Community Centre Ltd meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. The trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

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

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of running the community centre and other activities undertaken to further the purposes of the charity and their associated support costs.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

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#### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, a full years depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal:

|                         |                                |
|-------------------------|--------------------------------|
| Fixtures & fittings     | Straight line over five years  |
| IT and office equipment | Straight line over three years |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

|                                                                 | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£    | Total<br>2024<br>£ |
|-----------------------------------------------------------------|----------------------------|--------------------------|-----------------------|--------------------|
| <b>6 Donations and legacies</b>                                 |                            |                          |                       |                    |
| Donations and fundraising                                       | 16,049                     | -                        | <b>16,049</b>         | 322                |
|                                                                 | <u>16,049</u>              | <u>-</u>                 | <u><b>16,049</b></u>  | <u>322</u>         |
| <b>7 Charitable activities</b>                                  |                            |                          |                       |                    |
| <u>Income from grants and contracts</u>                         |                            |                          |                       |                    |
| Newcastle City Council Ward Funding                             | -                          | 2,600                    | <b>2,600</b>          | 1,675              |
| Heritage Fund                                                   | -                          | -                        | -                     | 2,663              |
| National Lottery Community Fund, RC North East & Cumbria Region | -                          | 42,527                   | <b>42,527</b>         | 83,937             |
| The National Lottery Community Fund                             | -                          | -                        | -                     | 19,080             |
| Tudor Trust                                                     | -                          | -                        | -                     | 49,500             |
| Your Home Newcastle                                             | -                          | -                        | -                     | 1,000              |
|                                                                 | -                          | 6,600                    | <b>6,600</b>          | 4,925              |
| Community Foundation Out and About Fund                         |                            |                          |                       |                    |
| Street Games                                                    | -                          | 6,061                    | <b>6,061</b>          | 4,115              |
| Henry Smith                                                     | -                          | 17,500                   | <b>17,500</b>         | 35,000             |
| Newcastle City Council Housing Community Fund                   | -                          | 500                      | <b>500</b>            | 3,250              |
| Newcastle City Council Winter Wellbeing Fund                    | -                          | 3,750                    | <b>3,750</b>          |                    |
| CO-OP Community Fund                                            | -                          | 500                      | <b>500</b>            | 1,947              |
| Tesco Groundworks                                               | -                          | -                        | -                     | 1,000              |
| Northern Gas Networks                                           | -                          | 45,600                   | <b>45,600</b>         | -                  |
|                                                                 | 23,500                     | -                        | <b>23,500</b>         | -                  |
| Postcode Neighbourhood Trust                                    |                            |                          |                       |                    |
| Access Reach Fund                                               | -                          | 10,540                   | <b>10,540</b>         | -                  |
| Other grants                                                    | 250                        | 500                      | <b>750</b>            | 1,500              |
|                                                                 | <u>23,750</u>              | <u>136,678</u>           | <u><b>160,428</b></u> | <u>209,592</u>     |
| <b>8 Other trading activities</b>                               |                            |                          |                       |                    |
| Room hire                                                       | 9,554                      | -                        | <b>9,554</b>          | 8,804              |
| Rent                                                            | 28,308                     | -                        | <b>28,308</b>         | 30,954             |
| Other income                                                    | 7,795                      | -                        | <b>7,795</b>          | 14,425             |
|                                                                 | <u>45,657</u>              | <u>-</u>                 | <u><b>45,657</b></u>  | <u>54,183</u>      |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

**Analysis of income continued**

|                                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>9 Income from investments</b> |                            |                          |                    |                    |
| Bank interest                    | 1,134                      | -                        | 1,134              | -                  |
|                                  | <u>1,134</u>               | <u>-</u>                 | <u>1,134</u>       | <u>-</u>           |

Income was £223,269 (2024: £264,097) of which £86,591 was unrestricted or designated (2024: £57,836) and £136,678 was restricted (2024: £206,261)

**Analysis of expenditure on charitable activities**

|                                                           | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-----------------------------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>10 Charitable activities</b>                           |                            |                          |                    |                    |
| <u>Direct costs</u>                                       |                            |                          |                    |                    |
| Staff salaries                                            | 28,833                     | 132,076                  | 160,909            | 161,875            |
| Consultancy                                               | -                          | -                        | -                  | 11,000             |
| Staff training/conferences                                | 401                        | -                        | 401                | 353                |
| Staff travel/meetings                                     | 984                        | 93                       | 1,077              | 438                |
| Project activity                                          | 2,083                      | 37,304                   | 39,387             | 21,279             |
| Volunteer expenses                                        | 925                        | 5,970                    | 6,895              | 7,428              |
| <u>Support costs</u>                                      |                            |                          |                    |                    |
| Minibus costs                                             | -                          | -                        | -                  | 673                |
| ICT, telephone & internet                                 | 3,319                      | -                        | 3,319              | 951                |
| Light, heat & water                                       | 13,651                     | -                        | 13,651             | 9,857              |
| Equipment                                                 | 750                        | -                        | 750                | 9,376              |
| Printing, postage & stationery                            | 113                        | -                        | 113                | 1,705              |
| Cleaning & repairs                                        | 10,410                     | -                        | 10,410             | 8,915              |
| Insurance                                                 | 1,066                      | -                        | 1,066              | 1,138              |
| Professional fees                                         | 8,971                      | 13,500                   | 22,471             | 1,319              |
| Depreciation                                              | 4,787                      | -                        | 4,787              | 5,095              |
| <u>Governance costs</u>                                   |                            |                          |                    |                    |
| Independent examiner's fees for reporting on the accounts | 800                        | -                        | 800                | 800                |
|                                                           | <u>77,093</u>              | <u>188,944</u>           | <u>266,037</u>     | <u>242,203</u>     |

Expenditure on charitable activities was £266,037 (2024: £242,204) of which £77,093 was unrestricted or designated (2024: £45,451) and £188,944 was restricted (2024: £196,753)

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2025

#### 11 Fees for examination of the accounts

|                                                           | 2025<br>£    | 2024<br>£    |
|-----------------------------------------------------------|--------------|--------------|
| Independent examiner's fees for reporting on the accounts | 800          | 800          |
| Other accountancy services paid to the examiner           | 570          | 262          |
|                                                           | <u>1,370</u> | <u>1,062</u> |

#### 12 Analysis of staff costs and the cost of key management personnel

|                                                   | 2025<br>£      | 2024<br>£      |
|---------------------------------------------------|----------------|----------------|
| Salaries and wages                                | 123,401        | 117,775        |
| Social security costs                             | 10,760         | 7,569          |
| Pension costs (defined contribution pension plan) | 2,600          | 1,324          |
|                                                   | <u>136,760</u> | <u>126,668</u> |

No employee received remuneration above £60,000 (2024: nil)

The key management personnel of the charity, comprise the Trustees and the Centre Manager. The total employee benefits of the key management personnel of the charity were £37,739. (2024: £37,289)

#### 13 Staff numbers

The average monthly head count was 7 staff (2024: 4 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

|                                                       | 2025<br>Number | 2024<br>Number |
|-------------------------------------------------------|----------------|----------------|
| The parts of the charity in which the employee's work |                |                |
| Charitable activities                                 | 5.0            | 5.0            |
|                                                       | <u>5.0</u>     | <u>5.0</u>     |

Sessional staff are hired on a project by project basis and are included within charitable activities as direct project costs as they typically relate to specific production or projects.

#### 14 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No trustee expense have been incurred in the year.

##### Transaction(s) with related parties

There have been no related party transactions in the reporting period.

#### 15 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £6,066 (2024: £4,537). There was £511 outstanding as at 30 September 2025 (2024: £501)

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

**16 Corporation Taxation**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

| <b>17 Tangible fixed assets</b> | <b>Leasehold<br/>property<br/>improvements</b> | <b>Garden<br/>equipment<br/>£</b> | <b>Fixture,<br/>fittings and<br/>equipment<br/>£</b> | <b>Total<br/>£</b> |
|---------------------------------|------------------------------------------------|-----------------------------------|------------------------------------------------------|--------------------|
| <b>Cost</b>                     |                                                |                                   |                                                      |                    |
| Balance brought forward         | 267,538                                        | 19,149                            | 19,023                                               | <b>305,710</b>     |
| Additions                       | -                                              | -                                 | -                                                    | -                  |
| Disposals                       | -                                              | -                                 | -                                                    | -                  |
| <b>Balance carried forward</b>  | <b>267,538</b>                                 | <b>19,149</b>                     | <b>19,023</b>                                        | <b>305,710</b>     |
| <b>Depreciation</b>             |                                                |                                   |                                                      |                    |
| Basis                           | SL                                             | SL                                | RB                                                   |                    |
| Rate                            | 5%                                             | 25%                               | 25%                                                  |                    |
| Balance brought forward         | 267,538                                        | 11,062                            | 19,023                                               | <b>297,623</b>     |
| Depreciation charge for year    | -                                              | 4,787                             | -                                                    | <b>4,787</b>       |
| Disposals                       | -                                              | -                                 | -                                                    | -                  |
| <b>Balance carried forward</b>  | <b>267,538</b>                                 | <b>15,850</b>                     | <b>19,023</b>                                        | <b>302,411</b>     |
| <b>Net book value</b>           |                                                |                                   |                                                      |                    |
| Brought forward                 | -                                              | 8,087                             | -                                                    | <b>8,087</b>       |
| Carried forward                 | -                                              | 3,299                             | -                                                    | <b>3,299</b>       |

**18 Debtors and prepayments (receivable within 1 year)**

|               | <b>2025<br/>£</b> | <b>2024<br/>£</b> |
|---------------|-------------------|-------------------|
| Trade debtors | <b>6,612</b>      | 391               |
| Prepayments   | -                 | 1,066             |
| Other debtors | <b>246</b>        | 246               |
|               | <b>6,858</b>      | <b>1,703</b>      |

**19 Cash at bank and in hand**

|                          | <b>2025<br/>£</b> | <b>2024<br/>£</b> |
|--------------------------|-------------------|-------------------|
| Cash at bank and in hand | <b>150,786</b>    | 193,912           |
|                          | <b>150,786</b>    | <b>193,912</b>    |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

**20 Creditors and accruals (payable within 1 year)**

|                                     | 2025<br>£    | 2024<br>£    |
|-------------------------------------|--------------|--------------|
| Taxation and social security        | 1,386        | 1,386        |
| Pension                             | 511          | 501          |
| Accruals                            |              |              |
| Independent examination of accounts | 800          | 800          |
| Other creditors                     | 148          | 148          |
|                                     | <u>2,845</u> | <u>2,835</u> |

**21 Events after the end of the reporting period**

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

**22 Analysis of charitable funds****Analysis of movements in unrestricted funds**

For the year ending 30 September 2025

|                                    | Fund<br>balances<br>brought<br>forward<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|------------------------------------|---------------------------------------------|----------------------------|----------------------------|----------------|---------------------------------------------|
| <b>Unrestricted funds</b>          |                                             |                            |                            |                |                                             |
| General unrestricted fund          | 76,147                                      | 41,027                     | ( 47,731 )                 | ( 520 )        | 68,923                                      |
| Designated funds                   |                                             |                            |                            |                |                                             |
| Salaries/Sessional support         | 16,808                                      | 26,861                     | ( 19,781 )                 | -              | 23,888                                      |
| Courses/Equipment and<br>Allotment | 12,388                                      | 560                        | ( 1,558 )                  | -              | 11,390                                      |
| In house Projects Committed        | 12,698                                      | 18,143                     | ( 8,024 )                  | -              | 22,817                                      |
| <b>Totals</b>                      | <u>118,041</u>                              | <u>86,591</u>              | <u>( 77,093 )</u>          | <u>( 520 )</u> | <u>127,019</u>                              |

For the year ending 30 September 2024

|                                  | Fund<br>balances<br>brought<br>forward<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|----------------------------------|---------------------------------------------|----------------------------|----------------------------|----------------|---------------------------------------------|
| <b>Unrestricted funds</b>        |                                             |                            |                            |                |                                             |
| General unrestricted fund        | 61,540                                      | 39,913                     | ( 25,306 )                 | -              | 76,147                                      |
| Designated funds                 |                                             |                            |                            |                |                                             |
| Salaries/Sessional Support       | 26,628                                      | 6,342                      | ( 16,162 )                 | -              | 16,808                                      |
| Courses/Equipment &<br>Allotment | 9,312                                       | 5,386                      | ( 2,310 )                  | -              | 12,388                                      |
| In house projects committed      | 8,176                                       | 6,195                      | ( 1,673 )                  | -              | 12,698                                      |
| <b>Totals</b>                    | <u>105,656</u>                              | <u>57,836</u>              | <u>( 45,451 )</u>          | <u>-</u>       | <u>118,041</u>                              |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

**Analysis of charitable funds continued****Purpose of unrestricted funds**

General unrestricted fund

The 'free reserves' after allowing for designated funds

Designated funds

Fund set aside for developing future projects

**21 Analysis of charitable funds continued****Analysis of movement in restricted funds**

For the year ending 30 September 2025

|                                                                       | Fund<br>balances<br>brought<br>forward<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|-----------------------------------------------------------------------|---------------------------------------------|----------------------------|----------------------------|----------------|---------------------------------------------|
| <b>Restricted funds</b>                                               |                                             |                            |                            |                |                                             |
| Tudor Trust                                                           | 20,392                                      | -                          | ( 20,392 )                 | -              | -                                           |
| The National Lottery Community<br>Fund                                | 14,311                                      | -                          | ( 14,311 )                 | -              | -                                           |
| Community Foundation Out and<br>About Fund                            | 3,826                                       | 6,600                      | ( 9,771 )                  | -              | <b>655</b>                                  |
| Newcastle City Council Ward<br>Funding                                | -                                           | 2,600                      | ( 1,915 )                  | -              | <b>685</b>                                  |
| National Lottery Community<br>Fund, RC North East & Cumbria<br>Region | 14,200                                      | 42,527                     | ( 56,727 )                 | -              | -                                           |
| Street Games                                                          | -                                           | 6,061                      | ( 6,068 )                  | 7              | -                                           |
| Henry Smith                                                           | 30,097                                      | 17,500                     | ( 29,629 )                 | -              | <b>17,968</b>                               |
| Newcastle City Council Winter<br>Wellbeing Fund                       | -                                           | 3,750                      | ( 3,750 )                  | -              | -                                           |
| Newcastle City Council Housing<br>Community Fund                      | -                                           | 500                        | ( 500 )                    | -              | -                                           |
| CO-OP Community Fund                                                  | -                                           | 500                        | ( 1,013 )                  | 513            | -                                           |
| Northern Gas Networks                                                 | -                                           | 45,600                     | ( 33,828 )                 | -              | <b>11,772</b>                               |
| Access Reach Fund                                                     | -                                           | 10,540                     | ( 10,540 )                 | -              | -                                           |
| Other small grants                                                    | -                                           | 500                        | ( 500 )                    | -              | -                                           |
| <b>Totals</b>                                                         | <b>82,826</b>                               | <b>136,678</b>             | <b>( 188,944 )</b>         | <b>520</b>     | <b>31,080</b>                               |

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

### **22 Analysis of charitable funds continued** **For the year ending 30 September 2024**

|                                                 | Fund<br>balances<br>brought<br>forward<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|-------------------------------------------------|---------------------------------------------|----------------------------|----------------------------|----------------|---------------------------------------------|
| <b>Restricted funds</b>                         |                                             |                            |                            |                |                                             |
| Greggs Foundation                               | 575                                         | -                          | ( 575 )                    | -              | -                                           |
| Tudor Trust                                     | 13,714                                      | 49,500                     | ( 42,822 )                 | -              | 20,392                                      |
| Tesco Groundworks                               | -                                           | 1,000                      | ( 1,000 )                  | -              | -                                           |
| Your Homes Newcastle                            | -                                           | 1,000                      | ( 1,000 )                  | -              | -                                           |
| Awards for All                                  | 4,181                                       | 19,080                     | ( 8,950 )                  | -              | 14,311                                      |
| Heritage Fund                                   | -                                           | -                          | -                          | -              | -                                           |
| Community Foundation                            | 573                                         | 4,425                      | ( 1,172 )                  | -              | 3,826                                       |
| Newcastle City Council Ward<br>Funding          | -                                           | 1,507                      | ( 1,507 )                  | -              | -                                           |
| The National Lottery Community<br>Fund          | 18,454                                      | 83,937                     | ( 88,190 )                 | -              | 14,200                                      |
| Street Games                                    | -                                           | 4,115                      | ( 4,115 )                  | -              | -                                           |
| Henry Smith                                     | 34,933                                      | 35,000                     | ( 39,836 )                 | -              | 30,097                                      |
| Newcastle City Council Winter<br>Wellbeing Fund | -                                           | 3,250                      | ( 3,250 )                  | -              | -                                           |
| CO-OP Community Fund                            | -                                           | 1,947                      | ( 1,947 )                  | -              | -                                           |
| Other small grants                              | 887                                         | 1,500                      | ( 2,387 )                  | -              | -                                           |
|                                                 | -                                           | -                          | -                          | -              | -                                           |
| <b>Totals</b>                                   | <b>73,317</b>                               | <b>206,261</b>             | <b>( 196,751 )</b>         | <b>-</b>       | <b>82,826</b>                               |

### **Purpose of restricted funds**

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

|                                                                       |                                                                                                                                           |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Tudor Trust                                                           | To fund core staff costs                                                                                                                  |
| The National Lottery Community<br>Fund                                | To fund staff for 'Together We Grow' project                                                                                              |
| Community Foundation Out and<br>About Fund                            | To fund core running costs, 'In the Footsteps' of Walker Women slideshow<br>and bookmark production and to fund 'Preserve & Grow' project |
| Newcastle City Council Funding                                        | To fund Winter Wellbeing sessions and core running costs as well as<br>Winter & Summer Family activities                                  |
| National Lottery Community<br>Fund, RC North East & Cumbria<br>Region | To fund Creating Confident Communities Project                                                                                            |
| Street Games                                                          | To fund summer activities                                                                                                                 |
| Henry Smith                                                           | To fund staffing for Strengthening Families Project                                                                                       |
| Newcastle City Council Winter<br>CO-OP Community Fund                 |                                                                                                                                           |
| Northern Gas Networks                                                 | Centre for Warmth project                                                                                                                 |
| Access Reach Fund                                                     | Business development support                                                                                                              |
| Other small grants                                                    | Neighbourly (M&S, Sainsbury & Lidl) - stock food items for Food Hub, Asda<br>- stock items for Food Hub                                   |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2025

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**23 Capital commitments**

As at 30 September 2025, the charity had no capital commitments (2024 -£nil)

**24 Analysis of net assets between funds**

|                                        | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|----------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Tangible fixed assets                  | 3,299                      | -                        | 3,299              | 8,087              |
| Cash at bank and in hand               | 119,706                    | 31,079                   | 150,786            | 166,737            |
| Other net current assets/(liabilities) | 4,013                      | -                        | 4,013              | ( 946 )            |
|                                        | <u>127,019</u>             | <u>31,079</u>            | <u>158,098</u>     | <u>173,878</u>     |



**POTTERY BANK COMMUNITY CENTRE LTD**

England & Wales - Charity number 1150674

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# Accounts

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**POTTERY BANK COMMUNITY CENTRE LTD**

**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 30 September 2024**

**Charity number 1150674**

**Company number 08172955**

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2024

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The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30 September 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS 102) (effective 1 January 2015)

### **CHAIR'S COMMENTS (OCT 23 – SEPT 24)**

Pottery bank has gone from strength to strength during the last year. The Board of Directors and the new staff team have fitted in very well and brought new ideas and services to the centre. This has increased our volunteer programme and brought new users into the centre.

We have been very well supported from our funding partners, local businesses and the community which has enabled us to continue our full programme of events and activities and also brought in new indoors and outdoors wellbeing sessions.

We would like to thank our local community members, community partners, staff and volunteer teams and our current funders for their continued support and look forward to continue working with them and other new funding partners in the future.

**Laura Forster**  
**Director/Chair**

### **OBJECTIVES AND ACTIVITIES**

The centre delivers community services and encourages local participation and ownership from the local area in addressing the issues which affect people's lives. Our programme incorporates training and education, children, young people and families, leisure and social and health.

The board confirm that they have complied with the duty in section 4 of the Charities act 2006 to have due regard to the Charity Commissions general guidance on public benefit when reviewing the aims and objectives and in planning the future activities. In particular, the board considered how planned activities would contribute to the new vision, aims and objectives they have set.

Pottery Bank Community Centre actively works in partnership with other organisations. Our aim is to be a centre managed by local people, for local people, developing and delivering community activities.

### **ACHIEVEMENTS AND PERFORMANCE**

We have been able to continue to:

Deliver a range of courses through our Creating Confident Community Project, and Henry Smith Project.

Continue to develop our Community Garden and expand our community allotment activity

Continue to develop a Food Hub PAYF community food shop

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2024

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Develop our Volunteering Project

Deliver our programme of family focused activity

Deliver a programme of community activity that supported families through the cost of living crisis

Engaged 700 local walker families in Community Focused activity

Sustain the daily operations of our centre

Continue to work alongside our tenants on joint activities and sessions

### **PLANS FOR FUTURE PERIODS**

The board of PBCC are committed to securing resources for the benefit of our local community and centre membership. We will strive to secure funds to enable us to continue our programme of activities, engage local people in the shaping of future service delivery and new activities and work with our partners to collaborate to increase service provision for community benefit. We will use our assets and resources to continue to improve the lives of our community living in NE6 postcode area.

