THE HIGHLIFE CENTRE LTD

England & Wales · Charity number 1151868

Details

Other names	THE HIGHLIFE CENTRE
Status	Registered
Legal form	Charitable company
Company number	07415399
Registered	2013-05-02
Register	View on the Charity Commission register

Contact

Address	31 Barras Green Coventry CV2 4LY
Phone	02477920886
Email	info@thehighlife.org
Website	www.thehighlife.org

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Activities

Objects: THE RELIEF OF UNEMPLOYMENT FOR THE BENEFIT OF THE PUBLIC IN SUCH WAYS AS MAY BE THOUGHT FIT, INCLUDING ASSISTANCE TO FIND EMPLOYMENT.THE ADVANCEMENT OF EDUCATION BY WAY OF DEVELOPING INDIVIDUAL CAPABILITIES, COMPETENCES, SKILLS AND UNDERSTANDING TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS INDEPENDENT, MATURE AND RESPONSIBLE INDIVIDUALS; INCLUDING THE PROVISION OF PRESCHOOL AND OUT OF SCHOOL EDUCATION. THE PREVENTION OR RELIEF OF POVERTY OR FINANCIAL HARDSHIP IN UK AND INTERNATIONAL (AFRICA) BY PROVIDING OR ASSISTING IN THE PROVISION OF EDUCATION, TRAINING, HEALTHCARE PROJECTS AND ALL THE NECESSARY SUPPORT DESIGNED TO ENABLE INDIVIDUALS TO GENERATE A SUSTAINABLE INCOME AND BE SELF-SUFFICIENT.TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT BY PREVENTING PEOPLE FROM BECOMING SOCIALLY EXCLUDED, RELIEVING THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY. FOR THE PURPOSE OF THIS CLAUSE ‘SOCIALLY EXCLUDED’ MEANS BEING EXCLUDED FROM SOCIETY, OR PARTS OF SOCIETY, AS A RESULT OF ONE OF MORE OF THE FOLLOWING FACTORS: UNEMPLOYMENT; FINANCIAL HARDSHIP; YOUTH OR OLD AGE; ILL HEALTH (PHYSICAL OR MENTAL); SUBSTANCE ABUSE OR DEPENDENCY INCLUDING ALCOHOL AND DRUGS; DISCRIMINATION ON THE GROUNDS OF SEX, RACE, DISABILITY, ETHNIC ORIGIN, RELIGION, BELIEF, CREED, SEXUAL ORIENTATION OR GENDER RE-ASSIGNMENT; POOR EDUCATIONAL OR SKILLS ATTAINMENT; RELATIONSHIP AND FAMILY BREAKDOWN; POOR HOUSING (THAT IS HOUSING THAT DOES NOT MEET BASIC HABITABLE STANDARDS; CRIME (EITHER AS A VICTIM OF CRIME OR AS AN OFFENDER REHABILITATING INTO SOCIETY). TO DEVELOP THE CAPACITY AND SKILLS OF THE MEMBERS OF THE BLACK AND ASIAN MINORITY ETHNIC (BAME) AND THOSE WHO ENGLISH ISN’T THEIR FIRST LANGUAGE OF UK IN SUCH A WAY THAT THEY ARE BETTER ABLE TO IDENTIFY, AND HELP MEET, THEIR NEEDS AND TO PARTICIPATE MORE FULLY IN SOCIETY.THE PROMOTION OF THE VOLUNTARY SECTOR BY THE PROVISION OF TRAINING AND DEVELOPMENT SUPPORT FOR PEOPLE WORKING WITHIN THE VOLUNTARY SECTOR AND THE PROVISION OF MEETING AND OFFICE SPACE FOR VOLUNTARY SECTOR ORGANISATIONS; THE VOLUNTARY SECTOR MEANS CHARITIES AND VOLUNTARY ORGANISATIONS. VOLUNTARY ORGANISATIONS ARE INDEPENDENT ORGANISATIONS, WHICH ARE ESTABLISHED FOR PURPOSES THAT ADD VALUE TO THE COMMUNITY AS A WHOLE, OR A SIGNIFICANT SECTION OF THE COMMUNITY, AND WHICH ARE NOT PERMITTED BY THEIR CONSTITUTION TO MAKE A PROFIT FOR PRIVATE DISTRIBUTION. VOLUNTARY ORGANISATIONS DO NOT INCLUDE LOCAL GOVERNMENT OR OTHER STATUTORY AUTHORITIES. CHARITIES ARE ORGANISATIONS, WHICH ARE ESTABLISHED FOR EXCLUSIVELY CHARITABLE PURPOSES IN ACCORDANCE WITH THE LAW OF ENGLAND AND WALES.

