



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

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 2nd 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.

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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 2nd 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 2nd 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)

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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.

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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.

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For the year ended 30 September 2021

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	<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 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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For the year ended 30 September 2021

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

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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

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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 30 September 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:					
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
Total income		84,102	197,337	281,438	239,855
Expenditure on:					
Charitable activities					
Operation of the charity	9	15,361	208,333	223,694	183,678
Total expenditure		15,361	208,333	223,694	183,678
Net income/(expenditure)		68,740	(10,997)	57,744	56,177
Transfers between funds		6,771	(6,771)	-	-
Net movement of funds		75,512	(17,768)	57,744	56,177
Reconciliation of funds					
Total funds brought forward		24,728	91,599	116,328	60,150
Total funds carried forward		100,240	73,831	174,072	116,328

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.

BALANCE SHEET

As at 30 September 2021

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

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

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

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.

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For the year ended 30 September 2021

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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For the year ended 30 September 2021

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.

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For the year ended 30 September 2021

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
6 Donations and legacies				
Donations and fundraising	510	-	510	2,524
	<u>510</u>	<u>-</u>	<u>510</u>	<u>2,524</u>
7 Charitable activities				
<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>
8 Other trading activities				
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)

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Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
9 Charitable activities				
<u>Direct costs</u>				
Staff salaries	9,829	115,848	125,677	103,740
Consultancy	1,000	12,000	13,000	6,900
<u>Activity costs</u>				
Staff training / conferences	-	515	515	-
Staff travel / meetings	15	55	70	19
Project activity	454	28,281	28,736	39,639
Volunteer expenses	152	1,545	1,697	1,457
<u>Support costs</u>				
Minibus costs	115	416	531	2,205
ICT, telephone & internet	268	974	1,243	2,617
Light, heat & water	1,378	5,003	6,381	8,449
Equipment	209	17,525	17,734	41
Printing, postage & stationery	13	932	945	86
Cleaning & repairs	250	6,289	6,539	1,519
Insurance	218	790	1,008	511
Professional fees	163	612	775	2,142
Sundry	50	285	335	83
Other expenditure	746	2,708	3,454	-
Depreciation	227	13,566	13,793	13,069
<u>Governance costs</u>				
Independent examination fees	272	988	1,260	1,200
	<u>15,361</u>	<u>208,333</u>	<u>223,694</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 £	2020 £
Independent examiner's fees for reporting on the accounts	1,260	1,200
Other accountancy services paid to the examiner	600	762
	<u>1,860</u>	<u>1,962</u>

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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 £	2020 £
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 Number	2020 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.

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

17 Debtors and prepayments (receivable within 1 year)

	2021 £	2020 £
Room hire	383	44
Prepayments	1,755	921
Accrued income	1,710	8,475
Other debtors	246	2,125
	4,094	11,565

18 Cash at bank and in hand

	2021 £	2020 £
Cash at bank and in hand	148,788	106,519
	148,788	106,519

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

19 Creditors and accruals (payable within 1 year)

	2021 £	2020 £
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 £
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 balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	24,728	84,102	(15,361)	(1,519)	91,950
Designated funds					
Staff Salaries	-	-	-	8,290	8,290
Totals	<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.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

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

Restricted funds	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Awards for All	1,771	-	-	(1,771)	-
Community Fund - Capitalised	19,540	-	(12,740)	-	6,800
North of Tyne Community Led 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 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
Totals	91,599	197,337	(208,333)	(6,771)	73,832

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.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2021

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

	Reason for transfer	Amount £
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.	5,000
Between unrestricted and restricted funds	Balance of Awards For All transferred to unrestricted funds as this was fully spent in the prior year.	1,771
Between unrestricted and designated funds	Funds designated for additional salary costs set aside for Covid 19 recovery.	8,290

23 Capital commitments

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

24 Analysis of net assets between funds

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