#### ***The following courses were delivered during the year Oct 23 – Sept 24:***

Adult Cooking

Family Cooking – Take Home packs

Crafts with nature sessions

Christmas Wreath

Christmas Cooking

Arts & Crafts & Embroidery

Mindful gardening & Grow & Preserve Projects

Potters shed Project

Walks for Wellbeing

Bingo Brew & Bite wellbeing sessions

Toddler Group

Walker Writes group

Community Support & Debt Advice weekly drop-in

Weekly Luncheon Clubs for over 55's

#### **EVENTS:**

- Halloween Family events
- Christmas Craft Fair
- Santa's Mini bus – present drop to local community
- Christmas Family food parcels
- Winter Wellbeing Hub
- Half term Free kids packed lunches & Children's Dance & Sports sessions
- International Women's Day Event
- Easter Family Fun Day event & Family Garden session
- Easter Recipes to take home
- May half term Family Fun day & Family Garden session
- Creating Confident Communities Project celebration event
- Weekly Family Fun Days During July/Aug school holidays
- Kids growing club (garden activities) During July/Aug school holidays
- Volunteers Family Beach Trip
- MacMillan Coffee morning event
- Raffles throughout the year
- Adult Afternoon Teas & Social Evenings throughout the year

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2024

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#### **POTTERY BANK FOOD HUB:**

Our PAYF supermarket is available weekly, with monthly essential take home bags.

Weekly numbers of people to our Food Hub – Approx. 35-40

Monthly sessional household bags – Approx. 40-45

#### **VOLUNTEERS:**

We have 16 regular volunteers who support staff during the year through courses, allotment and family events.

We continually have many visitors to our Community Allotment and Gardens.

Some may just call in for a chat and look around, others will come to pick up some of the surplus fruit and vegetables that's been harvested for our Food Hub or Cooking courses. Whilst others call in to buy the many various flowering plants grown each year.

Approx. 50 local residents bought plants during this year. All the proceeds from the sale of plants goes back into the allotment funds.

#### **ACTIVITIES, PROJECTS AND OUTREACH**

##### **Pottery Bank Community Centre Limited:**

- Office space for rent
- Free Internet access
- Conference and meeting room hire
- Mini bus hire for community groups
- Authorised distributors for food bank vouchers
- Development of Community Garden/Allotment areas

**The following organisations are placed within Pottery Bank Community Centre:**

##### **Community Catering Initiative Limited: cafe and outside catering**

- Hot and cold buffet menus
- Community Cafe open Monday to Friday
- Weekly Lunch Club
- Cookery lessons for children and adults
- Family food activity sessions
- Themed afternoon teas and social events throughout the year.

##### **Newcastle Community Family Hub East Team @ Pottery Bank**

- Supporting parents, carers and families in the community and in diverse cultural circumstances. Guidance and support aimed at supporting vulnerable children and their families.

##### **Foundation Futures**

- A specialist teaching service working with young people who are at risk of exclusion and underachievement.
- Deliver community based clubs, activities and projects aimed at supporting children, young people and their families.

## **POTTERY BANK COMMUNITY CENTRE LTD**

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#### **Wesley Bingo Association**

- Provides weekly bingo/social sessions for local people.

#### **FINANCIAL REVIEW**

The balance sheet at 30 September 2024 shows a total fund position of £200,866. This was represented by Tangible Fixed Assets of £8,087 and net current assets of £192,780. The balance of funds is made up of unrestricted funds of £76,146, designated funds of £41,895 and restricted funds of £82,825.

#### Reserves policy

Pottery Bank Community Centre has maintained a good level of free reserves over the years currently there are £76,146 free reserves to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the free unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. The present level of reserves will meet this requirement.

#### **PUBLIC BENEFIT STATEMENT**

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

## POTTERY BANK COMMUNITY CENTRE LTD

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### TRUSTEES ANNUAL REPORT

For the year ended 30 September 2024

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#### REFERENCE AND ADMINISTRATIVE DETAILS

|                                           |                                                                                                        |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Charity Name                              | Pottery Bank Community Centre Ltd                                                                      |
| Registered Charity Number                 | 1150674                                                                                                |
| Company Number                            | 08172955                                                                                               |
| Registered Office and operational address | Pottery Bank Community Centre<br>Yelverton Crescent<br>Newcastle Upon Tyne<br>NE6 3SW                  |
| Trustees                                  | L Forster<br>P McKenna<br>S Stephenson                                                                 |
| Independent Examiner                      | Michelle Wright<br>MW Accounting Services<br>Woodgate House<br>5c Wood Street<br>Gateshead<br>NE11 9NP |

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 March 2003 and amended by special resolution to allow for current governance on 7 October 2003, 30 October 2006 and 12 April 2007.

##### Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. The council is made up of volunteers who are all members of the company elected by the membership at Annual General Meeting and serve for a period of three years retiring by rotation. A retiring trustee is eligible for re-election. The council may from time to time and at any time appoint any member of the company as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election. No person who is not a member of the company shall in any circumstances be eligible to hold office as a member of the Council. The Council is referred to familiarly as the Management Committee.

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2024

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### Induction and training of trustees

New trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees; they are provided with a comprehensive pack containing all the information covered during induction. All trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

### Organisation

The Board of Directors administers the charity and meets bi-monthly. A centre manager is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations the centre manager has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and project related activity.

### Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

## **TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then 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 financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2024

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The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on: 09/04/2025

and signed on their behalf by:



Laura Forster  
Chair of trustees

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 30 September 2024

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I report on the financial statements of Pottery Bank Community Centre Ltd for the year ended 30 September 2024, which are set out on pages 9 to 20.

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Member of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Michelle Wright  
Woodgate House  
5c Wood Street  
Gateshead  
Tyne and Wear  
NE11 9NP  
Date: 10/04/2025

*Michelle Wright*

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 30 September 2024

|                                                           | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-----------------------------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b><u>Income from:</u></b>                                |       |                            |                          |                    |                    |
| Donations and legacies                                    | 6     | 322                        | -                        | <b>322</b>         | 585                |
| Charitable activities                                     |       |                            |                          |                    |                    |
| Grants and contracts                                      | 7     | 3,331                      | 206,261                  | <b>209,592</b>     | 189,183            |
| Other trading activities                                  | 8     | 54,183                     | -                        | <b>54,183</b>      | 52,044             |
| <b>Total income</b>                                       |       | <b>57,836</b>              | <b>206,261</b>           | <b>264,096</b>     | <b>241,812</b>     |
| <b><u>Expenditure on:</u></b>                             |       |                            |                          |                    |                    |
| Charitable activities                                     |       |                            |                          |                    |                    |
| Operation of the charity                                  | 9     | 45,451                     | 196,753                  | <b>242,203</b>     | 238,868            |
| <b>Total expenditure</b>                                  |       | <b>45,451</b>              | <b>196,753</b>           | <b>242,203</b>     | <b>238,868</b>     |
| <b>Net income/(expenditure)</b>                           |       | <b>12,385</b>              | <b>9,508</b>             | <b>21,893</b>      | <b>2,943</b>       |
| Transfers between funds                                   |       | -                          | -                        | -                  | -                  |
| <b>Net income/(expenditure) and net movement of funds</b> |       | <b>12,385</b>              | <b>9,508</b>             | <b>21,893</b>      | <b>2,943</b>       |
| <b><u>Reconciliation of funds</u></b>                     |       |                            |                          |                    |                    |
| Total funds brought forward                               |       | 105,656                    | 73,317                   | <b>178,973</b>     | 176,030            |
| <b>Total funds carried forward</b>                        |       | <b>118,041</b>             | <b>82,825</b>            | <b>200,866</b>     | <b>178,973</b>     |

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 11 to 20 form an integral part of these accounts.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

Charity Number 1150674  
Company Number 08172955**BALANCE SHEET**

As at 30 September 2024

|                                                       | Notes | £                | Total<br>2024<br>£ | £                | Total<br>2023<br>£ |
|-------------------------------------------------------|-------|------------------|--------------------|------------------|--------------------|
| <b><u>Fixed assets</u></b>                            |       |                  |                    |                  |                    |
| Tangible assets                                       | 16    |                  | 8,087              |                  | 13,182             |
| <b>Total fixed assets</b>                             |       |                  | <b>8,087</b>       |                  | <b>13,182</b>      |
| <b><u>Current assets</u></b>                          |       |                  |                    |                  |                    |
| Debtors                                               | 17    | 1,703            |                    | 4,744            |                    |
| Cash at bank and in hand                              | 18    | 193,912          |                    | 166,737          |                    |
| <b>Total current assets</b>                           |       | <b>195,615</b>   |                    | <b>171,480</b>   |                    |
| <b>Creditors:</b> amounts falling due within one year | 19    | <b>( 2,835 )</b> |                    | <b>( 5,689 )</b> |                    |
| <b>Net current assets</b>                             |       |                  | <b>192,780</b>     |                  | <b>165,791</b>     |
| <b>Total assets less current liabilities</b>          |       |                  | <b>200,866</b>     |                  | <b>178,973</b>     |
| <b>Total net assets or liabilities</b>                |       |                  | <b>200,866</b>     |                  | <b>178,973</b>     |
| <b><u>Funds of the charity</u></b>                    |       |                  |                    |                  |                    |
| Unrestricted income funds                             |       |                  | 76,146             |                  | 59,258             |
| Designated funds                                      |       |                  | 41,895             |                  | 46,398             |
| Restricted income funds                               |       |                  | 82,825             |                  | 73,317             |
| <b>Total funds</b>                                    |       |                  | <b>200,866</b>     |                  | <b>178,973</b>     |

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 11 to 20 form an integral part of these accounts.

These financial statements were approved by the Board on: 09/04/2025

and are signed on its behalf by: Laura Forster   
Chair of Board of Trustees

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2024

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

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 accounts have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Pottery Bank Community Centre Ltd meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2024

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

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

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of running the community centre and other activities undertaken to further the purposes of the charity and their associated support costs.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2024

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#### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, a full years depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal:

|                         |                                |
|-------------------------|--------------------------------|
| Fixtures & fittings     | Straight line over five years  |
| IT and office equipment | Straight line over three years |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2024

**Analysis of income**

|                                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-----------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>6 Donations and legacies</b>         |                            |                          |                    |                    |
| Donations and fundraising               | 322                        | -                        | 322                | 585                |
|                                         | <u>322</u>                 | <u>-</u>                 | <u>322</u>         | <u>585</u>         |
| <b>7 Charitable activities</b>          |                            |                          |                    |                    |
| <u>Income from grants and contracts</u> |                            |                          |                    |                    |
| Newcastle City Council Ward Funding     | 168                        | 1,507                    | 1,675              | 2,370              |
| Heritage Fund                           | 2,663                      | -                        | 2,663              | 18,440             |
| Community Fund                          | -                          | 83,937                   | 83,937             | 41,410             |
| Awards for All                          | -                          | 19,080                   | 19,080             | 9,800              |
| Tudor Trust                             | -                          | 49,500                   | 49,500             | 45,000             |
| Your Home Newcastle                     | -                          | 1,000                    | 1,000              | 1,000              |
| Community Foundation                    | 500                        | 4,425                    | 4,925              | 12,050             |
| Street Games                            | -                          | 4,115                    | 4,115              | 3,666              |
| Henry Smith                             | -                          | 35,000                   | 35,000             | 35,000             |
| Newcastle City Council                  | -                          | 3,250                    | 3,250              | -                  |
| CO-OP Community Fund                    | -                          | 1,947                    | 1,947              | -                  |
| Tesco Groundworks                       | -                          | 1,000                    | 1,000              | -                  |
| Other grants                            | -                          | 1,500                    | 1,500              | 20,447             |
|                                         | <u>3,331</u>               | <u>206,261</u>           | <u>209,592</u>     | <u>189,183</u>     |
| <b>8 Other trading activities</b>       |                            |                          |                    |                    |
| Room hire                               | 8,804                      | -                        | 8,804              | 15,897             |
| Rent                                    | 30,954                     | -                        | 30,954             | 30,334             |
| Minibus hire                            | -                          | -                        | -                  | 2,334              |
| Other income                            | 14,425                     | -                        | 14,425             | 3,479              |
|                                         | <u>54,183</u>              | <u>-</u>                 | <u>54,183</u>      | <u>52,044</u>      |

Income was £264,096 (2023: £241,812) of which £57,836 was unrestricted or designated (2023: £61,576) and £206,261 was restricted (2023: £180,236)

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2024

**Analysis of expenditure on charitable activities**

|                                                           | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£    | Total<br>2023<br>£ |
|-----------------------------------------------------------|----------------------------|--------------------------|-----------------------|--------------------|
| <b>9 Charitable activities</b>                            |                            |                          |                       |                    |
| <u>Direct costs</u>                                       |                            |                          |                       |                    |
| Staff salaries                                            | 3,418                      | 158,457                  | <b>161,875</b>        | 135,729            |
| Consultancy                                               | 4,597                      | 6,403                    | <b>11,000</b>         | -                  |
| Staff training/conferences                                | 353                        | -                        | <b>353</b>            | 556                |
| Staff travel/meetings                                     | 438                        | -                        | <b>438</b>            | 1,181              |
| Project activity                                          | 3,698                      | 17,581                   | <b>21,279</b>         | 47,001             |
| Volunteer expenses                                        | 2,603                      | 4,825                    | <b>7,428</b>          | 5,012              |
| <u>Support costs</u>                                      |                            |                          |                       |                    |
| Minibus costs                                             | 673                        | -                        | <b>673</b>            | 2,348              |
| ICT, telephone & internet                                 | 951                        | -                        | <b>951</b>            | 6,552              |
| Light, heat & water                                       | 9,857                      | -                        | <b>9,857</b>          | 9,254              |
| Equipment                                                 | 1,021                      | 8,355                    | <b>9,375</b>          | 8,279              |
| Printing, postage & stationery                            | 574                        | 1,131                    | <b>1,705</b>          | 468                |
| Cleaning & repairs                                        | 8,915                      | -                        | <b>8,915</b>          | 1,789              |
| Insurance                                                 | 1,138                      | -                        | <b>1,138</b>          | 1,051              |
| Professional fees                                         | 1,319                      | -                        | <b>1,319</b>          | 13,857             |
| Other expenditure                                         | -                          | -                        | <b>-</b>              | 319                |
| Depreciation                                              | 5,095                      | -                        | <b>5,095</b>          | 4,973              |
| <u>Governance costs</u>                                   |                            |                          |                       |                    |
| Independent examiner's fees for reporting on the accounts | 800                        | -                        | <b>800</b>            | 500                |
|                                                           | <u>45,451</u>              | <u>196,753</u>           | <u><b>242,203</b></u> | <u>238,868</u>     |

Expenditure on charitable activities was £242,203 (2023: £238,869) of which £45,451 was unrestricted or designated (2023: £70,138) and £196,753 was restricted (2023: £168,731)

**10 Fees for examination of the accounts**

|                                                           | 2024<br>£           | 2023<br>£  |
|-----------------------------------------------------------|---------------------|------------|
| Independent examiner's fees for reporting on the accounts | <b>800</b>          | 500        |
| Other accountancy services paid to the examiner           | <b>262</b>          | -          |
|                                                           | <u><b>1,062</b></u> | <u>500</u> |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2024

#### 11 Analysis of staff costs and the cost of key management personnel

|                                                   | 2024<br>£      | 2023<br>£     |
|---------------------------------------------------|----------------|---------------|
| Salaries and wages                                | 117,775        | 72,363        |
| Social security costs                             | 7,569          | 4,949         |
| Pension costs (defined contribution pension plan) | 1,324          | 1,380         |
|                                                   | <b>126,668</b> | <b>78,691</b> |

No employee received remuneration above £60,000 (2023: nil)

The key management personnel of the charity, comprise the Trustees and the Centre Manager. The total employee benefits of the key management personnel of the charity were £37,289. (2023: £30,000)

#### 12 Staff numbers

The average monthly head count was 7 staff (2023: 4 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

|                                                       | 2024<br>Number | 2023<br>Number |
|-------------------------------------------------------|----------------|----------------|
| The parts of the charity in which the employee's work |                |                |
| Charitable activities                                 | 5.0            | 2.0            |
|                                                       | <b>5.0</b>     | <b>2.0</b>     |

Sessional staff are hired on a project by project basis and are included within charitable activities as direct project costs as they typically relate to specific production or projects.

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No trustee expense have been incurred in the year.

##### Transaction(s) with related parties

There have been no related party transactions in the reporting period.

#### 14 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £4,537 (2023: £7,512). There was £501 outstanding as at 30 September 2024 (2023: £2,058)

#### 15 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2024

|                                                              | Leasehold<br>property<br>improvements | Garden<br>equipment<br>£ | Fixture,<br>fittings and<br>equipment<br>£ | Total<br>£     |
|--------------------------------------------------------------|---------------------------------------|--------------------------|--------------------------------------------|----------------|
| <b>16 Tangible fixed assets</b>                              |                                       |                          |                                            |                |
| <b>Cost</b>                                                  |                                       |                          |                                            |                |
| Balance brought forward                                      | 267,538                               | 19,149                   | 19,023                                     | <b>305,710</b> |
| Additions                                                    | -                                     | -                        | -                                          | -              |
| Disposals                                                    | -                                     | -                        | -                                          | -              |
| <b>Balance carried forward</b>                               | <b>267,538</b>                        | <b>19,149</b>            | <b>19,023</b>                              | <b>305,710</b> |
| <b>Depreciation</b>                                          |                                       |                          |                                            |                |
| Basis                                                        | SL                                    | SL                       | RB                                         |                |
| Rate                                                         | 5%                                    | 25%                      | 25%                                        |                |
| Balance brought forward                                      | 267,538                               | 6,275                    | 18,714                                     | <b>292,528</b> |
| Depreciation charge for year                                 | -                                     | 4,787                    | 309                                        | <b>5,096</b>   |
| Disposals                                                    | -                                     | -                        | -                                          | -              |
| <b>Balance carried forward</b>                               | <b>267,538</b>                        | <b>11,062</b>            | <b>19,023</b>                              | <b>297,623</b> |
| <b>Net book value</b>                                        |                                       |                          |                                            |                |
| <b>Brought forward</b>                                       | -                                     | 12,874                   | 309                                        | <b>13,182</b>  |
| <b>Carried forward</b>                                       | -                                     | 8,087                    | -                                          | <b>8,087</b>   |
| <b>17 Debtors and prepayments (receivable within 1 year)</b> |                                       |                          |                                            |                |
|                                                              | <b>2024</b>                           | <b>2023</b>              |                                            |                |
|                                                              | <b>£</b>                              | <b>£</b>                 |                                            |                |
| Trade debtors                                                | <b>391</b>                            | 836                      |                                            |                |
| Prepayments                                                  | <b>1,066</b>                          | 1,714                    |                                            |                |
| Other debtors                                                | <b>246</b>                            | 2,194                    |                                            |                |
|                                                              | <b>1,703</b>                          | <b>4,744</b>             |                                            |                |
| <b>18 Cash at bank and in hand</b>                           |                                       |                          |                                            |                |
|                                                              | <b>2024</b>                           | <b>2023</b>              |                                            |                |
|                                                              | <b>£</b>                              | <b>£</b>                 |                                            |                |
| Cash at bank and in hand                                     | <b>193,912</b>                        | 166,737                  |                                            |                |
|                                                              | <b>193,912</b>                        | <b>166,737</b>           |                                            |                |
| <b>19 Creditors and accruals (payable within 1 year)</b>     |                                       |                          |                                            |                |
|                                                              | <b>2024</b>                           | <b>2023</b>              |                                            |                |
|                                                              | <b>£</b>                              | <b>£</b>                 |                                            |                |
| Trade creditors                                              | -                                     | 45                       |                                            |                |
| Taxation and social security                                 | <b>1,386</b>                          | 4,625                    |                                            |                |
| Pension                                                      | <b>501</b>                            | 371                      |                                            |                |
| Accruals                                                     |                                       |                          |                                            |                |
| Independent examination of accounts                          | <b>800</b>                            | 500                      |                                            |                |
| Other creditors                                              | <b>148</b>                            | 148                      |                                            |                |
|                                                              | <b>2,835</b>                          | <b>5,689</b>             |                                            |                |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2024

**20 Events after the end of the reporting period**

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

**21 Analysis of charitable funds****Analysis of movements in unrestricted funds****For the year ending 30 September 2024**

|                                 | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|---------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
|                                 | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| <b>Unrestricted funds</b>       |                                                  |                               |                               |                  |                                                  |
| General unrestricted fund       | 61,540                                           | 39,913                        | ( 25,306 )                    | -                | <b>76,146</b>                                    |
| Designated funds                |                                                  |                               |                               |                  |                                                  |
| Salaries/Sessional support      | 26,628                                           | 6,342                         | ( 16,162 )                    | -                | <b>16,809</b>                                    |
| Courses/Equipment and Allotment | 9,312                                            | 5,386                         | ( 2,310 )                     | -                | <b>12,388</b>                                    |
| In house Projects Committed     | 8,176                                            | 6,195                         | ( 1,673 )                     | -                | <b>12,698</b>                                    |
| <b>Totals</b>                   | <b>105,656</b>                                   | <b>57,836</b>                 | <b>( 45,451 )</b>             | <b>-</b>         | <b>118,041</b>                                   |

**For the year ending 30 September 2023**

|                               | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|-------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
|                               | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| <b>Unrestricted funds</b>     |                                                  |                               |                               |                  |                                                  |
| General unrestricted fund     | 74,989                                           | 50,447                        | ( 56,727 )                    | ( 7,169 )        | <b>61,540</b>                                    |
| Designated funds              |                                                  |                               |                               |                  |                                                  |
| Salaries/Sessional Support    | 8,290                                            | 4,970                         | ( 4,368 )                     | 17,736           | <b>26,628</b>                                    |
| Courses/Equipment & Allotment | 38,108                                           | 6,159                         | ( 9,043 )                     | ( 25,912 )       | <b>9,312</b>                                     |
| In house projects committed   | -                                                | -                             | -                             | 8,176            | <b>8,176</b>                                     |
| <b>Totals</b>                 | <b>121,387</b>                                   | <b>61,576</b>                 | <b>( 70,138 )</b>             | <b>( 7,169 )</b> | <b>105,656</b>                                   |