Activities: Four work streams:1)Supporting entrepreneurs to start and grow businesses; 2) Helping young people build confidence, leadership, and career pathways; 3) Strengthening community empowerment through cohesion, wellbeing, digital inclusion, creativity, culture, and heritage;4) Providing safe housing alongside entrepreneurial training and practical support for people to live, learn, and work.

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Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** The Prevention Or Relief Of Poverty, Accommodation/housing, Arts/culture/heritage/science, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£782,038	£429,278	£585,416	9
2023-12-31	£360,443	£214,238	-	-
2022-12-31	£303,370	£333,383	-	-
2021-12-31	£333,187	£423,302	-	-
2020-12-31	£326,809	£167,523	-	-

Trustees

Name	Role	Appointed
Daisy Oppon	Chair	2016-04-18
Angela Babane		2025-01-01
KWASI ASIEDU-OFEI		2016-04-18
Kyei Nketia		2022-01-04
Prathiba Ramidi		2025-01-01
Tobi Labeodan		2016-04-18

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THE HIGHLIFE CENTRE LTD

England & Wales - Charity number 1151868

Accounts

THE HIGHLIFE CENTRE

(A company limited by guarantee)

ANNUAL REPORT

For the Year Ended 31st December 2024

Company registration number: 07415399
Charity registration number: 1151868

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Report of the Trustees for the year ending 31 December 2024

The Trustees are pleased to present their annual directors' report together with the charity's consolidated financial statements for the year ending 31 December 2024, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OUR AIMS AND OBJECTIVES

Purpose and Aims

We are an agile and forward-thinking organisation that co-creates impactful programmes with our service users and partners. Our vision is to create a welcoming environment that removes life-improving barriers for people from disadvantaged and Global Majority backgrounds. Our mission enables our beneficiaries to become confident and productive in their communities. They can have a sense of purpose, access resources and skills that could turn their aspirations into reality, and make positive changes in their lives to aspire to and achieve their full potential.

Our charity's purposes, as set out in the objects contained in the company's Memorandum of Articles and Association, are:

- The relief of unemployment for the benefit of the public in ways that may be thought fit, including assistance in finding employment.
- The advancement of education by developing individual capabilities, competencies, skills, and understanding enables them to participate in society as independent, mature, and responsible individuals. This includes providing preschool and out-of-school education.
- The prevention or relief of poverty or financial hardship in the UK and internationally (Africa) by providing or assisting in the provision of education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient.
- Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those who are socially excluded, and assisting them in integrating into society through the advancement of the arts, culture, and heritage.
- To develop the capacity and skills of the members of the Black and Asian groups and those for whom English isn't their first language in the UK in such a way that they are better able to identify and help meet their needs and to participate more fully in society.
- Promote the voluntary sector by providing training and development, support for people working within it, and meeting and office space for voluntary sector organisations.

THE FOCUS OF OUR WORK

Ensuring our work delivers our aims

The charity addresses issues of social and economic disadvantage and inequality in the areas of- well-being, unemployment, social isolation, and poverty. We achieve this by developing and enhancing the knowledge and skills of individuals who are at the margins of society, enabling them to improve their chances of sustainable employment and, in turn, enhance their quality of life, ultimately leading to full and productive lives. Our aims fully reflect the purposes for which the charity was set up.

