



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

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TRUSTEES ANNUAL REPORT

For the year ended 30 September 2023

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

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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

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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.

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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.

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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 | L Foster P McKenna S Stephenson L Rutter Resigned 23/01/2024 |
| Independent Examiner | Michelle Wright MW Accounting Services Woodgate House 5c Wood Street Gateshead 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.

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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.

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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

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 30 September 2023

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

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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 30 September 2023

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| Income from: | | | | | |
| 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 |
| Total income | | 61,576 | 180,236 | 241,812 | 202,677 |
| Expenditure on: | | | | | |
| Charitable activities | | | | | |
| Operation of the charity | 9 | 70,138 | 168,731 | 238,868 | 200,719 |
| Total expenditure | | 70,138 | 168,731 | 238,868 | 200,719 |
| Net income/(expenditure) | | (8,562) | 11,505 | 2,943 | 1,958 |
| Transfers between funds | | (7,169) | 7,169 | - | - |
| Net income/(expenditure) and net movement of funds | | (15,731) | 18,674 | 2,943 | 1,958 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 121,387 | 54,643 | 176,030 | 174,072 |
| Total funds carried forward | | 105,656 | 73,317 | 178,973 | 176,030 |

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.

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Charity Number 1150674

Company Number 08172955

BALANCE SHEET

As at 30 September 2023

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

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

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2023

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.

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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.

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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 |

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For the year ended 30 September 2023

Analysis of income

| | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| 6 Donations and legacies | | | | |
| Donations and fundraising | 585 | - | 585 | 1,176 |
| | <u>585</u> | <u>-</u> | <u>585</u> | <u>1,176</u> |
| 7 Charitable activities | | | | |
| <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> |
| 8 Other trading activities | | | | |
| 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)

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For the year ended 30 September 2023

Analysis of expenditure on charitable activities

| | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|---|----------------------------|--------------------------|-----------------------|--------------------|
| 9 Charitable activities | | | | |
| <u>Direct costs</u> | | | | |
| Staff salaries | 5,149 | 130,580 | 135,729 | 81,438 |
| Consultancy | - | - | - | 18,000 |
| Staff training/conferences | 503 | 53 | 556 | 1,096 |
| Staff travel/meetings | 757 | 423 | 1,181 | 252 |
| Project activity | 20,828 | 26,173 | 47,001 | 66,431 |
| Volunteer expenses | 1,910 | 3,103 | 5,012 | 3,910 |
| <u>Support costs</u> | | | | |
| Minibus costs | 2,323 | 25 | 2,348 | 2,491 |
| ICT, telephone & internet | 5,552 | 1,000 | 6,552 | 1,287 |
| Light, heat & water | 9,254 | - | 9,254 | 8,801 |
| Equipment | 1,790 | 6,489 | 8,279 | 2,197 |
| Printing, postage & stationery | 342 | 126 | 468 | 240 |
| Cleaning & repairs | 1,789 | - | 1,789 | 3,168 |
| Insurance | 1,051 | - | 1,051 | 1,131 |
| Professional fees | 13,417 | 440 | 13,857 | 1,147 |
| Other expenditure | - | 319 | 319 | 440 |
| Depreciation | 4,973 | - | 4,973 | 7,297 |
| <u>Governance costs</u> | | | | |
| Independent examiner's fees for reporting on the accounts | 500 | - | 500 | 1,380 |
| Trustees meeting costs | - | - | - | 13 |
| | <u>70,138</u> | <u>168,731</u> | <u>238,868</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 £ | 2022 £ |
|---|-------------------|--------------|
| Independent examiner's fees for reporting on the accounts | 500 | 1,380 |
| Other accountancy services paid to the examiner | - | 962 |
| | <u>500</u> | <u>2,342</u> |

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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 £ | 2022 £ |
|---|---------------|---------------|
| 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 Number | 2022 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.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2023

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

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

For the year ending 30 September 2022

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

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

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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**

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

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

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

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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 £ |
|---|---|-------------|
| 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 Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| 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 |