**Purpose of unrestricted funds**

General unrestricted fund

The 'free reserves' after allowing for designated funds

Designated funds

Fund set aside for developing future projects

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2024

**21 Analysis of charitable funds continued****Analysis of movement in restricted funds****For the year ending 30 September 2024**

|                                              | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|----------------------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
| <b>Restricted funds</b>                      | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| Greggs Foundation                            | 575                                              | -                             | ( 575 )                       | -                | -                                                |
| Tudor Trust                                  | 13,714                                           | 49,500                        | ( 42,822 )                    | -                | <b>20,392</b>                                    |
| Tesco Groundworks                            | -                                                | 1,000                         | ( 1,000 )                     | -                | -                                                |
| Your Homes Newcastle                         | -                                                | 1,000                         | ( 1,000 )                     | -                | -                                                |
| Awards for All                               | 4,181                                            | 19,080                        | ( 8,950 )                     | -                | <b>14,311</b>                                    |
| Heritage Fund                                | -                                                | -                             | -                             | -                | -                                                |
| Community Foundation                         | 573                                              | 4,425                         | ( 1,172 )                     | -                | <b>3,826</b>                                     |
| Newcastle City Council Ward Funding          | -                                                | 1,507                         | ( 1,507 )                     | -                | -                                                |
| The National Lottery Community Fund          | 18,454                                           | 83,937                        | ( 88,190 )                    | -                | <b>14,200</b>                                    |
| Street Games                                 | -                                                | 4,115                         | ( 4,115 )                     | -                | -                                                |
| Henry Smith                                  | 34,933                                           | 35,000                        | ( 39,836 )                    | -                | <b>30,097</b>                                    |
| Newcastle City Council Winter Wellbeing Fund | -                                                | 3,250                         | ( 3,250 )                     | -                | -                                                |
| CO-OP Community Fund                         | -                                                | 1,947                         | ( 1,947 )                     | -                | -                                                |
| Other small grants                           | 887                                              | 1,500                         | ( 2,387 )                     | -                | -                                                |
| <b>Totals</b>                                | <b>73,317</b>                                    | <b>206,261</b>                | <b>( 196,752 )</b>            | <b>-</b>         | <b>82,825</b>                                    |

**For the year ending 30 September 2023**

|                                    | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|------------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
| <b>Restricted funds</b>            | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| Greggs Foundation                  | 16,591                                           | -                             | ( 16,016 )                    | -                | <b>575</b>                                       |
| Tudor Trust                        | 14,209                                           | 45,000                        | ( 45,495 )                    | -                | <b>13,714</b>                                    |
| Tesco Bags of Help COVID19         | 581                                              | -                             | ( 581 )                       | -                | -                                                |
| Your Homes Newcastle               | 900                                              | 1,000                         | ( 1,914 )                     | 14               | -                                                |
| Awards for All                     | 7,625                                            | 9,800                         | ( 13,244 )                    | -                | <b>4,181</b>                                     |
| Heritage Fund                      | 14,460                                           | 18,440                        | ( 37,273 )                    | 4,373            | -                                                |
| Community Foundation               | 277                                              | 5,050                         | ( 7,539 )                     | 2,784            | <b>573</b>                                       |
| Newcastle City Council Ward Fundir | -                                                | 2,370                         | ( 2,369 )                     | ( 1 )            | -                                                |
| National Lottery                   | -                                                | 41,410                        | ( 22,955 )                    | -                | <b>18,454</b>                                    |
| Street Games                       | -                                                | 3,666                         | ( 3,666 )                     | -                | -                                                |
| Henry Smith                        | -                                                | 35,000                        | ( 67 )                        | -                | <b>34,933</b>                                    |
| Other small grants                 | -                                                | 18,500                        | ( 17,613 )                    | -                | <b>887</b>                                       |
| <b>Totals</b>                      | <b>54,643</b>                                    | <b>180,236</b>                | <b>( 168,731 )</b>            | <b>7,169</b>     | <b>73,317</b>                                    |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2024

#### 21 Analysis of charitable funds continued

##### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

|                                     |                                                                                                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Greggs Foundation                   | To fund core staff costs                                                                                                               |
| Tudor Trust                         | To fund core staff costs                                                                                                               |
| Tesco Groundworks                   | To supply emergency food parcels to the food hub                                                                                       |
| Your Homes Newcastle                | The Potters Shed Wood work project                                                                                                     |
| Awards for All                      | To fund staff for 'Together We Grow' project                                                                                           |
| Heritage Fund                       | To fund 'In the Footsteps' of Walker Women project                                                                                     |
| Community Foundation                | To fund core running costs, 'In the Footsteps' of Walker Women slideshow and bookmark production and to fund 'Preserve & Grow' project |
| Newcastle City Council Funding      | To fund Winter Wellbeing sessions and core running costs as well as Winter & Summer Family activities                                  |
| The National Lottery Community Fund | To fund Creating Confident Communities Project                                                                                         |
| Street Games                        | To fund summer activities                                                                                                              |
| Henry Smith                         | To fund staffing for Strengthening Families Project                                                                                    |
| Other small grants                  | Neighbourly (M&S, Sainsbury & Lidl) - stock food items for Food Hub, Asda - stock items for Food Hub                                   |

#### 22 Capital commitments

As at 30 September 2024, the charity had no capital commitments (2023 -£nil)

#### 23 Analysis of net assets between funds

|                                        | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|----------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Tangible fixed assets                  | 8,087                      | -                        | 8,087              | 13,182             |
| Cash at bank and in hand               | 111,086                    | 82,825                   | 193,912            | 166,737            |
| Other net current assets/(liabilities) | ( 1,132 )                  | -                        | ( 1,132 )          | ( 946 )            |
|                                        | <u>118,041</u>             | <u>82,825</u>            | <u>200,866</u>     | <u>178,973</u>     |

POTTERY BANK COMMUNITY CENTRE LTD

England & Wales - Charity number 1150674

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# Accounts

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**POTTERY BANK COMMUNITY CENTRE LTD**

**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 30 September 2023**

**Charity number 1150674**

**Company number 08172955**

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2023

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The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30 September 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS 102) (effective 1 January 2015)

### **CHAIR'S COMMENTS (OCT 22 – SEPT 23)**

It's been a good year for Pottery Bank Community Centre with increased community members and access to our building, services and activities.

We continue to strive to deliver community led service provision through our community allotment, Food Hub, volunteering programmes, training courses and family focused activity programme.

We work in partnership with our funders to deliver projects that meet local need and achieve social impact and social change. We would like to thank our local community members, community partners, local staff team and funders for their continued support.

**Laura Forster**  
**Director/Chair**

### **OBJECTIVES AND ACTIVITIES**

The centre delivers community services and encourages local participation and ownership from the local area in addressing the issues which affect people's lives. Our programme incorporates training and education, children, young people and families, leisure and social and health.

The board confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commissions general guidance on public benefit when reviewing the aims and objectives and in planning the future activities. In particular, the board considered how planned activities would contribute to the new vision, aims and objectives they have set.

Pottery Bank Community Centre actively works in partnership with other organisations. Our aim is to be a centre managed by local people, for local people, developing and delivering community activities.

### **ACHIEVEMENTS AND PERFORMANCE**

We have been able to continue to:

Deliver a range of courses through our Heritage Lottery Project, Creating Confident Community Project, and Henry Smith Project.

Continue to develop our Community Garden and expand our community allotment activity

Continue to develop a Food Hub PAYF community food shop

Develop our Volunteering Project

Deliver our programme of family focused activity

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2023

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Deliver a programme of community activity that supported families through the cost of living crisis  
Engaged 580 local walker families in Community Focused activity  
Sustain the daily operations of our centre

### **PLANS FOR FUTURE PERIODS**

The board of PBCC are committed to securing resources for the benefit of our local community and centre membership. We will strive to secure funds to enable us to continue our programmes of activities, engage local people in the shaping of future service delivery and work with our partners to collaborate to increase service provision for community benefit. We will use our assets and resources to continue to improve the lives of individuals residing in the Walker ward.

#### ***The following courses were delivered during the year Oct 22 – Sept 23:***

'In the Footsteps of Walker Women' Heritage Lottery Project & Book Launch

Adult Cooking

Family Cooking – Take Home packs

Community Support & Debt Advice weekly drop-in

Christmas Wreath

Christmas Cooking

Arts & Crafts - Sewing course

Mindful gardening & Sow, Grow, Cook

Grow & Preserve Project

Potters shed woodwork course

Christmas Wreath

Christmas Cooking

Arts & Crafts - Sewing course

First aid: Adults & Family

#### **EVENTS:**

- Halloween Family events (pumpkin pick, fun day)
- Half term (Oct 22) Free kids packed lunches
- Santa's Mini bus – present drop to local community
- Christmas Family food parcels
- Christmas Craft Fair
- Winter Wellbeing Hub (Jan-Mar 23)
- Half term (Feb 23) Free kids packed lunches & Children's Dance sessions
- Half term (Feb 23) Recipes & craft packs to take home
- International Women's Day Event
- Easter Bunny –egg drop to local community at fun day
- Easter Recipes & craft packs to take home
- Weekly Family Fun Days During July/Aug school holidays
- Kids growing club (garden activities) During July/Aug school holidays
- Summer Family Trip with packed lunch
- Raffles
- Adult Afternoon Teas & Social Evenings throughout the year
- Coffee morning

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2023

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#### **POTTERY BANK FOOD HUB:**

Our PAYF supermarket is available weekly, with monthly essential take home bags.

Weekly numbers of people to our Food Hub – Approx. 25-35

Monthly sessional household bags – Approx. 40-45

#### **VOLUNTEERS:**

We have 14 regular volunteers who support staff during the year through courses, allotment and family events.

We continually have many visitors to our Community Allotment and Gardens.

Some may just call in for a chat and look around, others will come to pick up some of the surplus fruit and vegetables that's been harvested for our Food Hub or Cooking courses. Whilst others call in to buy the many various flowering plants grown each year.

Approx. 50+ local residents bought plants during this year. All the proceeds from the sale of plants goes back into the allotment funds.

#### **ACTIVITIES, PROJECTS AND OUTREACH**

##### **Pottery Bank Community Centre Limited:**

- Office space for rent
- Free Internet access
- Conference and meeting room hire
- Mini bus hire for community groups
- Authorised distributors for food bank vouchers
- Development of Community Garden/Allotment areas

**The following organisations are placed within Pottery Bank Community Centre:**

##### **Community Catering Initiative Limited: cafe and outside catering**

- Hot and cold buffet menus
- Community Cafe open Monday to Friday
- Weekly Lunch Club
- Cookery lessons for children and adults
- Family food activity sessions
- Themed afternoon teas and social events throughout the year.

##### **Newcastle Community Family Hub East Team @ Pottery Bank**

- Supporting parents, carers and families in the community and in diverse cultural circumstances. Guidance and support aimed at supporting vulnerable children and their families.

##### **Foundation Futures**

- A specialist teaching service working with young people who are at risk of exclusion and underachievement.
- Deliver community based clubs, activities and projects aimed at supporting children, young people and their families.

##### **Wesley Bingo Association**

- Provides weekly bingo/social sessions for local people.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2023

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**FINANCIAL REVIEW**

The balance sheet at 30 September 2023 shows a total fund position of £178,973. This was represented by Tangible Fixed Assets of £13,182 and net current assets of £165,791. The balance of funds is made up of unrestricted funds of £61,540, designated funds of £44,116 and restricted funds of £73,317.

Reserves policy

Pottery Bank Community Centre has maintained a good level of free reserves over the years currently there are £61,540 free reserves to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the free unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. The present level of reserves will meet this requirement.

**PUBLIC BENEFIT STATEMENT**

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### TRUSTEES ANNUAL REPORT

For the year ended 30 September 2023

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#### REFERENCE AND ADMINISTRATIVE DETAILS

|                                           |                                                                                                        |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Charity Name                              | Pottery Bank Community Centre Ltd                                                                      |
| Registered Charity Number                 | 1150674                                                                                                |
| Company Number                            | 08172955                                                                                               |
| Registered Office and operational address | Pottery Bank Community Centre<br>Yelverton Crescent<br>Newcastle Upon Tyne<br>NE6 3SW                  |
| Trustees                                  | L Foster<br>P McKenna<br>S Stephenson<br>L Rutter<br>Resigned 23/01/2024                               |
| Independent Examiner                      | Michelle Wright<br>MW Accounting Services<br>Woodgate House<br>5c Wood Street<br>Gateshead<br>NE11 9NP |

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 March 2003 and amended by special resolution to allow for current governance on 7 October 2003, 30 October 2006 and 12 April 2007.

##### Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. The council is made up of volunteers who are all members of the company elected by the membership at Annual General Meeting and serve for a period of three years retiring by rotation. A retiring trustee is eligible for re-election. The council may from time to time and at any time appoint any member of the company as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election. No person who is not a member of the company shall in any circumstances be eligible to hold office as a member of the Council. The Council is referred to familiarly as the Management Committee.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2023

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#### Induction and training of trustees

New trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees; they are provided with a comprehensive pack containing all the information covered during induction. All trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

#### Organisation

The Board of Directors administers the charity and meets bi-monthly. A centre manager is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations the centre manager has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and project related activity.

#### Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

### **TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then 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 financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**TRUSTEES ANNUAL REPORT**

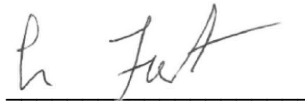
For the year ended 30 September 2023

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The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on: 23.5.24

and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'L Foster', written over a horizontal line.

Laura Foster  
Chair of trustees

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 30 September 2023

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I report on the financial statements of Pottery Bank Community Centre Ltd for the year ended 30 September 2023, which are set out on pages 9 to 20.

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Member of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Michelle Wright  
Woodgate House  
5c Wood Street  
Gateshead  
Tyne and Wear  
NE11 9NP



Date: 28/05/2024

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 30 September 2023

|                                                           | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-----------------------------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                                       |       |                            |                          |                    |                    |
| Donations and legacies                                    | 6     | 585                        | -                        | 585                | 1,176              |
| Charitable activities                                     |       |                            |                          |                    |                    |
| Grants and contracts                                      | 7     | 8,947                      | 180,236                  | 189,183            | 158,795            |
| Other trading activities                                  | 8     | 52,044                     | -                        | 52,044             | 42,706             |
| <b>Total income</b>                                       |       | <b>61,576</b>              | <b>180,236</b>           | <b>241,812</b>     | <b>202,677</b>     |
| <b>Expenditure on:</b>                                    |       |                            |                          |                    |                    |
| Charitable activities                                     |       |                            |                          |                    |                    |
| Operation of the charity                                  | 9     | 70,138                     | 168,731                  | 238,868            | 200,719            |
| <b>Total expenditure</b>                                  |       | <b>70,138</b>              | <b>168,731</b>           | <b>238,868</b>     | <b>200,719</b>     |
| <b>Net income/(expenditure)</b>                           |       | <b>( 8,562 )</b>           | <b>11,505</b>            | <b>2,943</b>       | <b>1,958</b>       |
| Transfers between funds                                   |       | ( 7,169 )                  | 7,169                    | -                  | -                  |
| <b>Net income/(expenditure) and net movement of funds</b> |       | <b>( 15,731 )</b>          | <b>18,674</b>            | <b>2,943</b>       | <b>1,958</b>       |
| <b>Reconciliation of funds</b>                            |       |                            |                          |                    |                    |
| Total funds brought forward                               |       | 121,387                    | 54,643                   | 176,030            | 174,072            |
| <b>Total funds carried forward</b>                        |       | <b>105,656</b>             | <b>73,317</b>            | <b>178,973</b>     | <b>176,030</b>     |

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 11 to 20 form an integral part of these accounts.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

Charity Number 1150674

Company Number 08172955

**BALANCE SHEET**

As at 30 September 2023

|                                                       | Notes | £              | Total<br>2023<br>£ | £              | Total<br>2022<br>£ |
|-------------------------------------------------------|-------|----------------|--------------------|----------------|--------------------|
| <b>Fixed assets</b>                                   |       |                |                    |                |                    |
| Tangible assets                                       | 16    |                | 13,182             |                | 18,155             |
| <b>Total fixed assets</b>                             |       |                | <b>13,182</b>      |                | <b>18,155</b>      |
| <b>Current assets</b>                                 |       |                |                    |                |                    |
| Debtors                                               | 17    | 4,744          |                    | 2,568          |                    |
| Cash at bank and in hand                              | 18    | 166,737        |                    | 157,992        |                    |
| <b>Total current assets</b>                           |       | <b>171,480</b> |                    | <b>160,560</b> |                    |
| <b>Creditors:</b> amounts falling due within one year | 19    | ( 5,689 )      |                    | ( 2,685 )      |                    |
| <b>Net current assets</b>                             |       |                | <b>165,791</b>     |                | <b>157,875</b>     |
| <b>Total assets less current liabilities</b>          |       |                | <b>178,973</b>     |                | <b>176,030</b>     |
| <b>Total net assets or liabilities</b>                |       |                | <b>178,973</b>     |                | <b>176,030</b>     |
| <b>Funds of the charity</b>                           |       |                |                    |                |                    |
| Unrestricted income funds                             |       |                | 61,540             |                | 74,989             |
| Designated funds                                      |       |                | 44,116             |                | 46,398             |
| Restricted income funds                               |       |                | 73,317             |                | 54,643             |
| <b>Total funds</b>                                    |       |                | <b>178,973</b>     |                | <b>176,030</b>     |

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 11 to 20 form an integral part of these accounts.

These financial statements were approved by the Board on: 23.5.24

and are signed on its behalf by:

Laura Foster

Chair of Board of Trustees

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2023

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

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 accounts have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Pottery Bank Community Centre Ltd meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2023

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

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

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of running the community centre and other activities undertaken to further the purposes of the charity and their associated support costs.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2023

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#### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, a full years depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal:

|                         |                                |
|-------------------------|--------------------------------|
| Fixtures & fittings     | Straight line over five years  |
| IT and office equipment | Straight line over three years |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2023

#### Analysis of income

|                                         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-----------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>6 Donations and legacies</b>         |                            |                          |                    |                    |
| Donations and fundraising               | 585                        | -                        | 585                | 1,176              |
|                                         | <u>585</u>                 | <u>-</u>                 | <u>585</u>         | <u>1,176</u>       |
| <b>7 Charitable activities</b>          |                            |                          |                    |                    |
| <u>Income from grants and contracts</u> |                            |                          |                    |                    |
| Newcastle City Council Ward Funding     | -                          | 2,370                    | 2,370              | 1,650              |
| Big Issue Invest                        | -                          | -                        | -                  | 12,000             |
| Greggs Foundation                       | -                          | -                        | -                  | 15,000             |
| Heritage Fund                           | -                          | 18,440                   | 18,440             | 23,050             |
| Community Fund                          | -                          | 41,410                   | 41,410             | 41,443             |
| Awards for All                          | -                          | 9,800                    | 9,800              | 9,720              |
| Tudor Trust                             | -                          | 45,000                   | 45,000             | 45,000             |
| Your Home Newcastle                     | -                          | 1,000                    | 1,000              | 5,000              |
| Community Foundation                    | 7,000                      | 5,050                    | 12,050             | 4,932              |
| Street Games                            | -                          | 3,666                    | 3,666              | -                  |
| Henry Smith                             | -                          | 35,000                   | 35,000             | -                  |
| Other grants                            | 1,947                      | 18,500                   | 20,447             | 1,000              |
|                                         | <u>8,947</u>               | <u>180,236</u>           | <u>189,183</u>     | <u>158,795</u>     |
| <b>8 Other trading activities</b>       |                            |                          |                    |                    |
| Room hire                               | 15,897                     | -                        | 15,897             | 6,119              |
| Rent                                    | 30,334                     | -                        | 30,334             | 26,980             |
| Minibus hire                            | 2,334                      | -                        | 2,334              | 1,708              |
| Other income                            | 3,479                      | -                        | 3,479              | 7,899              |
|                                         | <u>52,044</u>              | <u>-</u>                 | <u>52,044</u>      | <u>42,706</u>      |

Income was £241,812 (2022: £202,677) of which £61,576 was unrestricted or designated (2022: £43,882) and £180,236 was restricted (2022: £158,795)

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2023

**Analysis of expenditure on charitable activities**

|                                                           | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£    | Total<br>2022<br>£ |
|-----------------------------------------------------------|----------------------------|--------------------------|-----------------------|--------------------|
| <b>9 Charitable activities</b>                            |                            |                          |                       |                    |
| <u>Direct costs</u>                                       |                            |                          |                       |                    |
| Staff salaries                                            | 5,149                      | 130,580                  | <b>135,729</b>        | 81,438             |
| Consultancy                                               | -                          | -                        | -                     | 18,000             |
| Staff training/conferences                                | 503                        | 53                       | <b>556</b>            | 1,096              |
| Staff travel/meetings                                     | 757                        | 423                      | <b>1,181</b>          | 252                |
| Project activity                                          | 20,828                     | 26,173                   | <b>47,001</b>         | 66,431             |
| Volunteer expenses                                        | 1,910                      | 3,103                    | <b>5,012</b>          | 3,910              |
| <u>Support costs</u>                                      |                            |                          |                       |                    |
| Minibus costs                                             | 2,323                      | 25                       | <b>2,348</b>          | 2,491              |
| ICT, telephone & internet                                 | 5,552                      | 1,000                    | <b>6,552</b>          | 1,287              |
| Light, heat & water                                       | 9,254                      | -                        | <b>9,254</b>          | 8,801              |
| Equipment                                                 | 1,790                      | 6,489                    | <b>8,279</b>          | 2,197              |
| Printing, postage & stationery                            | 342                        | 126                      | <b>468</b>            | 240                |
| Cleaning & repairs                                        | 1,789                      | -                        | <b>1,789</b>          | 3,168              |
| Insurance                                                 | 1,051                      | -                        | <b>1,051</b>          | 1,131              |
| Professional fees                                         | 13,417                     | 440                      | <b>13,857</b>         | 1,147              |
| Other expenditure                                         | -                          | 319                      | <b>319</b>            | 440                |
| Depreciation                                              | 4,973                      | -                        | <b>4,973</b>          | 7,297              |
| <u>Governance costs</u>                                   |                            |                          |                       |                    |
| Independent examiner's fees for reporting on the accounts | 500                        | -                        | <b>500</b>            | 1,380              |
| Trustees meeting costs                                    | -                          | -                        | -                     | 13                 |
|                                                           | <u>70,138</u>              | <u>168,731</u>           | <u><b>238,868</b></u> | <u>200,719</u>     |

Expenditure on charitable activities was £238,868 (2022: £200,719) of which £70,138 was unrestricted or designated (2022: £58,197) and £168,731 was restricted (2022: £142,522)

**10 Fees for examination of the accounts**

|                                                           | 2023<br>£         | 2022<br>£    |
|-----------------------------------------------------------|-------------------|--------------|
| Independent examiner's fees for reporting on the accounts | <b>500</b>        | 1,380        |
| Other accountancy services paid to the examiner           | -                 | 962          |
|                                                           | <u><b>500</b></u> | <u>2,342</u> |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2023

#### 11 Analysis of staff costs and the cost of key management personnel

|                                                   | 2023<br>£     | 2022<br>£     |
|---------------------------------------------------|---------------|---------------|
| Salaries and wages                                | 72,363        | 78,812        |
| Social security costs                             | 4,949         | 811           |
| Pension costs (defined contribution pension plan) | 1,380         | 1,815         |
|                                                   | <u>78,691</u> | <u>81,438</u> |

No employee received remuneration above £60,000 (2022: nil)

The key management personnel of the charity, comprise the Trustees and the Centre Manager. The total employee benefits of the key management personnel of the charity were £30,000. (2022: £29,857)

#### 12 Staff numbers

The average monthly head count was 3 staff (2022: 4 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

|                                                       | 2023<br>Number | 2022<br>Number |
|-------------------------------------------------------|----------------|----------------|
| The parts of the charity in which the employee's work |                |                |
| Charitable activities                                 | 2.0            | 4.0            |
|                                                       | <u>2.0</u>     | <u>4.0</u>     |

Sessional staff are hired on a project by project basis and are included within charitable activities as direct project costs as they typically relate to specific production or projects.