We offer a wide range of services that directly meet the needs of our client groups. These services are grouped into three main categories:

1. Youth leadership development that creates opportunities for young people to overcome barriers, empowering them to be leaders who affect social change.
2. Community support activities such as foodbank, coffee and lunch clubs, well-being activities, creative arts, and cultural and heritage events.
3. Business and Entrepreneurial support that develops the entrepreneurial abilities of long-term unemployed clients through one-to-one mentoring and training sessions.

We aim to improve and strengthen clients' immediate financial circumstances through the abovementioned services. We support our clients facing financial hardship by offering specific services, such as food banks to help families reduce their shopping costs, providing advice and guidance on how to access suitable state benefits to ease their hardships, and signposting them to other local services like citizen advice, local family hubs, and social supermarkets across the city that can further assist in reducing financial difficulties. We also subsidise travel costs to and from these services to improve accessibility.
For employment aspirations and ambitions, we predominantly focus on supporting unemployed and long-term unemployed clients to consider self-employment as an alternative to employment. This is a niche area, and we are the only organisation delivering culturally appropriate support to minority groups in Coventry and Warwickshire. We provide flexible and interactive training and one-to-one mentoring, business and enterprise support services that take clients through developing their confidence, business awareness, business planning, marketing, finance, and legal matters, up to the stage when they are ready to register their business. Additionally, we also provide post-start support that includes hot-desking and business incubation spaces.

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to individuals and groups we are set up to serve. The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Acknowledgements

We continue to appreciate all our staff, volunteers, partners and most importantly our principal funders who without them would not have achieved our impact.

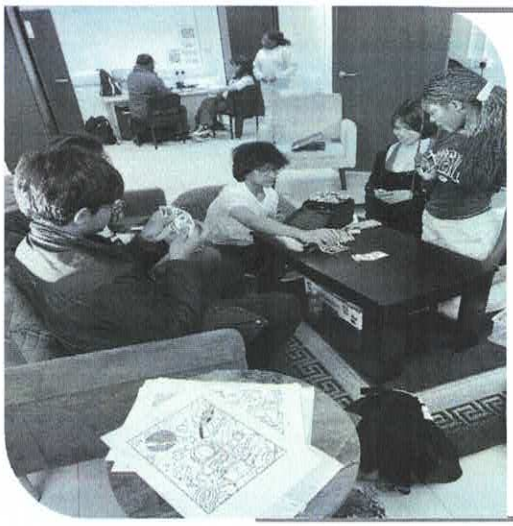
Principal Funding Sources

The principal funding sources for the charity are currently by way of grant funding, contract and trading income. Our grant funders for 2024 financial year are:

- The National Lottery Community Fund
- Youth Investment Fund
- The Heritage Lottery Fund
- Heart of England Community Foundation
- West Midlands Combined Authority
- Oak Foundation

OUTLINING OUR PERFORMANCE & ACHIEVEMENTS

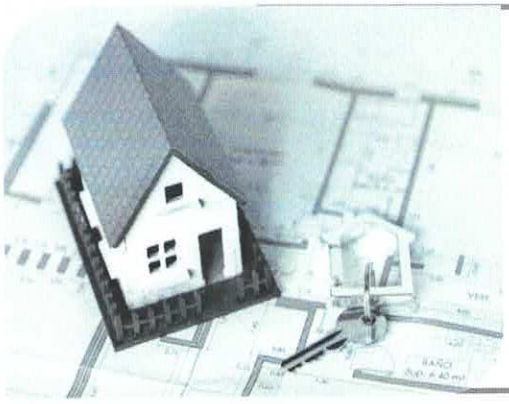
We delivered the following projects in the 2024 financial year.



Youth Vision Project
Funded by The National Lottery Community Fund 2021/2026.

