



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

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TRUSTEES ANNUAL REPORT

For the year ended 30 September 2020

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

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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.

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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.

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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.

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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 Yelverton Crescent Newcastle Upon Tyne NE6 3SW
Trustees	P McKenna C Carroll K G Davidson L Forster
	Resigned 01 July 2020
Independent Examiner	Michelle Wright Connected Voice Business Services Higham House Higham, Place Newcastle upon Tyne 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.

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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

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 30 September 2020

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



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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 30 September 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income from:					
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
Total income		45,981	193,874	239,855	186,263
Expenditure on:					
Charitable activities					
Operation of the charity	9	30,606	153,072	183,678	202,044
Total expenditure		30,606	153,072	183,678	202,044
Net income/(expenditure) and net movement of funds		15,375	40,802	56,177	(15,781)
Reconciliation of funds					
Total funds brought forward		9,353	50,797	60,150	75,931
Total funds carried forward		24,728	91,599	116,328	60,150

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.

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Charity Number 1150674

Company Number 08172955

BALANCE SHEET

As at 30 September 2020

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

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

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

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.

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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.

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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.

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Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
6 Donations and legacies				
Donations and fundraising	2,524	-	2,524	5,270
	<u>2,524</u>	<u>-</u>	<u>2,524</u>	<u>5,270</u>
7 Charitable activities				
<u>Income from grants</u>				
Community Foundation	-	-	-	4,845
Big Lottery Fund	-	-	-	31,313
North of Tyne Community Led Local 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>
8 Other trading activities				
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)

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Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
9 Charitable activities				
<u>Direct costs</u>				
Staff salaries	164	103,576	103,740	83,687
Consultancy	-	6,900	6,900	25,460
<u>Activity costs</u>				
Staff training / conferences	-	-	-	3,735
Staff travel / meetings	-	19	19	448
Project activity fees	11,082	28,558	39,639	44,256
Volunteer expenses	260	1,196	1,457	2,224
Events	-	-	-	10,556
<u>Support costs</u>				
Minibus costs	2,205	-	2,205	2,344
ICT, telephone & internet	2,617	-	2,617	2,117
Light, heat & water	8,449	-	8,449	4,302
Equipment	41	-	41	105
Printing, postage & stationery	86	-	86	920
Cleaning & repairs	1,519	-	1,519	3,691
Insurance	511	-	511	956
Interest paid	1	-	1	233
Promotion & publicity	-	-	-	814
Professional fees	2,142	-	2,142	1,100
Sundry	-	83	83	716
Depreciation	330	12,740	13,069	13,179
<u>Governance costs</u>				
Audit & accountancy fees	1,200	-	1,200	1,200
	30,606	153,072	183,678	202,044

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 £	2019 £
Independent examiner's fees for reporting on the accounts	1,200	1,200
Other accountancy services paid to the examiner	762	656
	1,962	1,856

There were no other fees paid to the examiner (2019: £nil)

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

	2020 £	2019 £
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
	87,879	78,452

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 Number	2019 Number
The parts of the charity in which the employee's work		
Charitable activities	4.0	4.0
	4.0	4.0

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.

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NOTES TO THE FINANCIAL STATEMENTS

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	Leasehold property improvements	Fixture, fittings and equipment	Total
	£	£	£
16 Tangible fixed assets			
Cost			
Balance brought forward	267,538	19,023	286,561
Additions	-	-	-
Disposals	-	-	-
Balance carried forward	267,538	19,023	286,561
Depreciation			
Basis	SL	RB	
Rate	5%	25%	
Balance brought forward	235,690	17,705	253,395
Depreciation charge for year	12,740	330	13,069
Disposals	-	-	-
Balance carried forward	248,430	18,034	266,464
Net book value			
Brought forward	31,848	1,318	33,166
Carried forward	19,108	989	20,097
17 Debtors and prepayments (receivable within 1 year)			
	2020	2019	
	£	£	
Room hire	44	495	
Prepayments	921	6,379	
Accrued income	8,475	6,929	
Other debtors	2,125	892	
	11,565	14,695	
18 Cash at bank and in hand			
	2020	2019	
	£	£	
Cash at bank and in hand	106,519	41,573	
	106,519	41,573	

POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2020

19 Creditors and accruals (payable within 1 year)

	2020 £	2019 £
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
	21,853	21,295

20 Creditors and accruals (payable after more than 1 year)

	2020 £	2019 £
Big Issue Loan	-	7,988
	-	7,988

21 Deferred income

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

	2020 £
Balance brought forward	16,163
Amount released to income earned from charitable activities	(16,163)
Amount deferred in year	19,917
Balance carried forward	19,917

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**

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General unrestricted fund	9,353	45,981	(30,606)	-	24,728
Totals	9,353	45,981	(30,606)	-	24,728

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity

Analysis of movement in restricted funds

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Restricted funds					
Awards for All	4,582	-	(2,811)	-	1,771
Community Fund - Capitalised	32,280	-	(12,740)	-	19,540
North of Tyne Community Led Local Development Fund (ESIF)	-	35,929	(12,735)	-	23,194
COOP	-	523	-	-	523
Greggs Foundation	-	10,000	(10,000)	-	-
The National Lottery	9,142	82,550	(61,094)	-	30,599
Newcastle City Council Ward Fund	216	1,215	(681)	-	750
Newcastle Fund	-	14,474	(6,900)	-	7,574
Tudor Trust	4,391	43,333	(45,445)	-	2,279
Tesco Bags of Help COVID19	-	500	(272)	-	228
Your Homes Newcastle	185	5,350	(394)	-	5,141
Totals	50,797	193,874	(153,072)	-	91,599

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 Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
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

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