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No trustee expense have been incurred in the year.

##### Transaction(s) with related parties

There have been no related party transactions in the reporting period.

#### 14 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £7,512 (2022: £6,699). There was £2,058 outstanding as at 30 September 2023 (2022: £1,027)

#### 15 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2023

|                                                              | Leasehold<br>property<br>improvements | Garden<br>equipment<br>£ | Fixture,<br>fittings and<br>equipment<br>£ | Total<br>£     |
|--------------------------------------------------------------|---------------------------------------|--------------------------|--------------------------------------------|----------------|
| <b>16 Tangible fixed assets</b>                              |                                       |                          |                                            |                |
| <b>Cost</b>                                                  |                                       |                          |                                            |                |
| Balance brought forward                                      | 267,538                               | 19,149                   | 19,023                                     | <b>305,710</b> |
| Additions                                                    | -                                     | -                        | -                                          | -              |
| Disposals                                                    | -                                     | -                        | -                                          | -              |
| <b>Balance carried forward</b>                               | <b>267,538</b>                        | <b>19,149</b>            | <b>19,023</b>                              | <b>305,710</b> |
| <b>Depreciation</b>                                          |                                       |                          |                                            |                |
| Basis                                                        | SL                                    | SL                       | RB                                         |                |
| Rate                                                         | 5%                                    | 25%                      | 25%                                        |                |
| Balance brought forward                                      | 267,538                               | 1,488                    | 18,529                                     | <b>287,555</b> |
| Depreciation charge for year                                 | -                                     | 4,787                    | 185                                        | <b>4,973</b>   |
| Disposals                                                    | -                                     | -                        | -                                          | -              |
| <b>Balance carried forward</b>                               | <b>267,538</b>                        | <b>6,275</b>             | <b>18,714</b>                              | <b>292,528</b> |
| <b>Net book value</b>                                        |                                       |                          |                                            |                |
| <b>Brought forward</b>                                       | -                                     | 17,661                   | 494                                        | <b>18,155</b>  |
| <b>Carried forward</b>                                       | -                                     | 12,874                   | 309                                        | <b>13,182</b>  |
| <b>17 Debtors and prepayments (receivable within 1 year)</b> |                                       |                          |                                            |                |
|                                                              | <b>2023</b>                           | <b>2022</b>              |                                            |                |
|                                                              | <b>£</b>                              | <b>£</b>                 |                                            |                |
| Trade debtors                                                | <b>836</b>                            | 567                      |                                            |                |
| Prepayments                                                  | <b>1,714</b>                          | 1,755                    |                                            |                |
| Other debtors                                                | <b>2,194</b>                          | 246                      |                                            |                |
|                                                              | <b>4,744</b>                          | 2,568                    |                                            |                |
| <b>18 Cash at bank and in hand</b>                           |                                       |                          |                                            |                |
|                                                              | <b>2023</b>                           | <b>2022</b>              |                                            |                |
|                                                              | <b>£</b>                              | <b>£</b>                 |                                            |                |
| Cash at bank and in hand                                     | <b>166,737</b>                        | 157,992                  |                                            |                |
|                                                              | <b>166,737</b>                        | 157,992                  |                                            |                |
| <b>19 Creditors and accruals (payable within 1 year)</b>     |                                       |                          |                                            |                |
|                                                              | <b>2023</b>                           | <b>2022</b>              |                                            |                |
|                                                              | <b>£</b>                              | <b>£</b>                 |                                            |                |
| Trade creditors                                              | <b>45</b>                             | 45                       |                                            |                |
| Taxation and social security                                 | <b>4,625</b>                          | -                        |                                            |                |
| Pension                                                      | <b>371</b>                            | -                        |                                            |                |
| Accruals                                                     |                                       |                          |                                            |                |
| Independent examination of accounts                          | <b>500</b>                            | 2,640                    |                                            |                |
| Other creditors                                              | <b>148</b>                            | -                        |                                            |                |
|                                                              | <b>5,689</b>                          | 2,685                    |                                            |                |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2023

#### 20 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

#### 21 Analysis of charitable funds

##### Analysis of movements in unrestricted funds

For the year ending 30 September 2023

|                                 | Fund<br>balances<br>brought<br>forward | Incoming<br>resources | Resources<br>expended | Transfers        | Fund<br>balances<br>carried<br>forward |
|---------------------------------|----------------------------------------|-----------------------|-----------------------|------------------|----------------------------------------|
|                                 | £                                      | £                     | £                     | £                | £                                      |
| <b>Unrestricted funds</b>       |                                        |                       |                       |                  |                                        |
| General unrestricted fund       | 74,989                                 | 50,447                | ( 56,727 )            | ( 7,169 )        | <b>61,540</b>                          |
| Designated funds                |                                        |                       |                       |                  |                                        |
| Salaries/Sessional support      | 8,290                                  | 4,970                 | ( 4,368 )             | 17,736           | <b>26,628</b>                          |
| Courses/Equipment and Allotment | 38,108                                 | 6,159                 | ( 9,043 )             | ( 25,912 )       | <b>9,312</b>                           |
| In house Projects Committed     | -                                      | -                     | -                     | 8,176            | <b>8,176</b>                           |
| <b>Totals</b>                   | <b>121,387</b>                         | <b>61,576</b>         | <b>( 70,138 )</b>     | <b>( 7,169 )</b> | <b>105,656</b>                         |

For the year ending 30 September 2022

|                           | Fund<br>balances<br>brought<br>forward | Incoming<br>resources | Resources<br>expended | Transfers     | Fund<br>balances<br>carried<br>forward |
|---------------------------|----------------------------------------|-----------------------|-----------------------|---------------|----------------------------------------|
|                           | £                                      | £                     | £                     | £             | £                                      |
| <b>Unrestricted funds</b> |                                        |                       |                       |               |                                        |
| General unrestricted fund | 91,950                                 | 43,882                | ( 58,197 )            | ( 2,646 )     | <b>74,989</b>                          |
| Designated funds          |                                        |                       |                       |               |                                        |
| Salaries                  | 8,290                                  | -                     | -                     | -             | <b>8,290</b>                           |
| Centres core aims         | -                                      | -                     | -                     | 38,108        | <b>38,108</b>                          |
| <b>Totals</b>             | <b>100,240</b>                         | <b>43,882</b>         | <b>( 58,197 )</b>     | <b>35,462</b> | <b>121,387</b>                         |

##### Purpose of unrestricted funds

General unrestricted fund

The 'free reserves' after allowing for designated funds

Designated funds

Fund set aside for developing future projects

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2023

**21 Analysis of charitable funds continued****Analysis of movement in restricted funds****For the year ending 30 September 2023**

|                                        | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|----------------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
| <b>Restricted funds</b>                | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| Greggs Foundation                      | 16,591                                           | -                             | ( 16,016 )                    | -                | <b>575</b>                                       |
| Tudor Trust                            | 14,209                                           | 45,000                        | ( 45,495 )                    | -                | <b>13,714</b>                                    |
| Tesco Bags of Help COVID19             | 581                                              | -                             | ( 581 )                       | -                | -                                                |
| Your Homes Newcastle                   | 900                                              | 1,000                         | ( 1,914 )                     | 14               | -                                                |
| Awards for All                         | 7,625                                            | 9,800                         | ( 13,244 )                    | -                | <b>4,181</b>                                     |
| Heritage Fund                          | 14,460                                           | 18,440                        | ( 37,273 )                    | 4,373            | -                                                |
| Community Foundation                   | 277                                              | 5,050                         | ( 7,539 )                     | 2,784            | <b>573</b>                                       |
| Newcastle City Council Ward<br>Funding | -                                                | 2,370                         | ( 2,369 )                     | ( 1 )            | -                                                |
| National Lottery                       | -                                                | 41,410                        | ( 22,955 )                    | -                | <b>18,454</b>                                    |
| Street Games                           | -                                                | 3,666                         | ( 3,666 )                     | -                | -                                                |
| Henry Smith                            | -                                                | 35,000                        | ( 67 )                        | -                | <b>34,933</b>                                    |
| Other small grants                     | -                                                | 18,500                        | ( 17,613 )                    | -                | <b>887</b>                                       |
| <b>Totals</b>                          | <b>54,643</b>                                    | <b>180,236</b>                | <b>( 168,731 )</b>            | <b>7,169</b>     | <b>73,317</b>                                    |

**Analysis of movement in restricted funds****For the year ending 30 September 2022**

|                                     | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b>  | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|-------------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|-------------------|--------------------------------------------------|
| <b>Restricted funds</b>             | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>          | <b>£</b>                                         |
| Community Fund - Capitalised        | 6,800                                            | -                             | -                             | ( 6,800 )         | -                                                |
| Greggs Foundation                   | 17,931                                           | 15,000                        | ( 16,340 )                    | -                 | <b>16,591</b>                                    |
| National Lottery                    | 38,579                                           | 41,443                        | ( 51,360 )                    | ( 28,662 )        | -                                                |
| Newcastle City Council Ward<br>Fund | -                                                | 1,650                         | ( 1,650 )                     | -                 | -                                                |
| Tudor Trust                         | 10,502                                           | 45,000                        | ( 41,293 )                    | -                 | <b>14,209</b>                                    |
| Tesco Bags of Help COVID19          | -                                                | 1,000                         | ( 419 )                       | -                 | <b>581</b>                                       |
| Big Issue Invest                    | -                                                | 12,000                        | ( 12,000 )                    | -                 | -                                                |
| Your Homes Newcastle                | 20                                               | 5,000                         | ( 4,120 )                     | -                 | <b>900</b>                                       |
| Awards for All                      | -                                                | 9,720                         | ( 2,095 )                     | -                 | <b>7,625</b>                                     |
| Heritage Fund                       | -                                                | 23,050                        | ( 8,590 )                     | -                 | <b>14,460</b>                                    |
| Community Foundation                | -                                                | 4,932                         | ( 4,655 )                     | -                 | <b>277</b>                                       |
| <b>Totals</b>                       | <b>73,832</b>                                    | <b>158,795</b>                | <b>( 142,522 )</b>            | <b>( 35,462 )</b> | <b>54,643</b>                                    |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2023

#### 21 Analysis of charitable funds continued

##### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

|                            |                                                                                                                                        |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Greggs Foundation          | To fund core staff costs                                                                                                               |
| Tudor Trust                | To fund core staff costs                                                                                                               |
| Tesco Bags of Help COVID19 | To supply emergency food parcels to the food hub                                                                                       |
| Your Homes Newcastle       | The Potters Shed Wood work project                                                                                                     |
| Awards for All             | To fund staff for 'Together We Grow' project                                                                                           |
| Heritage Fund              | To fund 'In the Footsteps' of Walker Women project                                                                                     |
| Community Foundation       | To fund core running costs, 'In the Footsteps' of Walker Women slideshow and bookmark production and to fund 'Preserve & Grow' project |
| Newcastle City Council     | To fund Winter Wellbeing sessions and core running costs as well as Winter & Summer Family activities                                  |
| National Lottery           | To fund Creating Confident Communities Project                                                                                         |
| Street Games               | To fund summer activities                                                                                                              |
| Henry Smith                | To fund staffing for Strengthening Families Project                                                                                    |
| Other small grants         | Neighbourly (M&S, Sainsbury & Lidl) - stock food items for Food Hub, Asda - stock items for Food Hub                                   |

##### Transfers between funds

|                                           | Reason for transfer                               | Amount<br>£ |
|-------------------------------------------|---------------------------------------------------|-------------|
| Between unrestricted and restricted funds | Unrestricted contribution to restricted overspend | 7,169       |

#### 22 Capital commitments

As at 30 September 2023, the charity had no capital commitments (2022 -£nil)

#### 23 Analysis of net assets between funds

|                                        | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|----------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Tangible fixed assets                  | 13,182                     | -                        | 13,182             | 18,155             |
| Cash at bank and in hand               | 93,420                     | 73,317                   | 166,737            | 244,874            |
| Other net current assets/(liabilities) | ( 946 )                    | -                        | ( 946 )            | ( 40,808 )         |
|                                        | 105,656                    | 73,317                   | 178,973            | 222,221            |

POTTERY BANK COMMUNITY CENTRE LTD

England & Wales - Charity number 1150674

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# Accounts

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**POTTERY BANK COMMUNITY CENTRE LTD**

**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 30 September 2022**

**Charity number 1150674**

**Company number 08172955**

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

For the year ended 30 September 2022

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| Trustees annual report                                                       | 1 to 6      |
| Independent examiners report                                                 | 7           |
| Statement of Financial Activities (including income and expenditure account) | 8           |
| Balance sheet                                                                | 9           |
| Notes to the financial statements                                            | 10 to 20    |

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30 September 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS 102) (effective October 2019).

## **CHAIR'S COMMENTS (OCT 2021 – SEPT 2022)**

It's been a great year at pottery bank our centre continue to strive with our activities involving our community new and old.

We have seen a particular increase in support in the need for support with food parcels and income based support. We would like to thank local businesses, local people and others for their donations to help us support families in need.

We would also like to thank our staff, volunteers and board members for their dedication and support. We would like to thank other agencies that have been involved in some of the activities we provide.

As an organisation we would like to thank funders for giving us the funding and support to make it possible for us to run some of the activities that we provided for our community.

**Pamela McKenna**  
**Director/Chair**

## **OBJECTIVES AND ACTIVITIES**

The Centre delivers community services and encourages local participation and ownership from the local area in addressing the issues, which affect people's lives. Our programme incorporates training and education, children, young people and families, leisure and social and health.

The board confirm that they have complied with the duty in section 4 of the Charities act 2006 to have due regard to the Charity Commissions general guidance on public benefit when reviewing the aims and objectives and in planning the future activities. In particular, the board considered how planned activities would contribute to the new vision, aims and objectives they have set.

Pottery Bank Community Centre actively works in partnership with other organisations. Our aim is to be a centre managed by local people, for local people, developing and delivering community activities.

## **ACHIEVEMENTS AND PERFORMANCE**

We have been able to continue to:

Deliver a range of courses through our **Women Together** and Potters Shed projects.

Develop a Sensory Garden and expand our community allotment activity

Develop a PAYF community food shop

Secured funding for a Women Led Heritage Project

Deliver a programme of family activity

Deliver a programme of community activity that supported families through the cost of living crisis

Engaged 508 local walker families in Community Focused activity

Sustain the daily operations of our centre

***The following courses were delivered during the year:***

Adult Cooking – In Centre  
Family Cooking – Take Home packs  
Kids Sports (Hattrick, Dance)  
Potters shed woodwork course  
Mindful gardening & Sow, Grow, Cook  
Kids Gardening – school holidays  
Parents - Wellness Group  
Community Support & Debt Advice weekly drop-in until June 2022  
Christmas Wreath Making – In Centre / take home packs  
Arts & Crafts - Sewing course  
Family Gardening – take home packs school holidays  
Food Hygiene Level 1

In addition, Newcastle College continued to deliver accredited courses restarted in Sept 21 until May 2022 with Level 2 Health & Social Care courses.

**EVENTS:**

Some courses were able to take place in the centre, however when 2<sup>nd</sup> lockdown started these courses were adapted as take home packs.

- Halloween Family events (pumpkin pick, fun day)
- Santa's Mini bus – present drop to local community
- Christmas Family food parcels
- Easter Bunny –egg drop to local community at fun day
- Easter take home craft packs
- Half term (Oct 21) Free kids packed lunches
- Half term (Feb 22) Free kids packed lunches, take home craft packs, take food packs
- Onsite Family Fun Days During July/Aug school holidays
- Kids growing club (garden activities) During July/Aug school holidays
- Free Kids packed lunch 2 x per week during July/Aug school holidays (50-60 children per session)
- Raffle
- Adult Afternoon Teas & Social Evenings

**PAY AS YOU FEEL SUPERMARKET/EMERGENCY FOOD PARCELS:**

Our PAYF supermarket is available weekly, using surplus food donations that aren't used in the Food Hub.

PBCC FOOD HUB was created during the first lockdown and we continue to hold a weekly PAYF supermarket and a monthly food parcel collection service from our Food Hub with the support of donations from local supermarkets and businesses, also funding from Fareshare, Newcastle City Council, YHN, Coop, Groundworks and The National Lottery. We continue to have approximately 40-50 people each week.

## **ALLOTMENT VOLUNTEERS AND VISITORS:**

5 regular volunteers attend to support workers daily in the allotment.

We continually have many visitors to our Community Allotment and Gardens.

Some may just call in for a chat and look around, others will come to pick up some of the surplus fruit and vegetables that's been harvested for our Food Hub or Cooking courses. Whilst others call in to buy the many various flowering plants grown each year.

Approx. 45 local residents bought plants during this year. All the proceeds from the sale of plants goes back into the allotment funds.

## **VOLUNTEERS:**

We have 10 regular volunteers who support staff during the year.

## **ACTIVITIES, PROJECTS AND OUTREACH**

### **Pottery Bank Community Centre Limited:**

- Office space for rent
- Free Internet access
- Conference and meeting room hire
- Mini bus hire for community groups
- Authorised distributors for food bank vouchers
- Development of Community Garden/Allotment areas

**The following organisations are placed within Pottery Bank Community Centre:**

### **Community Catering Initiative Limited: cafe and outside catering**

- Hot and cold buffet menus
- Community Cafe open Monday to Friday
- Weekly Lunch Club
- Cookery lessons for children and adults
- Family food activity sessions
- Themed afternoon teas and social events throughout the year.

### **Newcastle Community Family Hub East Team @ Pottery Bank**

- Supporting parents, carers and families in the community and in diverse cultural circumstances. Guidance and support aimed at supporting vulnerable children and their families.

### **Foundation Futures**

- A specialist teaching service working with young people who are at risk of exclusion and underachievement.
- Deliver community based clubs, activities and projects aimed at supporting children, young people and their families.

## **Newcastle Central & East Methodist Circuit**

- Supporting the work of the Community Centre and the local community
- Offering spiritual and emotional support to individuals
- Weekly discussion group
- Supporting Debt Advice project across Walker and Byker
- Support through Board of directors
- Links with Central Walker C of E Primary Academy
- Organising and facilitating annual Carol Service and Harvest Celebration.

## **Wesley Bingo Association**

- Provides weekly bingo/social sessions for local people.

## **PLANS FOR FUTURE PERIODS**

The board of PBCC are committed to securing resources for the benefit of our local community and centre membership. We will strive to secure funds to enable us to continue our programmes of activities, engage local people in the shaping of future service delivery and work with our partners to collaborate to increase service provision for community benefit. We will use our assets and resources to continue to improve the lives of individuals residing in the Walker ward.

## **FINANCIAL REVIEW**

### **Review of the year**

The results for the year and the charitable company's financial position at the end of the year are shown in the attached financial statements.

During the year the charitable company had income of £202,677 (2021: £281,438) of which £158,795 was restricted (2021: £197,337) and expenditure of £200,719 (2021: £223,694) of which £142,522 was restricted (2021: £208,333). There was an operating surplus of £1,958 (2021: £57,744) of which a surplus of £16,273 was restricted (2021: a deficit of £10,997).

At 30 September 2022 the Charity had net assets of £176,030 (2021: £174,072) of which £54,643 was restricted (2021: £73,832).

### **Reserves policy/Going concern**

The Trustees consider the level of reserves, £103,232 (2021: £74,787), prudent for the Charity at this time taking into account potential liabilities in the event that the charity ceased. Our Reserves Policy is reviewed annually.

## **PUBLIC BENEFIT STATEMENT**

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

## REFERENCE AND ADMINISTRATIVE DETAILS

|                                           |                                                                                                                                                                                                                                                                       |  |  |           |  |           |                       |          |                        |           |  |              |                       |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-----------|--|-----------|-----------------------|----------|------------------------|-----------|--|--------------|-----------------------|
| Charity Name                              | Pottery Bank Community Centre Ltd                                                                                                                                                                                                                                     |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| Registered Charity Number                 | 1150674                                                                                                                                                                                                                                                               |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| Company Number                            | 08172955                                                                                                                                                                                                                                                              |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| Registered Office and operational address | Pottery Bank Community Centre<br>Yelverton Crescent<br>Newcastle Upon Tyne<br>NE6 3SW                                                                                                                                                                                 |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| Trustees                                  | <table><tr><td>P McKenna</td><td></td></tr><tr><td>C Carroll</td><td>Resigned 19 July 2021</td></tr><tr><td>L Rutter</td><td>Appointed 19 July 2021</td></tr><tr><td>L Forster</td><td></td></tr><tr><td>S Stephenson</td><td>Appointed 6 June 2022</td></tr></table> |  |  | P McKenna |  | C Carroll | Resigned 19 July 2021 | L Rutter | Appointed 19 July 2021 | L Forster |  | S Stephenson | Appointed 6 June 2022 |
| P McKenna                                 |                                                                                                                                                                                                                                                                       |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| C Carroll                                 | Resigned 19 July 2021                                                                                                                                                                                                                                                 |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| L Rutter                                  | Appointed 19 July 2021                                                                                                                                                                                                                                                |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| L Forster                                 |                                                                                                                                                                                                                                                                       |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| S Stephenson                              | Appointed 6 June 2022                                                                                                                                                                                                                                                 |  |  |           |  |           |                       |          |                        |           |  |              |                       |
| Independent Examiner                      | Doug Maltman FMAAT<br>Connected Voice Business Services<br>One Strawberry Lane<br>Newcastle upon Tyne<br>NE1 4BX                                                                                                                                                      |  |  |           |  |           |                       |          |                        |           |  |              |                       |

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 March 2003 and amended by special resolution to allow for current governance on 7 October 2003, 30 October 2006 and 12 April 2007.

### Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. The council is made up of volunteers who are all members of the company elected by the membership at Annual General Meeting and serve for a period of three years retiring by rotation. A retiring trustee is eligible for re-election. The council may from time to time and at any time appoint any member of the company as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election. No person who is not a member of the company shall in any circumstances be eligible to hold office as a member of the Council. The Council is referred to familiarly as the Management Committee.

## Induction and training of trustees

New trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees; they are provided with a comprehensive pack containing all the information covered during induction. All trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

## Organisation

The Board of Directors administers the charity and meets bi-monthly. A centre manager is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations the centre manager has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and project related activity.

## Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

## **STATEMENT OF TRUSTEE RESPONSIBILITIES**

The trustees, who are also directors for the purposes of the Companies Act, are also responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements 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 charity 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 charity. 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 was approved by the Trustees on: 23.05.2023

and signed on their behalf by:

\_\_\_\_\_

Pamela McKenna  
Chair of trustees

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 30 September 2022

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I report on the financial statements of Pottery Bank Community Centre Ltd for the year ended 30 September 2022, which are set out on pages 8 to 20.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Doug Maltman FMAAT  
Connected Voice Business Services  
One Strawberry Lane  
Newcastle upon Tyne  
NE1 4BX  
Date: 23.05.2023

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 30 September 2022

|                                    | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                |       |                            |                          |                    |                    |
| Donations and legacies             | 6     | 1,176                      | -                        | 1,176              | 510                |
| Charitable activities              |       |                            |                          |                    |                    |
| Grants and contracts               | 7     | -                          | 158,795                  | 158,795            | 249,383            |
| Other trading activities           | 8     | 42,706                     | -                        | 42,706             | 31,545             |
| <b>Total income</b>                |       | <b>43,882</b>              | <b>158,795</b>           | <b>202,677</b>     | <b>281,438</b>     |
| <b>Expenditure on:</b>             |       |                            |                          |                    |                    |
| Charitable activities              |       |                            |                          |                    |                    |
| Operation of the charity           | 9     | 58,197                     | 142,522                  | 200,719            | 223,694            |
| <b>Total expenditure</b>           |       | <b>58,197</b>              | <b>142,522</b>           | <b>200,719</b>     | <b>223,694</b>     |
| <b>Net income/(expenditure)</b>    |       | <b>( 14,315 )</b>          | <b>16,273</b>            | <b>1,958</b>       | <b>57,744</b>      |
| Transfers between funds            |       | 35,462                     | ( 35,462 )               | -                  | -                  |
| <b>Net movement of funds</b>       |       | <b>21,147</b>              | <b>( 19,189 )</b>        | <b>1,958</b>       | <b>57,744</b>      |
| <b>Reconciliation of funds</b>     |       |                            |                          |                    |                    |
| Total funds brought forward        |       | 100,240                    | 73,832                   | 174,072            | 116,328            |
| <b>Total funds carried forward</b> |       | <b>121,387</b>             | <b>54,643</b>            | <b>176,030</b>     | <b>174,072</b>     |

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 10 to 20 form an integral part of these accounts.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

Charity Number 1150674  
Company Number 08172955**BALANCE SHEET**

As at 30 September 2022

|                                                       | Notes | £              | Total<br>2022<br>£ | £              | Total<br>2021<br>£ |
|-------------------------------------------------------|-------|----------------|--------------------|----------------|--------------------|
| <b><u>Fixed assets</u></b>                            |       |                |                    |                |                    |
| Tangible assets                                       | 16    |                | 18,155             |                | 25,453             |
| <b><i>Total fixed assets</i></b>                      |       |                | <b>18,155</b>      |                | <b>25,453</b>      |
| <b><u>Current assets</u></b>                          |       |                |                    |                |                    |
| Debtors                                               | 17    | 2,568          |                    | 4,094          |                    |
| Cash at bank and in hand                              | 18    | 157,992        |                    | 148,787        |                    |
| <b><i>Total current assets</i></b>                    |       | <b>160,560</b> |                    | <b>152,881</b> |                    |
| <b>Creditors:</b> amounts falling due within one year | 19    | ( 2,685 )      |                    | ( 4,262 )      |                    |
| <b><i>Net current assets</i></b>                      |       |                | <b>157,875</b>     |                | <b>148,619</b>     |
| <b><i>Total assets less current liabilities</i></b>   |       |                | <b>176,030</b>     |                | <b>174,072</b>     |
| <b><i>Total net assets or liabilities</i></b>         |       |                | <b>176,030</b>     |                | <b>174,072</b>     |
| <b><u>Funds of the charity</u></b>                    |       |                |                    |                |                    |
| Unrestricted income funds                             |       |                | 121,387            |                | 100,240            |
| Restricted income funds                               |       |                | 54,643             |                | 73,832             |
| <b><i>Total funds</i></b>                             |       |                | <b>176,030</b>     |                | <b>174,072</b>     |

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 10 to 20 form an integral part of these accounts.

These financial statements were approved by the Board on: 23.05.2023

and are signed on its behalf by: Pamela McKenna  
Chair

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

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 accounts have been prepared in accordance with 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 (FRS 102) (effective October 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Pottery Bank Community Centre Ltd meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the year-end of £121,387 and has already secured a significant amount of funding for the current year. The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

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

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of running the community center and other activities undertaken to further the purposes of the charity and their associated support costs.

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

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### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

## **5 Assets**

### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, the charity does not currently have any tangible fixed

|                                 |                                  |
|---------------------------------|----------------------------------|
| Leasehold property improvements | Straight line over life of lease |
| Office and computer equipment   | Reducing balance 25%             |
| Garden equipment                | Straight line over four years    |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

**Analysis of income**

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£    | Total<br>2021<br>£ |
|-----------------------------------|----------------------------|--------------------------|-----------------------|--------------------|
| <b>6 Donations and legacies</b>   |                            |                          |                       |                    |
| Donations and fundraising         | 1,176                      | -                        | <b>1,176</b>          | 510                |
|                                   | <u>1,176</u>               | <u>-</u>                 | <u><b>1,176</b></u>   | <u>510</u>         |
| <b>7 Charitable activities</b>    |                            |                          |                       |                    |
| <u>Income from grants</u>         |                            |                          |                       |                    |
| NCC Ward Funding                  | -                          | 1,650                    | <b>1,650</b>          | 3,412              |
| SESF                              | -                          | -                        | -                     | 20,240             |
| Big Issue Invest                  | -                          | 12,000                   | <b>12,000</b>         | 6,000              |
| COOP                              | -                          | -                        | -                     | 1,755              |
| Greggs Foundation                 | -                          | 15,000                   | <b>15,000</b>         | 29,685             |
| Newcastle Fund                    | -                          | -                        | -                     | 13,777             |
| The National Lottery              | -                          | -                        | -                     | 100,708            |
| Heritage Fund                     | -                          | 23,050                   | <b>23,050</b>         | -                  |
| Community Fund                    | -                          | 41,443                   | <b>41,443</b>         | -                  |
| Awards For All                    | -                          | 9,720                    | <b>9,720</b>          | -                  |
| Tudor Trust                       | -                          | 45,000                   | <b>45,000</b>         | 42,000             |
| Your Home Newcastle               | -                          | 5,000                    | <b>5,000</b>          | -                  |
| HMRC Job Retention Scheme         | -                          | -                        | -                     | 29,756             |
| Community Foundation              | -                          | 4,932                    | <b>4,932</b>          | -                  |
| Other grants                      | -                          | 1,000                    | <b>1,000</b>          | 2,050              |
|                                   | <u>-</u>                   | <u>158,795</u>           | <u><b>158,795</b></u> | <u>249,383</u>     |
| <b>8 Other trading activities</b> |                            |                          |                       |                    |
| Room hire                         | 6,119                      | -                        | <b>6,119</b>          | 837                |
| Rent                              | 26,980                     | -                        | <b>26,980</b>         | 23,473             |
| Minibus hire                      | 1,708                      | -                        | <b>1,708</b>          | 309                |
| Other income                      | 7,899                      | -                        | <b>7,899</b>          | 6,926              |
|                                   | <u>42,706</u>              | <u>-</u>                 | <u><b>42,706</b></u>  | <u>31,545</u>      |

Income was £202,677 (2021: £281,438) of which £43,882 was unrestricted or designated (2021: £84,101) and £158,795 was restricted (2021: £197,337)

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

**Analysis of expenditure on charitable activities**

|                                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£    | Total<br>2021<br>£ |
|--------------------------------|----------------------------|--------------------------|-----------------------|--------------------|
| <b>9 Charitable activities</b> |                            |                          |                       |                    |
| <u>Direct costs</u>            |                            |                          |                       |                    |
| Staff salaries                 | 13,726                     | 67,712                   | <b>81,438</b>         | 125,677            |
| Consultancy                    | 6,000                      | 12,000                   | <b>18,000</b>         | 13,000             |
| <u>Activity costs</u>          |                            |                          |                       |                    |
| Staff training / conferences   | 1,096                      | -                        | <b>1,096</b>          | 515                |
| Staff travel / meetings        | 70                         | 182                      | <b>252</b>            | 70                 |
| Project activity               | 5,715                      | 60,716                   | <b>66,431</b>         | 28,736             |
| Volunteer expenses             | 2,235                      | 1,675                    | <b>3,910</b>          | 1,697              |
| <u>Support costs</u>           |                            |                          |                       |                    |
| Minibus costs                  | 2,491                      | -                        | <b>2,491</b>          | 531                |
| ICT, telephone & internet      | 1,287                      | -                        | <b>1,287</b>          | 1,243              |
| Light, heat & water            | 8,801                      | -                        | <b>8,801</b>          | 6,381              |
| Equipment                      | 2,197                      | -                        | <b>2,197</b>          | 17,734             |
| Printing, postage & stationery | 240                        | -                        | <b>240</b>            | 945                |
| Cleaning & repairs             | 3,168                      | -                        | <b>3,168</b>          | 6,539              |
| Insurance                      | 1,131                      | -                        | <b>1,131</b>          | 1,008              |
| Professional fees              | 1,147                      | -                        | <b>1,147</b>          | 775                |
| Other expenditure              | 203                        | 237                      | <b>440</b>            | 3,789              |
| Depreciation                   | 7,297                      | -                        | <b>7,297</b>          | 13,793             |
| <u>Governance costs</u>        |                            |                          |                       |                    |
| Independent examination fees   | 1,380                      | -                        | <b>1,380</b>          | 1,260              |
| Trustee meeting costs          | 13                         | -                        | <b>13</b>             | -                  |
|                                | <u>58,197</u>              | <u>142,522</u>           | <u><b>200,719</b></u> | <u>223,694</u>     |

Expenditure on charitable activities was £200,719 (2021: £223,694) of which £58,197 was unrestricted or designated (2021: £15,361) and £142,522 was restricted (2021: £208,333)

**10 Fees for examination of the accounts**

|                                                           | 2022<br>£           | 2021<br>£    |
|-----------------------------------------------------------|---------------------|--------------|
| Independent examiner's fees for reporting on the accounts | <b>1,380</b>        | 1,260        |
| Other accountancy services paid to the examiner           | <b>962</b>          | 600          |
|                                                           | <u><b>2,342</b></u> | <u>1,860</u> |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2022

#### 11 Analysis of staff costs and the cost of key management personnel

|                                                   | 2022<br>£     | 2021<br>£      |
|---------------------------------------------------|---------------|----------------|
| Salaries and wages (including redundancies)       | 78,812        | 118,466        |
| Social security costs                             | 811           | 5,037          |
| Pension costs (defined contribution pension plan) | 1,815         | 2,174          |
|                                                   | <b>81,438</b> | <b>125,677</b> |

No employee received remuneration above £60,000 (2021: nil)

The key management personnel of the charity, comprise the trustees and the centre manager . The total employee benefits of the key management personnel of the charity were £29,857 (2021: £32,658).

#### 12 Staff numbers

The average monthly head count was 6 staff (2021: 5 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

|                                                       | 2022<br>Number | 2021<br>Number |
|-------------------------------------------------------|----------------|----------------|
| The parts of the charity in which the employee's work |                |                |
| Charitable activities                                 | 3.0            | 4.0            |
|                                                       | <b>3.0</b>     | <b>4.0</b>     |

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No trustee expenses have been incurred in the year.

##### Transaction(s) with related parties

Community Catering Initiative Ltd shares a majority of trustees in common with Pottery Bank, thus meeting the definition of a related entity. Community Catering Initiative Ltd share a partnership agreement with Pottery Bank to deliver the Women Together project.

Two children of one of Pottery Bank's trustees is employed by Pottery Bank and in the year ended September 2022 received remuneration of £22,800. The related trustee was not involved in the recruitment process and the remuneration is agreed on an arm's length basis.

#### 14 Defined contribution pension scheme

The charitable company contributes to individual private staff pension schemes. The employer's pension costs represent contributions payable by the charity.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

**15 Corporation Taxation**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

| <b>16 Tangible fixed assets</b> | <b>Leasehold<br/>property<br/>improvements<br/>£</b> | <b>Garden<br/>equipment<br/>£</b> | <b>Fixture,<br/>fittings and<br/>equipment<br/>£</b> | <b>Total<br/>£</b> |
|---------------------------------|------------------------------------------------------|-----------------------------------|------------------------------------------------------|--------------------|
| <b>Cost</b>                     |                                                      |                                   |                                                      |                    |
| Balance brought forward         | 267,538                                              | 19,149                            | 19,023                                               | <b>305,710</b>     |
| Additions                       | -                                                    | -                                 | -                                                    | -                  |
| Disposals                       | -                                                    | -                                 | -                                                    | -                  |
| <b>Balance carried forward</b>  | <b>267,538</b>                                       | <b>19,149</b>                     | <b>19,023</b>                                        | <b>305,710</b>     |
| <b>Depreciation</b>             |                                                      |                                   |                                                      |                    |
| Basis                           | SL                                                   | SL                                | RB                                                   |                    |
| Rate                            | 5%                                                   | 25%                               | 25%                                                  |                    |
| Balance brought forward         | 261,232                                              | 744                               | 18,281                                               | <b>280,257</b>     |
| Depreciation charge for year    | 6,306                                                | 744                               | 248                                                  | <b>7,298</b>       |
| Disposals                       | -                                                    | -                                 | -                                                    | -                  |
| <b>Balance carried forward</b>  | <b>267,538</b>                                       | <b>1,488</b>                      | <b>18,529</b>                                        | <b>287,555</b>     |
| <b>Net book value</b>           |                                                      |                                   |                                                      |                    |
| <b>Brought forward</b>          | <b>6,306</b>                                         | <b>18,405</b>                     | <b>742</b>                                           | <b>25,453</b>      |
| <b>Carried forward</b>          | <b>-</b>                                             | <b>17,661</b>                     | <b>494</b>                                           | <b>18,155</b>      |

**17 Debtors and prepayments (receivable within 1 year)**

|                | <b>2022<br/>£</b> | <b>2021<br/>£</b> |
|----------------|-------------------|-------------------|
| Trade debtors  | <b>567</b>        | -                 |
| Room hire      | -                 | 383               |
| Prepayments    | <b>1,755</b>      | 1,755             |
| Accrued income | -                 | 1,710             |
| Other debtors  | <b>246</b>        | 246               |
|                | <b>2,568</b>      | 4,094             |

**18 Cash at bank and in hand**

|                          | <b>2022<br/>£</b> | <b>2021<br/>£</b> |
|--------------------------|-------------------|-------------------|
| Cash at bank and in hand | <b>157,992</b>    | 148,787           |
|                          | <b>157,992</b>    | 148,787           |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

**19 Creditors and accruals (payable within 1 year)**

|                                     | <b>2022</b>  | 2021     |
|-------------------------------------|--------------|----------|
|                                     | <b>£</b>     | <b>£</b> |
| Trade creditors                     | <b>45</b>    | 45       |
| Accruals                            |              |          |
| Independent examination of accounts | <b>2,640</b> | 1,260    |
| Other accruals                      | -            | 160      |
| Other creditors                     | -            | 2,797    |
|                                     | <b>2,685</b> | 4,262    |

**20 Events after the end of the reporting period**

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

**21 Analysis of charitable funds**
**Analysis of movements in unrestricted funds**  
**As at 30 September 2022**

|                           | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|---------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
|                           | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| <b>Unrestricted funds</b> |                                                  |                               |                               |                  |                                                  |
| General unrestricted fund | 91,950                                           | 43,882                        | ( 58,197 )                    | ( 2,646 )        | <b>74,989</b>                                    |
| Designated funds          |                                                  |                               |                               |                  |                                                  |
| Staff Salaries            | 8,290                                            | -                             | -                             | -                | <b>8,290</b>                                     |
| Centres core aims         | -                                                | -                             | -                             | 38,108           | <b>38,108</b>                                    |
| <b>Totals</b>             | <b>100,240</b>                                   | <b>43,882</b>                 | <b>( 58,197 )</b>             | <b>35,462</b>    | <b>121,387</b>                                   |

**As at 30 September 2021**

|                           | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|---------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
|                           | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| <b>Unrestricted funds</b> |                                                  |                               |                               |                  |                                                  |
| General unrestricted fund | 24,728                                           | 84,102                        | ( 15,361 )                    | ( 1,519 )        | <b>91,950</b>                                    |
| Designated funds          |                                                  |                               |                               |                  |                                                  |
| Staff Salaries            | -                                                | -                             | -                             | 8,290            | <b>8,290</b>                                     |
| <b>Totals</b>             | <b>24,728</b>                                    | <b>84,102</b>                 | <b>( 15,361 )</b>             | <b>6,771</b>     | <b>100,240</b>                                   |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

**Purpose of unrestricted funds**

|                           |                                                                                 |
|---------------------------|---------------------------------------------------------------------------------|
| General unrestricted fund | The 'free reserves' of the charity                                              |
| Designated funds          |                                                                                 |
| Staff salaries            | Designated for salaries to pay for additional staff time for Covid 19 recovery. |
| Centre core aims          | Designated funds to ensure continuation of the centres core aims.               |

**22 Analysis of charitable funds (Continued)****Analysis of movement in restricted funds****As at 30 September 2022**

|                                     | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b>  | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|-------------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|-------------------|--------------------------------------------------|
| <b>Restricted funds</b>             | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>          | <b>£</b>                                         |
| Community Fund - Capitalised        | 6,800                                            | -                             | -                             | ( 6,800 )         | -                                                |
| Greggs Foundation                   | 17,931                                           | 15,000                        | ( 16,340 )                    | -                 | <b>16,591</b>                                    |
| The National Lottery                | 38,579                                           | 41,443                        | ( 51,360 )                    | ( 28,662 )        | -                                                |
| Newcastle City Council Ward<br>Fund | -                                                | 1,650                         | ( 1,650 )                     | -                 | -                                                |
| Tudor Trust                         | 10,502                                           | 45,000                        | ( 41,293 )                    | -                 | <b>14,209</b>                                    |
| Tesco Bags of Help COVID19          | -                                                | 1,000                         | ( 419 )                       | -                 | <b>581</b>                                       |
| Big Issue Invest                    | -                                                | 12,000                        | ( 12,000 )                    | -                 | -                                                |
| Your Homes Newcastle                | 20                                               | 5,000                         | ( 4,120 )                     | -                 | <b>900</b>                                       |
| Awards for All                      | -                                                | 9,720                         | ( 2,095 )                     | -                 | <b>7,625</b>                                     |
| Heritage Fund                       | -                                                | 23,050                        | ( 8,590 )                     | -                 | <b>14,460</b>                                    |
| Community Foundation Fund           | -                                                | 4,932                         | ( 4,655 )                     | -                 | <b>277</b>                                       |
| <b>Totals</b>                       | <b>73,832</b>                                    | <b>158,795</b>                | <b>( 142,522 )</b>            | <b>( 35,462 )</b> | <b>54,643</b>                                    |

**As at 30 September 2021**

|                                                              | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|--------------------------------------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
| <b>Restricted funds</b>                                      | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| Awards for All                                               | 1,771                                            | -                             | -                             | ( 1,771 )        | -                                                |
| Community Fund - Capitalised                                 | 19,540                                           | -                             | ( 12,740 )                    | -                | <b>6,800</b>                                     |
| North of Tyne Community Led<br>Local Development Fund (ESIF) | 23,194                                           | -                             | ( 23,194 )                    | -                | -                                                |
| COOP Local Community Fund                                    | 523                                              | 1,755                         | ( 2,279 )                     | -                | -                                                |
| Greggs Foundation                                            | -                                                | 29,685                        | ( 11,753 )                    | -                | <b>17,931</b>                                    |
| The National Lottery                                         | 30,599                                           | 100,708                       | ( 92,727 )                    | -                | <b>38,579</b>                                    |
| Newcastle City Council Ward<br>Fund                          | 750                                              | 3,412                         | ( 4,162 )                     | -                | -                                                |
| Newcastle Fund                                               | 7,574                                            | 13,777                        | ( 21,351 )                    | -                | -                                                |
| Tudor Trust                                                  | 2,279                                            | 42,000                        | ( 33,777 )                    | -                | <b>10,502</b>                                    |
| <b>Balance c/fwd</b>                                         | <b>86,230</b>                                    | <b>191,337</b>                | <b>( 201,984 )</b>            | <b>( 1,771 )</b> | <b>73,812</b>                                    |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2022

**As at 30 September 2021 (continued)**

|                            | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|----------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
|                            | <b>£</b>                                         | <b>£</b>                      | <b>£</b>                      | <b>£</b>         | <b>£</b>                                         |
| <b>Restricted funds</b>    |                                                  |                               |                               |                  |                                                  |
| <i>Balance b/fwd</i>       | 86,230                                           | 191,337                       | ( 201,984 )                   | ( 1,771 )        | <b>73,812</b>                                    |
| Tesco Bags of Help COVID19 | 228                                              | -                             | ( 228 )                       | -                | -                                                |
| Big Issue Invest           |                                                  | 6,000                         | ( 6,000 )                     |                  |                                                  |
| Your Homes Newcastle       | 5,141                                            | -                             | ( 121 )                       | ( 5,000 )        | <b>20</b>                                        |
| <b>Totals</b>              | <b>91,599</b>                                    | <b>197,337</b>                | <b>( 208,333 )</b>            | <b>( 6,771 )</b> | <b>73,832</b>                                    |

**Purpose of restricted funds**

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

|                                               |                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Awards for All                                | To run a project called 'Home Grown'.                                                                                                                                     |
| Community Fund - Capitalised                  | Capital relates to a grant given in a previous year for alterations to leasehold property, and is being reduced by the amount of depreciation over the life of the lease. |
| North of Tyne Community Led Local Development | To run a 2 year project called 'Home Grown', as well as organisational running costs.                                                                                     |
| COOP Local Community Fund                     | To provide equipment for our allotment/garden.                                                                                                                            |
| Greggs Foundation                             | This is to fund a part-time cleaner post and a part-time caretaker post.                                                                                                  |
| The National Lottery                          | To run 3 year project called 'Women Together'.                                                                                                                            |
| Newcastle City Council Ward Fund              | To fund seasonal events.                                                                                                                                                  |
| Newcastle Fund                                | To fund core running costs and consultancy fees.                                                                                                                          |
| Tudor Trust                                   | To fund staff salaries.                                                                                                                                                   |
| Tesco Bags of Help COVID19                    | To supply emergency food parcels for food hub.                                                                                                                            |
| Big Issue Invest                              | Covid 19 Business recovery support – to engage with an external consultant.                                                                                               |
| Your Homes Newcastle                          | The Potters Shed Project - men's woodwork project.                                                                                                                        |
| Awards For All                                | To fund the Community Sensory Garden Project.                                                                                                                             |
| Heritage Fund                                 | To fund in the footsteps of Walker Women's Project.                                                                                                                       |
| Community Foundation Fund                     | To fund Summer Fund Days.                                                                                                                                                 |

**23 Analysis of charitable funds (Continued)****Transfers between funds****As at 30 September 2022**

|                                           | <b>Reason for transfer</b>                                                         | <b>Amount<br/>£</b> |
|-------------------------------------------|------------------------------------------------------------------------------------|---------------------|
| Between unrestricted and restricted funds | Community Fund - Capitalised fully spent via unrestricted funds in previous years. | <b>6,800</b>        |
| Between unrestricted and restricted funds | National Lottery - Fully spent via unrestricted funds in previous years.           | <b>28,662</b>       |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2022

| <b>Transfers between funds<br/>As at 30 September 2021</b> | <b>Reason for transfer</b>                                                                                                                                    | <b>Amount<br/>£</b> |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Between unrestricted and restricted funds                  | This represents a contribution to the garden equipment paid for by a restricted grant from Your Homes Newcastle that was transferred to the fixed asset fund. | <b>5,000</b>        |
| Between unrestricted and restricted funds                  | Balance of Awards For All transferred to unrestricted funds as this was fully spent in the prior year.                                                        | <b>1,771</b>        |
| Between unrestricted and designated funds                  | Funds designated for additional salary costs set aside for Covid 19 recovery.                                                                                 | <b>8,290</b>        |

#### 24 Capital commitments

As at 30 September 2022, the charity had no capital commitments (2021 -£nil)

#### 25 Analysis of net assets between funds

|                                        | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|----------------------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Tangible fixed assets                  | 18,155                              | -                                 | <b>18,155</b>               | <b>25,453</b>               |
| Cash at bank and in hand               | 103,349                             | 54,643                            | <b>157,992</b>              | <b>148,788</b>              |
| Other net current assets/(liabilities) | ( 116 )                             | -                                 | <b>( 116 )</b>              | <b>( 169 )</b>              |
|                                        | <b>121,387</b>                      | <b>54,643</b>                     | <b>176,030</b>              | <b>174,072</b>              |

**POTTERY BANK COMMUNITY CENTRE LTD**

England & Wales - Charity number 1150674

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# Accounts

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**POTTERY BANK COMMUNITY CENTRE LTD**  
**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 30 September 2021**

**Charity number 1150674**

**Company number 08172955**

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT**

For the year ended 30 September 2021

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The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30 September 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS 102) (effective 1 January 2019).

#### **CHAIR'S COMMENTS**

It is great that things are getting back to some normality and we can welcome more people into our centre again and provide the activities that local people want.

As an organisation, we wish thank all those who have supported us during this time: those who have donated food, essential items and time for our community.

Even though this last year has been a hard one, we will strive to continue to give what we can. I would also like to thank our staff, volunteers and board members whose dedication and support throughout this last year, has helped keep the community centre thriving.

As an organisation, we wish to extend our thanks to all those who have supported us during this time: those who have donated food, essentials and time in support of our community.

**Pamela McKenna**  
**Director/Chair**

#### **OBJECTIVES AND ACTIVITIES**

The Centre delivers community services and encourages local participation and ownership from the local area in addressing the issues which affect people's lives. Our programme incorporates training and education, children, young people and families, leisure and social and health.

The board confirm that they have complied with the duty in section 4 of the Charities act 2006 to have due regard to the Charity Commissions general guidance on public benefit when reviewing the aims and objectives and in planning the future activities. In particular, the board considered how planned activities would contribute to the new vision, aims and objectives they have set.

Pottery Bank Community Centre actively works in partnership with other organisations. Our aim is to be a centre managed by local people, for local people, developing and delivering community activities.

#### **ACHIEVEMENTS AND PERFORMANCE**

We have been able to continue to deliver a range of courses through our **Women Together** and **CLLD – Home Grown** projects. However during the 2<sup>nd</sup> lockdown the course continued as 'take home' packs with families sharing photos of their activities with us and on our Social media pages. During the summer when lockdown eased all family events were held outside in our garden areas, in line with covid guidelines.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT**

For the year ended 30 September 2021

---

The following courses were delivered during the year:

Adult Cooking – In Centre & Take Home packs  
Kids Cooking – In Centre & Take Home packs  
Family Cooking – Take Home packs  
Kids Sports  
Get Growing  
Horticultural Therapeutic Course  
Kids Gardening – school holidays  
Parents - Wellness Group Sept 20 – Dec 20 restarted June 21 and extended until 2022  
Christmas Wreath Making – take home packs  
Arts & Crafts  
Family Gardening Easter – take home packs  
Food Hygiene Level 1

In addition, Newcastle College continued to deliver accredited courses restarted in Sept 21

#### **EVENTS:**

Come course were able to take place in the centre, however when 2<sup>nd</sup> lockdown started these courses were adapted as take home packs.

- Halloween Family events in Garden Oct 20
- Santa's Mini bus – present drop to local community – Dec 20
- Christmas Family food parcels
- Delivery of Christmas food hampers for the elderly
- Easter Bunny – mini bus egg drop to local community – April 21
- Easter take home craft packs and Easter Bonnet Competition online
- Half term (June 21) Free kids packed lunches and take home baking activity
- Onsite Family Fun Days During July/Aug school holidays
- Kids growing club (garden activities) During July/Aug school holidays
- Free Kids packed lunch 2 x per week during July/Aug school holidays
- Raffle

All summer Family fun days at the centre were held in our outdoors Community Garden & Allotment areas to help reduce the spread of COVID and to keep within the guidelines.

#### **ALLOTMENT VOLUNTEERS AND VISITORS:**

Six regular volunteers have supported the Allotment during the year.

During the 2<sup>nd</sup> lockdown period local residents were able to visit the Community Allotment to collect free vegetables and to purchase plants and hanging baskets.

#### **PAY AS YOU FEEL SUPERMARKET/EMERGENCY FOOD PARCELS:**

Our PAYF supermarket was available when we reopened after the lockdowns, using surplus food donations that weren't used in the Food Hub.

Free family weekly hot meals (40-50) & school holiday packed lunches for children (50-60)

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT**

For the year ended 30 September 2021

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PBCC FOOD HUB was created during the first lockdown and we continue to hold weekly food parcel collection service from our Food Hub with the support of donations from local supermarkets and businesses, also funding from Fareshare, Newcastle City Council, YHN, Coop, Groundworks and The National Lottery.

We continue to have approximately 30-40 people each week.

### **ACTIVITIES, PROJECTS AND OUTREACH**

#### **Pottery Bank Community Centre Limited:**

- Office space for rent
- Free Internet access
- Conference and meeting room hire
- Mini bus hire for community groups
- Authorised distributors for food bank vouchers
- Development of Sensory garden July/Aug 21

**The following organisations are placed within Pottery Bank Community Centre:**

#### **Community Catering Initiative Limited: cafe and outside catering**

- Hot and cold buffet menus
- Community Cafe open Monday to Friday
- Weekly Lunch Club
- Cookery lessons for children and adults
- Family food activity sessions
- Themed afternoon teas and social events throughout the year.

#### **Newcastle Central & East Methodist Circuit**

- Supporting the work of the Community Centre and the local community
- Offering spiritual and emotional support to individuals
- Weekly discussion group
- Supporting Debt Advice project across Walker and Byker
- Support through Board of directors
- Links with Central Walker C of E Primary Academy
- Organising and facilitating annual Carol Service and Harvest Celebration.

#### **Newcastle Community Family Hub East Team @ Pottery Bank**

- Supporting parents, carers and families in the community and in diverse cultural circumstances. Guidance and support aimed at supporting vulnerable children and their families.

#### **Foundation Futures**

- A specialist teaching service working with young people who are at risk of exclusion and underachievement.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT**

For the year ended 30 September 2021

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- Deliver community based clubs, activities and projects aimed at supporting children, young people and their families.

#### **Wesley Bingo Association**

- Provides weekly bingo/social sessions for local people.

### **PLANS FOR FUTURE PERIODS**

Potters Shed – Mens woodwork course will start Nov 2021 and continue until June 2022

Continuous development of Garden and outdoor spaces

Community Support & Debt Advice weekly drop-in Nov 2021 and continue until June 2022

We were successful in security funding for external support through the impact of Covid 19 on the community and the Centre. This will involve funding for Covid recovery coaching, health and well-being support for staff, volunteers and Board members.

We will need to re-evaluate our situation post-Covid and plan accordingly for the future, including establishing funds for core costs and salaries.

### **FINANCIAL REVIEW**

The balance sheet at 30 September 2021 shows a total fund position of £174,072 (2020: £116,328). This was represented by Tangible Fixed Assets of £25,453 (2020: £20,097) and net current assets of £148,619 (2020: £96,231). The balance of funds is made up of restricted funds of £73,831 (2020: £91,599) and unrestricted funds of £100,240 (2020: £24,728).

#### Reserves policy

Pottery Bank Community Centre has maintained a good level of free reserves over the years currently there are £81,587 free reserves (unrestricted funds not invested in tangible fixed assets) to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the free unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. The present level of reserves meet this requirement.

### **PUBLIC BENEFIT STATEMENT**

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT

For the year ended 30 September 2021

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#### REFERENCE AND ADMINISTRATIVE DETAILS

|                                           |                                                                                                                                                                                                           |  |  |           |  |           |                       |          |                        |           |  |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-----------|--|-----------|-----------------------|----------|------------------------|-----------|--|
| Charity Name                              | Pottery Bank Community Centre Ltd                                                                                                                                                                         |  |  |           |  |           |                       |          |                        |           |  |
| Registered Charity Number                 | 1150674                                                                                                                                                                                                   |  |  |           |  |           |                       |          |                        |           |  |
| Company Number                            | 08172955                                                                                                                                                                                                  |  |  |           |  |           |                       |          |                        |           |  |
| Registered Office and operational address | Pottery Bank Community Centre<br>Yelverton Crescent<br>Newcastle Upon Tyne<br>NE6 3SW                                                                                                                     |  |  |           |  |           |                       |          |                        |           |  |
| Trustees                                  | <table><tr><td>P McKenna</td><td></td></tr><tr><td>C Carroll</td><td>Resigned 19 July 2021</td></tr><tr><td>L Rutter</td><td>Appointed 19 July 2021</td></tr><tr><td>L Forster</td><td></td></tr></table> |  |  | P McKenna |  | C Carroll | Resigned 19 July 2021 | L Rutter | Appointed 19 July 2021 | L Forster |  |
| P McKenna                                 |                                                                                                                                                                                                           |  |  |           |  |           |                       |          |                        |           |  |
| C Carroll                                 | Resigned 19 July 2021                                                                                                                                                                                     |  |  |           |  |           |                       |          |                        |           |  |
| L Rutter                                  | Appointed 19 July 2021                                                                                                                                                                                    |  |  |           |  |           |                       |          |                        |           |  |
| L Forster                                 |                                                                                                                                                                                                           |  |  |           |  |           |                       |          |                        |           |  |
| Independent Examiner                      | Jim Dodds<br>Connected Voice Business Services<br>Higham House<br>Higham, Place<br>Newcastle upon Tyne<br>NE1 8AF                                                                                         |  |  |           |  |           |                       |          |                        |           |  |

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 March 2003 and amended by special resolution to allow for current governance on 7 October 2003, 30 October 2006 and 12 April 2007.

##### Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. The council is made up of volunteers who are all members of the company elected by the membership at Annual General Meeting and serve for a period of three years retiring by rotation. A retiring trustee is eligible for re-election. The council may from time to time and at any time appoint any member of the company as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election. No person who is not a member of the company shall in any circumstances be eligible to hold office as a member of the Council. The Council is referred to familiarly as the Management Committee.

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT

For the year ended 30 September 2021

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#### Induction and training of trustees

New trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees; they are provided with a comprehensive pack containing all the information covered during induction. All trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

#### Organisation

The Board of Directors administers the charity and meets bi-monthly. A centre manager is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations the centre manager has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and project related activity.

#### Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

### STATEMENT OF TRUSTEE RESPONSIBILITIES

The trustees, who are also directors for the purposes of the Companies Act, are also responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements 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 charity 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 charity. 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 was approved by the Trustees on:

29/06/2022

and signed on their behalf by:

P. McKenna

Pamela McKenna  
Chair of trustees

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 30 September 2021

---

I report on the financial statements of Pottery Bank Community Centre Ltd for the year ended 30 September 2021, which are set out on pages 8 to 19.

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Jim Dodds  
Connected Voice Business Services  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 29/06/22



**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 30 September 2021

|                                    | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                |       |                            |                          |                    |                    |
| Donations and legacies             | 6     | 510                        | -                        | 510                | 2,524              |
| Charitable activities              |       |                            |                          |                    |                    |
| Grants and contracts               | 7     | 52,046                     | 197,337                  | 249,383            | 205,828            |
| Other trading activities           | 8     | 31,545                     | -                        | 31,545             | 31,504             |
| <b>Total income</b>                |       | <b>84,102</b>              | <b>197,337</b>           | <b>281,438</b>     | <b>239,855</b>     |
| <b>Expenditure on:</b>             |       |                            |                          |                    |                    |
| Charitable activities              |       |                            |                          |                    |                    |
| Operation of the charity           | 9     | 15,361                     | 208,333                  | 223,694            | 183,678            |
| <b>Total expenditure</b>           |       | <b>15,361</b>              | <b>208,333</b>           | <b>223,694</b>     | <b>183,678</b>     |
| <b>Net income/(expenditure)</b>    |       | <b>68,740</b>              | <b>( 10,997 )</b>        | <b>57,744</b>      | <b>56,177</b>      |
| Transfers between funds            |       | 6,771                      | ( 6,771 )                | -                  | -                  |
| <b>Net movement of funds</b>       |       | <b>75,512</b>              | <b>( 17,768 )</b>        | <b>57,744</b>      | <b>56,177</b>      |
| <b>Reconciliation of funds</b>     |       |                            |                          |                    |                    |
| Total funds brought forward        |       | 24,728                     | 91,599                   | 116,328            | 60,150             |
| <b>Total funds carried forward</b> |       | <b>100,240</b>             | <b>73,831</b>            | <b>174,072</b>     | <b>116,328</b>     |

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 10 to 19 form an integral part of these accounts.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

Charity Number 1150674

Company Number 08172955

**BALANCE SHEET**

As at 30 September 2021

|                                                       | Notes | £                | Total<br>2021<br>£ | £                 | Total<br>2020<br>£ |
|-------------------------------------------------------|-------|------------------|--------------------|-------------------|--------------------|
| <b>Fixed assets</b>                                   |       |                  |                    |                   |                    |
| Tangible assets                                       | 16    |                  | 25,453             |                   | 20,097             |
| <b>Total fixed assets</b>                             |       |                  | <b>25,453</b>      |                   | <b>20,097</b>      |
| <b>Current assets</b>                                 |       |                  |                    |                   |                    |
| Debtors                                               | 17    | 4,094            |                    | 11,565            |                    |
| Cash at bank and in hand                              | 18    | 148,788          |                    | 106,519           |                    |
| <b>Total current assets</b>                           |       | <b>152,882</b>   |                    | <b>118,084</b>    |                    |
| <b>Creditors: amounts falling due within one year</b> | 19    | <b>( 4,263 )</b> |                    | <b>( 21,853 )</b> |                    |
| <b>Net current assets</b>                             |       |                  | <b>148,619</b>     |                   | <b>96,231</b>      |
| <b>Total assets less current liabilities</b>          |       |                  | <b>174,072</b>     |                   | <b>116,328</b>     |
| <b>Total net assets or liabilities</b>                |       |                  | <b>174,072</b>     |                   | <b>116,328</b>     |
| <b>Funds of the charity</b>                           |       |                  |                    |                   |                    |
| Unrestricted income funds                             |       |                  | 100,240            |                   | 24,728             |
| Restricted income funds                               |       |                  | 73,831             |                   | 91,599             |
| <b>Total funds</b>                                    |       |                  | <b>174,072</b>     |                   | <b>116,328</b>     |

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 10 to 19 form an integral part of these accounts.

These financial statements were approved by the Board on:

29/06/2022

and are signed on its behalf by:

Pamela McKenna  
Chair

P. McKenna

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

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#### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **2 Basis of accounting**

##### **2.1 Basis of preparation**

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 accounts have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Pottery Bank Community Centre Ltd meets the definition of a public benefit entity under FRS 102.

##### **2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the year-end of £100,240 and has already secured a significant amount of funding for the current year. The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

#### **3 Income**

##### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

##### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

##### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

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

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of running the community center and other activities undertaken to further the purposes of the charity and their associated support costs.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

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#### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, the charity does not currently have any tangible fixed

|                                 |                                  |
|---------------------------------|----------------------------------|
| Leasehold property improvements | Straight line over life of lease |
| Office and computer equipment   | Reducing balance 25%             |
| Garden equipment                | Straight line over four years    |

#### **5.2 Investments**

Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

**Analysis of income**

|                                                           | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------------------------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>6 Donations and legacies</b>                           |                            |                          |                    |                    |
| Donations and fundraising                                 | 510                        | -                        | 510                | 2,524              |
|                                                           | <u>510</u>                 | <u>-</u>                 | <u>510</u>         | <u>2,524</u>       |
| <b>7 Charitable activities</b>                            |                            |                          |                    |                    |
| <u>Income from grants</u>                                 |                            |                          |                    |                    |
| North of Tyne Community Led Local Development Fund (ESIF) | -                          | -                        | -                  | 35,929             |
| NCC Ward Funding                                          | -                          | 3,412                    | 3,412              | -                  |
| SESF                                                      | 20,240                     | -                        | 20,240             | -                  |
| Big Issue Invest                                          | -                          | 6,000                    | 6,000              | -                  |
| COOP                                                      | -                          | 1,755                    | 1,755              | 523                |
| Greggs Foundation                                         | -                          | 29,685                   | 29,685             | 10,000             |
| Newcastle Fund                                            | -                          | 13,777                   | 13,777             | 14,474             |
| The National Lottery                                      | -                          | 100,708                  | 100,708            | 82,550             |
| Tudor Trust                                               | -                          | 42,000                   | 42,000             | 43,333             |
| Your Home Newcastle                                       | -                          | -                        | -                  | 5,100              |
| HMRC Job Retention Scheme                                 | 29,756                     | -                        | 29,756             | 6,353              |
| Other grants                                              | 2,050                      | -                        | 2,050              | 7,565              |
|                                                           | <u>52,046</u>              | <u>197,337</u>           | <u>249,383</u>     | <u>205,828</u>     |
| <b>8 Other trading activities</b>                         |                            |                          |                    |                    |
| Room hire                                                 | 837                        | -                        | 837                | 2,686              |
| Rent                                                      | 23,473                     | -                        | 23,473             | 19,898             |
| Minibus hire                                              | 309                        | -                        | 309                | 734                |
| Other income                                              | 6,927                      | -                        | 6,927              | 8,186              |
|                                                           | <u>31,545</u>              | <u>-</u>                 | <u>31,545</u>      | <u>31,504</u>      |

Income was £281,438 (2020: £239,855) of which £84,102 was unrestricted or designated (2020: £45,981) and £197,337 was restricted (2020: £193,874)

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

**Analysis of expenditure on charitable activities**

|                                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2021<br>£    | Total<br>2020<br>£ |
|--------------------------------|----------------------------|--------------------------|-----------------------|--------------------|
| <b>9 Charitable activities</b> |                            |                          |                       |                    |
| <u>Direct costs</u>            |                            |                          |                       |                    |
| Staff salaries                 | 9,829                      | 115,848                  | <b>125,677</b>        | 103,740            |
| Consultancy                    | 1,000                      | 12,000                   | <b>13,000</b>         | 6,900              |
| <u>Activity costs</u>          |                            |                          |                       |                    |
| Staff training / conferences   | -                          | 515                      | <b>515</b>            | -                  |
| Staff travel / meetings        | 15                         | 55                       | <b>70</b>             | 19                 |
| Project activity               | 454                        | 28,281                   | <b>28,736</b>         | 39,639             |
| Volunteer expenses             | 152                        | 1,545                    | <b>1,697</b>          | 1,457              |
| <u>Support costs</u>           |                            |                          |                       |                    |
| Minibus costs                  | 115                        | 416                      | <b>531</b>            | 2,205              |
| ICT, telephone & internet      | 268                        | 974                      | <b>1,243</b>          | 2,617              |
| Light, heat & water            | 1,378                      | 5,003                    | <b>6,381</b>          | 8,449              |
| Equipment                      | 209                        | 17,525                   | <b>17,734</b>         | 41                 |
| Printing, postage & stationery | 13                         | 932                      | <b>945</b>            | 86                 |
| Cleaning & repairs             | 250                        | 6,289                    | <b>6,539</b>          | 1,519              |
| Insurance                      | 218                        | 790                      | <b>1,008</b>          | 511                |
| Professional fees              | 163                        | 612                      | <b>775</b>            | 2,142              |
| Sundry                         | 50                         | 285                      | <b>335</b>            | 83                 |
| Other expenditure              | 746                        | 2,708                    | <b>3,454</b>          | -                  |
| Depreciation                   | 227                        | 13,566                   | <b>13,793</b>         | 13,069             |
| <u>Governance costs</u>        |                            |                          |                       |                    |
| Independent examination fees   | 272                        | 988                      | <b>1,260</b>          | 1,200              |
|                                | <u>15,361</u>              | <u>208,333</u>           | <u><b>223,694</b></u> | <u>183,678</u>     |

Expenditure on charitable activities was £223,694 (2020: £183,678) of which £15,361 was unrestricted or designated (2020: £30,606) and £208,333 was restricted (2020: £153,072)

**10 Fees for examination of the accounts**

|                                                           | 2021<br>£           | 2020<br>£    |
|-----------------------------------------------------------|---------------------|--------------|
| Independent examiner's fees for reporting on the accounts | <b>1,260</b>        | 1,200        |
| Other accountancy services paid to the examiner           | <b>600</b>          | 762          |
|                                                           | <u><b>1,860</b></u> | <u>1,962</u> |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

#### 11 Analysis of staff costs and the cost of key management personnel

|                                                   | 2021<br>£     | 2020<br>£     |
|---------------------------------------------------|---------------|---------------|
| Salaries and wages (including redundancies)       | 83,181        | 81,357        |
| Social security costs                             | 5,037         | 4,566         |
| Pension costs (defined contribution pension plan) | 2,174         | 1,956         |
|                                                   | <u>90,392</u> | <u>87,879</u> |

No employee received remuneration above £60,000 (2020: nil)

The key management personnel of the charity, comprise the trustees and the centre manager. The total employee benefits of the key management personnel of the charity were £32,658.

#### 12 Staff numbers

The average monthly head count was 5 staff (2020: 5 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

|                                                       | 2021<br>Number | 2020<br>Number |
|-------------------------------------------------------|----------------|----------------|
| The parts of the charity in which the employee's work |                |                |
| Charitable activities                                 | 4.0            | 4.0            |
|                                                       | <u>4.0</u>     | <u>4.0</u>     |

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No trustee expenses have been incurred in the year.

##### Transaction(s) with related parties

Community Catering Initiative Ltd shares a majority of trustees in common with Pottery Bank, thus meeting the definition of a related entity. In the year ended September 2021, Community Catering Initiative Ltd paid rent to Pottery Bank for the use of the cafe space and Pottery Bank paid Community Catering Initiative Ltd for the provision of catering services. Community Catering Initiative Ltd also share a partnership agreement with Pottery Bank to deliver the Women Together project.

A child of one of Pottery Bank's trustees is employed by Pottery Bank and in the year ended September 2021 received remuneration of £8,137. The related trustee was not involved in the recruitment process and the remuneration is agreed on an arm's length basis.

#### 14 Defined contribution pension scheme

The charitable company contributes to individual private staff pension schemes. The employer's pension costs represent contributions payable by the charity.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

**15 Corporation Taxation**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

| <b>16 Tangible fixed assets</b> | <b>Leasehold<br/>property<br/>improvements<br/>£</b> | <b>Garden<br/>equipment<br/>£</b> | <b>Fixture,<br/>fittings and<br/>equipment<br/>£</b> | <b>Total<br/>£</b> |
|---------------------------------|------------------------------------------------------|-----------------------------------|------------------------------------------------------|--------------------|
| <b>Cost</b>                     |                                                      |                                   |                                                      |                    |
| Balance brought forward         | 267,538                                              | -                                 | 19,023                                               | <b>286,561</b>     |
| Additions                       | -                                                    | 19,149                            | -                                                    | <b>19,149</b>      |
| Disposals                       | -                                                    | -                                 | -                                                    | -                  |
| <b>Balance carried forward</b>  | <b>267,538</b>                                       | <b>19,149</b>                     | <b>19,023</b>                                        | <b>305,710</b>     |
| <b>Depreciation</b>             |                                                      |                                   |                                                      |                    |
| Basis                           | SL                                                   | SL                                | RB                                                   |                    |
| Rate                            | 5%                                                   | 25%                               | 25%                                                  |                    |
| Balance brought forward         | 248,430                                              | -                                 | 18,034                                               | <b>266,464</b>     |
| Depreciation charge for year    | 12,802                                               | 744                               | 247                                                  | <b>13,793</b>      |
| Disposals                       | -                                                    | -                                 | -                                                    | -                  |
| <b>Balance carried forward</b>  | <b>261,232</b>                                       | <b>744</b>                        | <b>18,281</b>                                        | <b>280,257</b>     |
| <b>Net book value</b>           |                                                      |                                   |                                                      |                    |
| <b>Brought forward</b>          | <b>19,108</b>                                        | <b>-</b>                          | <b>989</b>                                           | <b>20,097</b>      |
| <b>Carried forward</b>          | <b>6,306</b>                                         | <b>18,405</b>                     | <b>742</b>                                           | <b>25,453</b>      |

**17 Debtors and prepayments (receivable within 1 year)**

|                | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|----------------|-------------------|-------------------|
| Room hire      | <b>383</b>        | 44                |
| Prepayments    | <b>1,755</b>      | 921               |
| Accrued income | <b>1,710</b>      | 8,475             |
| Other debtors  | <b>246</b>        | 2,125             |
|                | <b>4,094</b>      | <b>11,565</b>     |

**18 Cash at bank and in hand**

|                          | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|--------------------------|-------------------|-------------------|
| Cash at bank and in hand | <b>148,788</b>    | 106,519           |
|                          | <b>148,788</b>    | <b>106,519</b>    |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

**19 Creditors and accruals (payable within 1 year)**

|                                     | 2021<br>£    | 2020<br>£     |
|-------------------------------------|--------------|---------------|
| Trade creditors                     | 45           | 276           |
| Accruals                            |              |               |
| Independent examination of accounts | 1,260        | 1,200         |
| Other accruals                      | 160          | 460           |
| Deferred income                     |              |               |
| The National Lottery                | -            | 19,917        |
| Other creditors                     | 2,797        | -             |
|                                     | <u>4,263</u> | <u>21,853</u> |

**20 Deferred income**

Deferred income comprises of advance payments from grants that relate to future periods

|                                                             | 2021<br>£  |
|-------------------------------------------------------------|------------|
| Balance brought forward                                     | 19,917     |
| Amount released to income earned from charitable activities | ( 19,917 ) |
| Amount deferred in year                                     | -          |
| Balance carried forward                                     | <u>-</u>   |

**21 Events after the end of the reporting period**

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

**22 Analysis of charitable funds****Analysis of movements in unrestricted funds**

|                           | Fund<br>balances<br>brought<br>forward<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|---------------------------|---------------------------------------------|----------------------------|----------------------------|----------------|---------------------------------------------|
| <b>Unrestricted funds</b> |                                             |                            |                            |                |                                             |
| General unrestricted fund | 24,728                                      | 84,102                     | ( 15,361 )                 | ( 1,519 )      | 91,950                                      |
| Designated funds          |                                             |                            |                            |                |                                             |
| Staff Salaries            | -                                           | -                          | -                          | 8,290          | 8,290                                       |
| <b>Totals</b>             | <u>24,728</u>                               | <u>84,102</u>              | <u>( 15,361 )</u>          | <u>6,771</u>   | <u>100,240</u>                              |

**Purpose of unrestricted funds**

General unrestricted fund      The 'free reserves' of the charity

Designated funds

Staff salaries      Designated for salaries to pay for additional staff time for Covid 19 recovery.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

**22 Analysis of charitable funds (Continued)****Analysis of movement in restricted funds**

| <b>Restricted funds</b>                                      | <b>Fund<br/>balances<br/>brought<br/>forward<br/>£</b> | <b>Incoming<br/>resources<br/>£</b> | <b>Resources<br/>expended<br/>£</b> | <b>Transfers<br/>£</b> | <b>Fund<br/>balances<br/>carried<br/>forward<br/>£</b> |
|--------------------------------------------------------------|--------------------------------------------------------|-------------------------------------|-------------------------------------|------------------------|--------------------------------------------------------|
| Awards for All                                               | 1,771                                                  | -                                   | -                                   | ( 1,771 )              | -                                                      |
| Community Fund - Capitalised                                 | 19,540                                                 | -                                   | ( 12,740 )                          | -                      | 6,800                                                  |
| North of Tyne Community Led<br>Local Development Fund (ESIF) | 23,194                                                 | -                                   | ( 23,194 )                          | -                      | -                                                      |
| COOP Local Community Fund                                    | 523                                                    | 1,755                               | ( 2,279 )                           | -                      | -                                                      |
| Greggs Foundation                                            | -                                                      | 29,685                              | ( 11,753 )                          | -                      | 17,931                                                 |
| The National Lottery                                         | 30,599                                                 | 100,708                             | ( 92,727 )                          | -                      | 38,579                                                 |
| Newcastle City Council Ward<br>Fund                          | 750                                                    | 3,412                               | ( 4,162 )                           | -                      | -                                                      |
| Newcastle Fund                                               | 7,574                                                  | 13,777                              | ( 21,351 )                          | -                      | -                                                      |
| Tudor Trust                                                  | 2,279                                                  | 42,000                              | ( 33,777 )                          | -                      | 10,502                                                 |
| Tesco Bags of Help COVID19                                   | 228                                                    | -                                   | ( 228 )                             | -                      | -                                                      |
| Big Issue Invest                                             | -                                                      | 6,000                               | ( 6,000 )                           | -                      | -                                                      |
| Your Homes Newcastle                                         | 5,141                                                  | -                                   | ( 121 )                             | ( 5,000 )              | 20                                                     |
| <b>Totals</b>                                                | <b>91,599</b>                                          | <b>197,337</b>                      | <b>( 208,333 )</b>                  | <b>( 6,771 )</b>       | <b>73,832</b>                                          |

**Purpose of restricted funds**

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

|                                                  |                                                                                                                                                                           |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Awards for All                                   | To run a project called 'Home Grown'.                                                                                                                                     |
| Community Fund - Capitalised                     | Capital relates to a grant given in a previous year for alterations to leasehold property, and is being reduced by the amount of depreciation over the life of the lease. |
| North of Tyne Community Led<br>Local Development | To run a 2 year project called 'Home Grown', as well as organisational running costs.                                                                                     |
| COOP Local Community Fund                        | To provide equipment for our allotment/garden.                                                                                                                            |
| Greggs Foundation                                | This is to fund a part-time cleaner post and a part-time caretaker post.                                                                                                  |
| The National Lottery                             | To run 3 year project called 'Women Together'.                                                                                                                            |
| Newcastle City Council Ward<br>Fund              | To fund seasonal events.                                                                                                                                                  |
| Newcastle Fund                                   | To fund core running costs and consultancy fees.                                                                                                                          |
| Tudor Trust                                      | To fund staff salaries.                                                                                                                                                   |
| Tesco Bags of Help COVID19                       | To supply emergency food parcels for food hub.                                                                                                                            |
| Big Issue Invest                                 | Covid 19 Business recovery support – to engage with an external consultant.                                                                                               |
| Your Homes Newcastle                             | The Potters Shed Project - men's woodwork project.                                                                                                                        |

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2021

**22 Analysis of charitable funds (Continued)****Transfers between funds**

|                                           | <b>Reason for transfer</b>                                                                                                                                    | <b>Amount<br/>£</b> |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Between unrestricted and restricted funds | This represents a contribution to the garden equipment paid for by a restricted grant from Your Homes Newcastle that was transferred to the fixed asset fund. | <b>5,000</b>        |
| Between unrestricted and restricted funds | Balance of Awards For All transferred to unrestricted funds as this was fully spent in the prior year.                                                        | <b>1,771</b>        |
| Between unrestricted and designated funds | Funds designated for additional salary costs set aside for Covid 19 recovery.                                                                                 | <b>8,290</b>        |

**23 Capital commitments**

As at 30 September 2021, the charity had no capital commitments (2020 -£nil)

**24 Analysis of net assets between funds**

|                                        | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|----------------------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Tangible fixed assets                  | 18,653                              | 6,800                             | <b>25,453</b>               | <b>20,097</b>               |
| Cash at bank and in hand               | 81,757                              | 67,031                            | <b>148,788</b>              | <b>106,519</b>              |
| Other net current assets/(liabilities) | ( 169 )                             | -                                 | <b>( 169 )</b>              | <b>( 10,288 )</b>           |
|                                        | <b>100,240</b>                      | <b>73,832</b>                     | <b>174,072</b>              | <b>116,328</b>              |

**POTTERY BANK COMMUNITY CENTRE LTD**

England & Wales - Charity number 1150674

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# Accounts

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**POTTERY BANK COMMUNITY CENTRE LTD**

**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 30 September 2020**

**Charity number 1150674**

**Company number 08172955**

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2020

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The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30 September 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS 102) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

The Centre delivers community services and encourages local participation and ownership from the local area in addressing the issues which affect people's lives. Our programme incorporates training and education, children, young people and families, leisure and social and health.

The board confirm that they have complied with the duty in section 4 of the Charities act 2006 to have due regard to the Charity Commissions general guidance on public benefit when reviewing the aims and objectives and in planning the future activities. In particular, the board considered how planned activities would contribute to the new vision, aims and objectives they have set.

Pottery Bank Community Centre actively works in partnership with other organisations. Our aim is to be a centre managed by local people, for local people, developing and delivering community activities.

## **ACHIEVEMENTS AND PERFORMANCE**

We have been able to establish and deliver a range of courses through our Women Together and CLLD – Home Grown projects. Courses were delivered at Pottery Bank Community Centre for as long as possible, and then adapted in line with COVID safety regulations and lockdown measures. This involved the creation of 'take home' packs with full instructions, enabling people to collect from the Centre and carry out the activity as a family at home.

The following courses were delivered:

- Adult cooking – including Christmas baking sessions
- Children's cooking
- Get growing
- Therapeutic horticultural sessions
- Jam-making
- Arts and crafts

In addition, Newcastle College continued to deliver accredited courses in five subjects.

We have also worked with external agencies around the theme of health and fitness for families, and in partnership with Foundation Futures in the provision of Health and Well-being courses for Adults and families.

## **EVENTS:**

Several events were held at the Centre during the year, with some being adapted in line with Covid restrictions.

Oct 19 – Feb 20

- Women Together registration day

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2020

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- Halloween Family Fun day
- Christmas Crafts Fair
- Christmas Carol Service
- Children's Christmas Party
- Christmas Lunch
- Health Watch women's cervical cancer talk
- Family Fun Day
- Debt Support Family Fun day

Summer family activities during July and August 2020 were restricted to outdoor small group activities: cooking and growing sessions. All participants received a free food parcel and arts and crafts pack to take home.

In addition, during August 50 Afternoon Tea boxes were donated to local pensioners.

#### **ALLOTMENT VOLUNTEERS AND VISITORS:**

Five regular volunteers have supported the Allotment during the year.

During the lockdown period (April – September 2020) local residents were able to visit the Community Allotment to collect free vegetables and to purchase plants and hanging baskets.

#### **PAY AS YOU FEEL SUPERMARKET/EMERGENCY FOOD PARCELS:**

Our PAYF supermarket was held weekly between October 2019 and March 2020. This was supported by 30 – 40 people each week. Donations received will be used to fund free activities at the Centre in the future.

Whilst we were unable to run the PAYF supermarket between March and September 2020, supermarket donations supported our weekly food parcels for vulnerable community members. These were either collected from the Centre or delivered to people who were not able to go out. Parcels included fresh produce from our allotment, donations from Fareshare, Magic Hat Cafe and local supermarkets, Tesco bags for life and sanitary items. Essential items which weren't donated, we were able to purchase through our funds: milk, toiletries, cleaning products and additional food cupboard essentials.

Approximately 110 food parcels were distributed each week between April and June 2020. The Centre reopened in July and we continued to provide food parcels to those in need. We also reopened the PAYF supermarket, including allotment produce but found that people were not donating as they had done before lockdown. Between July and October 2020 approximately 50 food parcels were provided each week covering the following areas: Walker, Walkergate, Byker, Heaton, Wallsend, Shieldfield, Northfield and West Denton.

#### **PLANS FOR FUTURE PERIODS**

Plans have needed to be put 'on hold' as a result of the pandemic this year.

We intend to develop our allotment space and to develop a Men's Shed group when circumstances allow for this.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2020

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We will be sourcing funding for external support through the impact of Covid 19 on the community and the Centre. This will involve funding for Covid recovery coaching, health and well-being support for staff, volunteers and Board members.

We will need to re-evaluate our situation post-Covid and plan accordingly for the future, including establishing funds for core costs and salaries.

### **ACTIVITIES, PROJECTS AND OUTREACH:**

#### **Pottery Bank Community Centre Limited:**

- Office space for rent
- Free Internet access
- Conference and meeting room hire
- Mini bus hire for community groups
- Authorised distributors for food bank vouchers
- Family activity sessions
- Community events
- Covid weekly emergency food parcels

#### **The following organisations are placed within Pottery Bank Community Centre:**

##### **Community Catering Initiative Limited: cafe and outside catering**

- Hot and cold buffet menus
- Community Cafe open Monday to Friday
- Weekly Lunch Club
- Cookery lessons for children and adults
- Family food activity sessions
- Themed afternoon teas and social events throughout the year.

##### **Newcastle Central & East Methodist Circuit**

- Supporting the work of the Community Centre and the local community
- Offering spiritual and emotional support to individuals
- Weekly discussion group
- Supporting Debt Advice project across Walker and Byker
- Support through Board of directors
- Links with Central Walker C of E Primary Academy
- Organising and facilitating annual Carol Service and Harvest Celebration.

##### **Newcastle Community Family Hub East Team @ Pottery Bank**

- Supporting parents, carers and families in the community and in diverse cultural circumstances. Guidance and support aimed at supporting vulnerable children and their families.

##### **Foundation Futures**

- A specialist teaching service working with young people who are at risk of exclusion and underachievement.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2020

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- Deliver community based clubs, activities and projects aimed at supporting children, young people and their families.

#### **Wesley Bingo Association**

- Provides weekly bingo/social sessions for local people.

### **CHAIR'S COMMENTS**

As always, I feel privileged and proud to be a trustee of Pottery Bank Community Centre. Along with all community projects and organisations we have faced an extremely challenging year, having to adapt and re-adapt several times to the restrictions and difficulties caused by the pandemic.

As an organisation, we wish to extend our thanks to all those who have supported us during this time: those who have donated food, essentials and time in support of our community.

I extend my thanks and gratitude to staff, volunteers and Board members who have been prepared to adapt and to deliver the best possible services during this challenging and difficult year. And to our regular visitors who have continued to support us whenever possible.

The pandemic has brought with it many losses both within the Centre and in the wider community. We will all be aware of people who have lost family members or friends to Covid, or have suffered through loss of income, isolation and loneliness.

We need, at this time, to be sensitive to one another. To acknowledge our losses, but also to look forward to a future when we come together again as a strong and caring community.

### **FINANCIAL REVIEW**

The balance sheet at 30 September 2020 shows a total fund position of £116,328 (2019: £60,150). This was represented by Tangible Fixed Assets of £20,097 (2019: £33,166) and net current assets of £96,231 (2019: £34,972). The balance of funds is made up of restricted funds of £91,599 (2019: £50,797) and unrestricted funds of £24,728 (2019: £9,353).

#### Reserves policy

Pottery Bank Community Centre has maintained a good level of free reserves over the years currently there are £24,728 free reserves to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the free unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. The present level of reserves will fall short of this requirement; the trustees are aware of this and are confident of building these funds up through further secured funding

### **PUBLIC BENEFIT STATEMENT**

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### TRUSTEES ANNUAL REPORT

For the year ended 30 September 2020

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#### REFERENCE AND ADMINISTRATIVE DETAILS

|                                           |                                                                                                                         |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Charity Name                              | Pottery Bank Community Centre Ltd                                                                                       |
| Registered Charity Number                 | 1150674                                                                                                                 |
| Company Number                            | 08172955                                                                                                                |
| Registered Office and operational address | Pottery Bank Community Centre<br>Yelverton Crescent<br>Newcastle Upon Tyne<br>NE6 3SW                                   |
| Trustees                                  | P McKenna<br>C Carroll<br>K G Davidson<br>L Forster                                                                     |
|                                           | Resigned 01 July 2020                                                                                                   |
| Independent Examiner                      | Michelle Wright<br>Connected Voice Business Services<br>Higham House<br>Higham, Place<br>Newcastle upon Tyne<br>NE1 8AF |

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 March 2003 and amended by special resolution to allow for current governance on 7 October 2003, 30 October 2006 and 12 April 2007.

##### Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. The council is made up of volunteers who are all members of the company elected by the membership at Annual General Meeting and serve for a period of three years retiring by rotation. A retiring trustee is eligible for re-election. The council may from time to time and at any time appoint any member of the company as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election. No person who is not a member of the company shall in any circumstances be eligible to hold office as a member of the Council. The Council is referred to familiarly as the Management Committee.

# POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

For the year ended 30 September 2020

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### Induction and training of trustees

New trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees; they are provided with a comprehensive pack containing all the information covered during induction. All trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

### Organisation

The Board of Directors administers the charity and meets bi-monthly. A centre manager is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations the centre manager has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and project related activity.

### Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

## STATEMENT OF TRUSTEE RESPONSIBILITIES

The trustees, who are also directors for the purposes of the Companies Act, are also responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements 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 charity 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 charity. 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 was approved by the Trustees on: 25/06/21

and signed on their behalf by: C. Carroll

Chris Carroll  
Chair of trustees

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 30 September 2020

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I report on the financial statements of Pottery Bank Community Centre Ltd for the year ended 30 September 2020, which are set out on pages 8 to 19.

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Michelle Wright  
Connected Voice Business Services  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 25/06/21



**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 30 September 2020

|                                                           | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|-----------------------------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                                       |       |                            |                          |                    |                    |
| Donations and legacies                                    | 6     | 2,524                      | -                        | 2,524              | 5,270              |
| Charitable activities                                     |       |                            |                          |                    |                    |
| Grants and contracts                                      | 7     | 11,953                     | 193,874                  | 205,828            | 147,091            |
| Other trading activities                                  | 8     | 31,504                     | -                        | 31,504             | 33,903             |
| <b>Total income</b>                                       |       | <b>45,981</b>              | <b>193,874</b>           | <b>239,855</b>     | <b>186,263</b>     |
| <b>Expenditure on:</b>                                    |       |                            |                          |                    |                    |
| Charitable activities                                     |       |                            |                          |                    |                    |
| Operation of the charity                                  | 9     | 30,606                     | 153,072                  | 183,678            | 202,044            |
| <b>Total expenditure</b>                                  |       | <b>30,606</b>              | <b>153,072</b>           | <b>183,678</b>     | <b>202,044</b>     |
| <b>Net income/(expenditure) and net movement of funds</b> |       | <b>15,375</b>              | <b>40,802</b>            | <b>56,177</b>      | <b>( 15,781 )</b>  |
| <b>Reconciliation of funds</b>                            |       |                            |                          |                    |                    |
| Total funds brought forward                               |       | 9,353                      | 50,797                   | 60,150             | 75,931             |
| <b>Total funds carried forward</b>                        |       | <b>24,728</b>              | <b>91,599</b>            | <b>116,328</b>     | <b>60,150</b>      |

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 10 to 19 form an integral part of these accounts.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

Charity Number 1150674

Company Number 08172955

**BALANCE SHEET**

As at 30 September 2020

|                                                                | Notes | £              | Total<br>2020<br>£ | £             | Total<br>2019<br>£ |
|----------------------------------------------------------------|-------|----------------|--------------------|---------------|--------------------|
| <b><u>Fixed assets</u></b>                                     |       |                |                    |               |                    |
| Tangible assets                                                | 16    |                | 20,097             |               | 33,166             |
| <b><i>Total fixed assets</i></b>                               |       |                | <b>20,097</b>      |               | <b>33,166</b>      |
| <b><u>Current assets</u></b>                                   |       |                |                    |               |                    |
| Debtors                                                        | 17    | 11,565         |                    | 14,695        |                    |
| Cash at bank and in hand                                       | 18    | 106,519        |                    | 41,573        |                    |
| <b><i>Total current assets</i></b>                             |       | <b>118,084</b> |                    | <b>56,268</b> |                    |
| <b>Creditors:</b> amounts falling due within one year          | 19    | ( 21,853 )     |                    | ( 21,295 )    |                    |
| <b><i>Net current assets</i></b>                               |       |                | <b>96,231</b>      |               | <b>34,972</b>      |
| <b><i>Total assets less current liabilities</i></b>            |       |                | <b>116,328</b>     |               | <b>68,139</b>      |
| <b>Creditors:</b> amounts falling due after more than one year | 20    | -              |                    | ( 7,988 )     |                    |
| <b><i>Total net assets or liabilities</i></b>                  |       |                | <b>116,328</b>     |               | <b>60,150</b>      |
| <b><u>Funds of the charity</u></b>                             |       |                |                    |               |                    |
| Unrestricted income funds                                      |       |                | 24,728             |               | 9,353              |
| Restricted income funds                                        |       |                | 91,599             |               | 50,797             |
| <b><i>Total funds</i></b>                                      |       |                | <b>116,328</b>     |               | <b>60,150</b>      |

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 10 to 19 form an integral part of these accounts.

These financial statements were approved by the Board on: 25/06/21

and are signed on its behalf by: C Carroll  
Chair

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2020

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

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 accounts have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Pottery Bank Community Centre Ltd meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the year-end of £24,728 and has already secured a significant amount of funding for the current year. The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2020

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

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

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of running the community center and other activities undertaken to further the purposes of the charity and their associated support costs.

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2020

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#### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, the charity does not currently have any tangible fixed

|                                 |                                  |
|---------------------------------|----------------------------------|
| Leasehold property improvements | Straight line over life of lease |
| Office and computer equipment   | Straight line over four years    |

#### **5.2 Investments**

Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2020

**Analysis of income**

|                                                              | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|--------------------------------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>6 Donations and legacies</b>                              |                            |                          |                    |                    |
| Donations and fundraising                                    | 2,524                      | -                        | 2,524              | 5,270              |
|                                                              | <u>2,524</u>               | <u>-</u>                 | <u>2,524</u>       | <u>5,270</u>       |
| <b>7 Charitable activities</b>                               |                            |                          |                    |                    |
| <u>Income from grants</u>                                    |                            |                          |                    |                    |
| Community Foundation                                         | -                          | -                        | -                  | 4,845              |
| Big Lottery Fund                                             | -                          | -                        | -                  | 31,313             |
| North of Tyne Community Led Local<br>Development Fund (ESIF) | -                          | 35,929                   | 35,929             | 11,314             |
| Awards for All - Big Lottery                                 | -                          | -                        | -                  | 9,460              |
| COOP                                                         | -                          | 523                      | 523                | -                  |
| Greggs Foundation                                            | -                          | 10,000                   | 10,000             | 9,740              |
| Newcastle Fund                                               | -                          | 14,474                   | 14,474             | -                  |
| The National Lottery                                         | -                          | 82,550                   | 82,550             | 25,659             |
| Tudor Trust                                                  | -                          | 43,333                   | 43,333             | 43,667             |
| Your Home Newcastle                                          | -                          | 5,100                    | 5,100              | 9,996              |
| Other grants                                                 | 11,953                     | 1,965                    | 13,918             | 1,096              |
|                                                              | <u>11,953</u>              | <u>193,874</u>           | <u>205,828</u>     | <u>147,091</u>     |
| <b>8 Other trading activities</b>                            |                            |                          |                    |                    |
| Room hire                                                    | 2,686                      | -                        | 2,686              | 7,730              |
| Rent                                                         | 19,898                     | -                        | 19,898             | 14,027             |
| Minibus hire                                                 | 734                        | -                        | 734                | 2,015              |
| Other hire                                                   | -                          | -                        | -                  | 100                |
| Other income                                                 | 8,186                      | -                        | 8,186              | 10,032             |
|                                                              | <u>31,504</u>              | <u>-</u>                 | <u>31,504</u>      | <u>33,903</u>      |

Income was £239,855 (2019: £186,263) of which £45,981 was unrestricted or designated (2019: £36,545) and £193,874 was restricted (2019: £149,718)

# POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

### Analysis of expenditure on charitable activities

|                                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|--------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>9 Charitable activities</b> |                            |                          |                    |                    |
| <u>Direct costs</u>            |                            |                          |                    |                    |
| Staff salaries                 | 164                        | 103,576                  | <b>103,740</b>     | 83,687             |
| Consultancy                    | -                          | 6,900                    | <b>6,900</b>       | 25,460             |
| <u>Activity costs</u>          |                            |                          |                    |                    |
| Staff training / conferences   | -                          | -                        | -                  | 3,735              |
| Staff travel / meetings        | -                          | 19                       | <b>19</b>          | 448                |
| Project activity fees          | 11,082                     | 28,558                   | <b>39,639</b>      | 44,256             |
| Volunteer expenses             | 260                        | 1,196                    | <b>1,457</b>       | 2,224              |
| Events                         | -                          | -                        | -                  | 10,556             |
| <u>Support costs</u>           |                            |                          |                    |                    |
| Minibus costs                  | 2,205                      | -                        | <b>2,205</b>       | 2,344              |
| ICT, telephone & internet      | 2,617                      | -                        | <b>2,617</b>       | 2,117              |
| Light, heat & water            | 8,449                      | -                        | <b>8,449</b>       | 4,302              |
| Equipment                      | 41                         | -                        | <b>41</b>          | 105                |
| Printing, postage & stationery | 86                         | -                        | <b>86</b>          | 920                |
| Cleaning & repairs             | 1,519                      | -                        | <b>1,519</b>       | 3,691              |
| Insurance                      | 511                        | -                        | <b>511</b>         | 956                |
| Interest paid                  | 1                          | -                        | <b>1</b>           | 233                |
| Promotion & publicity          | -                          | -                        | -                  | 814                |
| Professional fees              | 2,142                      | -                        | <b>2,142</b>       | 1,100              |
| Sundry                         | -                          | 83                       | <b>83</b>          | 716                |
| Depreciation                   | 330                        | 12,740                   | <b>13,069</b>      | 13,179             |
| <u>Governance costs</u>        |                            |                          |                    |                    |
| Audit & accountancy fees       | 1,200                      | -                        | <b>1,200</b>       | 1,200              |
|                                | <b>30,606</b>              | <b>153,072</b>           | <b>183,678</b>     | <b>202,044</b>     |

Expenditure on charitable activities was £183,678 (2019: £202,044) of which £30,606 was unrestricted or designated (2019: £49,639) and £153,072 was restricted (2019: £152,405)

### 10 Fees for examination of the accounts

|                                                           | 2020<br>£    | 2019<br>£    |
|-----------------------------------------------------------|--------------|--------------|
| Independent examiner's fees for reporting on the accounts | <b>1,200</b> | 1,200        |
| Other accountancy services paid to the examiner           | <b>762</b>   | 656          |
|                                                           | <b>1,962</b> | <b>1,856</b> |

There were no other fees paid to the examiner (2019: £nil)

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

#### 11 Analysis of staff costs and the cost of key management personnel

|                                                   | 2020<br>£     | 2019<br>£     |
|---------------------------------------------------|---------------|---------------|
| Salaries and wages (including redundancies)       | 81,357        | 72,659        |
| Social security costs                             | 4,566         | 4,415         |
| Pension costs (defined contribution pension plan) | 1,956         | 1,378         |
|                                                   | <b>87,879</b> | <b>78,452</b> |

No employee received remuneration above £60,000 (2019: nil)

The key management personnel of the charity, comprise the trustees and the centre manager . The total employee benefits of the key management personnel of the charity were £32,662.

#### 12 Staff numbers

The average monthly head count was 5 staff (2019: 5 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

|                                                       | 2020<br>Number | 2019<br>Number |
|-------------------------------------------------------|----------------|----------------|
| The parts of the charity in which the employee's work |                |                |
| Charitable activities                                 | 4.0            | 4.0            |
|                                                       | <b>4.0</b>     | <b>4.0</b>     |

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No trustee expenses have been incurred in the year.

##### Transaction(s) with related parties

There have been no related party transactions in the reporting period.

#### 14 Defined contribution pension scheme

The charitable company contributes to individual private staff pension schemes. The employer's pension costs represent contributions payable by the charity.

#### 15 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2020

|                                                              | <b>Leasehold<br/>property<br/>improvements</b> | <b>Fixture,<br/>fittings and<br/>equipment</b> | <b>Total</b>   |
|--------------------------------------------------------------|------------------------------------------------|------------------------------------------------|----------------|
|                                                              | <b>£</b>                                       | <b>£</b>                                       | <b>£</b>       |
| <b>16 Tangible fixed assets</b>                              |                                                |                                                |                |
| <b>Cost</b>                                                  |                                                |                                                |                |
| Balance brought forward                                      | 267,538                                        | 19,023                                         | <b>286,561</b> |
| Additions                                                    | -                                              | -                                              | -              |
| Disposals                                                    | -                                              | -                                              | -              |
| <b>Balance carried forward</b>                               | <b>267,538</b>                                 | <b>19,023</b>                                  | <b>286,561</b> |
| <b>Depreciation</b>                                          |                                                |                                                |                |
| Basis                                                        | SL                                             | RB                                             |                |
| Rate                                                         | 5%                                             | 25%                                            |                |
| Balance brought forward                                      | 235,690                                        | 17,705                                         | <b>253,395</b> |
| Depreciation charge for year                                 | 12,740                                         | 330                                            | <b>13,069</b>  |
| Disposals                                                    | -                                              | -                                              | -              |
| <b>Balance carried forward</b>                               | <b>248,430</b>                                 | <b>18,034</b>                                  | <b>266,464</b> |
| <b>Net book value</b>                                        |                                                |                                                |                |
| <b>Brought forward</b>                                       | <b>31,848</b>                                  | <b>1,318</b>                                   | <b>33,166</b>  |
| <b>Carried forward</b>                                       | <b>19,108</b>                                  | <b>989</b>                                     | <b>20,097</b>  |
| <b>17 Debtors and prepayments (receivable within 1 year)</b> |                                                |                                                |                |
|                                                              | <b>2020</b>                                    | <b>2019</b>                                    |                |
|                                                              | <b>£</b>                                       | <b>£</b>                                       |                |
| Room hire                                                    | <b>44</b>                                      | 495                                            |                |
| Prepayments                                                  | <b>921</b>                                     | 6,379                                          |                |
| Accrued income                                               | <b>8,475</b>                                   | 6,929                                          |                |
| Other debtors                                                | <b>2,125</b>                                   | 892                                            |                |
|                                                              | <b>11,565</b>                                  | 14,695                                         |                |
| <b>18 Cash at bank and in hand</b>                           |                                                |                                                |                |
|                                                              | <b>2020</b>                                    | <b>2019</b>                                    |                |
|                                                              | <b>£</b>                                       | <b>£</b>                                       |                |
| Cash at bank and in hand                                     | <b>106,519</b>                                 | 41,573                                         |                |
|                                                              | <b>106,519</b>                                 | 41,573                                         |                |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

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#### 19 Creditors and accruals (payable within 1 year)

|                                     | 2020<br>£     | 2019<br>£     |
|-------------------------------------|---------------|---------------|
| Trade creditors                     | 276           | 2,975         |
| Accruals                            |               |               |
| Independent examination of accounts | 1,200         | 1,200         |
| Other accruals                      | 460           | -             |
| Deferred income                     |               |               |
| The National Lottery                | 19,917        | 12,830        |
| Tudor Trust                         | -             | 3,333         |
| Other creditors                     | -             | 957           |
|                                     | <u>21,853</u> | <u>21,295</u> |

#### 20 Creditors and accruals (payable after more than 1 year)

|                | 2020<br>£ | 2019<br>£    |
|----------------|-----------|--------------|
| Big Issue Loan | -         | 7,988        |
|                | <u>-</u>  | <u>7,988</u> |

#### 21 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods

|                                                             | 2020<br>£     |
|-------------------------------------------------------------|---------------|
| Balance brought forward                                     | 16,163        |
| Amount released to income earned from charitable activities | ( 16,163 )    |
| Amount deferred in year                                     | 19,917        |
| Balance carried forward                                     | <u>19,917</u> |

#### 22 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2020

**23 Analysis of charitable funds****Analysis of movements in unrestricted funds**

|                           | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|---------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
|                           | £                                                | £                             | £                             | £                | £                                                |
| <b>Unrestricted funds</b> |                                                  |                               |                               |                  |                                                  |
| General unrestricted fund | 9,353                                            | 45,981                        | ( 30,606 )                    | -                | <b>24,728</b>                                    |
| <b>Totals</b>             | <b>9,353</b>                                     | <b>45,981</b>                 | <b>( 30,606 )</b>             | <b>-</b>         | <b>24,728</b>                                    |

**Purpose of unrestricted funds**

General unrestricted fund                      The 'free reserves' of the charity

**Analysis of movement in restricted funds**

|                                                              | <b>Fund<br/>balances<br/>brought<br/>forward</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>Fund<br/>balances<br/>carried<br/>forward</b> |
|--------------------------------------------------------------|--------------------------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------------------------|
|                                                              | £                                                | £                             | £                             | £                | £                                                |
| <b>Restricted funds</b>                                      |                                                  |                               |                               |                  |                                                  |
| Awards for All                                               | 4,582                                            | -                             | ( 2,811 )                     | -                | <b>1,771</b>                                     |
| Community Fund - Capitalised                                 | 32,280                                           | -                             | ( 12,740 )                    | -                | <b>19,540</b>                                    |
| North of Tyne Community Led<br>Local Development Fund (ESIF) | -                                                | 35,929                        | ( 12,735 )                    | -                | <b>23,194</b>                                    |
| COOP                                                         | -                                                | 523                           | -                             | -                | <b>523</b>                                       |
| Greggs Foundation                                            | -                                                | 10,000                        | ( 10,000 )                    | -                | <b>-</b>                                         |
| The National Lottery                                         | 9,142                                            | 82,550                        | ( 61,094 )                    | -                | <b>30,599</b>                                    |
| Newcastle City Council Ward<br>Fund                          | 216                                              | 1,215                         | ( 681 )                       | -                | <b>750</b>                                       |
| Newcastle Fund                                               | -                                                | 14,474                        | ( 6,900 )                     | -                | <b>7,574</b>                                     |
| Tudor Trust                                                  | 4,391                                            | 43,333                        | ( 45,445 )                    | -                | <b>2,279</b>                                     |
| Tesco Bags of Help COVID19                                   | -                                                | 500                           | ( 272 )                       | -                | <b>228</b>                                       |
| Your Homes Newcastle                                         | 185                                              | 5,350                         | ( 394 )                       | -                | <b>5,141</b>                                     |
| <b>Totals</b>                                                | <b>50,797</b>                                    | <b>193,874</b>                | <b>( 153,072 )</b>            | <b>-</b>         | <b>91,599</b>                                    |

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

#### 23 Analysis of charitable funds (Continued)

##### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

|                                               |                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Awards for All                                | To run a project called 'Home Grown'                                                                                                                                      |
| Community Fund - Capitalised                  | Capital relates to a grant given in a previous year for alterations to leasehold property, and is being reduced by the amount of depreciation over the life of the lease. |
| North of Tyne Community Led Local Development | To run a 2 year project called 'Home Grown', as well as organisational running costs                                                                                      |
| COOP                                          | To provide equipment for our allotment/garden.                                                                                                                            |
| Greggs Foundation                             | This is to fund a part-time cleaner post and a part-time caretaker post.                                                                                                  |
| The National Lottery                          | To run 3 year project called 'Women Together'                                                                                                                             |
| Newcastle City Council Ward Fund              | To fund seasonal events.                                                                                                                                                  |
| Newcastle Fund                                | To fund core running costs and consultancy fees                                                                                                                           |
| Tudor Trust                                   | Fund staff salaries                                                                                                                                                       |
| Tesco Bags of Help COVID19                    |                                                                                                                                                                           |
| Your Homes Newcastle                          | To run 'From Gardening Pot to Cooking Pot' project                                                                                                                        |

#### 24 Capital commitments

As at 30 September 2020, the charity had no capital commitments (2019 -£nil)

#### 25 Analysis of net assets between funds

|                                        | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|----------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Tangible fixed assets                  | 989                        | 19,108                   | 20,097             | 33,166             |
| Cash at bank and in hand               | 22,721                     | 83,798                   | 106,519            | 41,573             |
| Other net current assets/(liabilities) | 1,019                      | ( 11,307 )               | ( 10,288 )         | ( 6,600 )          |
| Long term assets/(liabilities)         | -                          | -                        | -                  | ( 7,988 )          |
|                                        | 24,729                     | 91,599                   | 116,328            | 60,151             |

# PBCC YE 2020

Final Audit Report

2021-06-25

|                 |                                                       |
|-----------------|-------------------------------------------------------|
| Created:        | 2021-06-24                                            |
| By:             | Nigel Douglass (nigel.douglass@connectedvoice.org.uk) |
| Status:         | Signed                                                |
| Transaction ID: | CBJCHBCAABAAimfiWKikPlqaLdf7QshF2XYTF9Eq5zXI          |

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