The project improves the leadership aspiration and skills of young people and equips them to articulate their voices across various platforms, seizing opportunities that foreground their influence, and create a sea change in local leadership.

Output - Number of clients engaged
166 young people engaged and supported in 2024, engaged in 14 different activities categorised under three key strand: Aspiration and Leadership, Talent Development and Empowerment and Progression.



Live-Learn-Work Project Development Plan
Feasibility Study Funded by the Oak Foundation 2024-2025

In 2024, the Centre continued to explore the feasibility of a community-led housing project. Funding received from the Oak Foundation enabled us to work with consultants to bring this vision to life, **leading to the architectural design and shaping of a Live-Learn-Work project.**



Highlife Centre Refurbishment Project
Funded by the Youth Investment Fund – 2023-2024

The Youth Investment Fund (YIF) supports voluntary, community and social enterprise youth organisations to deliver, expand and create high-quality local youth provision in targeted communities across England. The Highlife Centre secured funds to refurbish the centre from November 2023 to the end of December 2024.
The final evaluation video can be seen here:
youtube.com/watch?reload=9&v=GWDrljghOes&feature=youtu.be.



African Heritage Resilience Project
Funded by The National Lottery Heritage Fund – 2024-2025

AHRP is an exploratory research project to determine the feasibility of collaborative work with African heritage organisations across the East and West Midlands regions. The project was delivered from 5 January 2024 to 31 March 2025 to collaborate with the 12 African heritage organisations in developing a strategic approach that fosters a collaborative framework grounded in trust, participation, and engagement from the Black community. **In the end, a collaboration was formed leading to the development of an African Heritage Collaborative Network.**



Inclusive Communities Project
Funded by The Heart of England Community Foundation - 2024

The Savanna Community Support Partnership (SCSP) was a nine-month legacy project designed to continue the popular, in-demand activities delivered during the Coventry City of Culture 2021/2022. Three partners delivered the project in a comprehensive set of activities that promote art, culture, and heritage through storytelling, art workshops, food culture, the Development of a virtual reality exhibition platform, and capability-strengthening training. **The project benefited 457 children and 244 families, as well as the three partners who developed their capabilities.**



Community-Led Business Support Project
Funded by The West Midlands Combined Authority – 2024-2026

The Community Led Business Support Project aims to empower community-led organisations to collaborate with the West Midlands Region's Race Equalities Taskforce (RET) and Business Growth West Midlands (BGWM). Its goal is to connect local businesses with growth-focused support and enable more ethnic minority-led businesses to access the region's BGWM and commercial enterprise assistance. **Through these efforts, the West Midlands aspires to become a model region that actively supports the growth of ethnic-led businesses.**

FINANCIAL REVIEW

Providing impactful services

Six projects were delivered this year with four of those continuing into 2025 and two into 2026. All projects had a significant and lasting impact on beneficiaries a well as the Centre itself. The refurbishment project, although finalised at the end of 2024, has already seen game changing interest in the numbers of people that engage in the centre and use the space. We that the refursbished spaces offering entrepreneurial growth and development will grow to become a sustainable venture enabling the charity to be self-sufficient.

Reserves Policy

The board has re-examined the charity's reserve requirements in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be three months of the core running costs of the charity. The direct cost for operating the charity as of December 2024 is approximately £40k per quarter (excluding staff salaries and other costs). An increase of circa 5K due to high inflation, and cost of living costs. The trustees are confident that they could continue the charity's current activities in the event of a significant drop in funding.

PLANS FOR FUTURE PERIODS

For the financial year 2025, the organisation will continue to deliver the activities around these three core services:

1. Youth leadership development that creates opportunities for young people to overcome barriers, empowering them to be leaders who affect social change.
2. Community support activities such as foodbank, coffee and lunch clubs, well-being activities, creative arts, and cultural and heritage events.
3. Business and Entrepreneurial support that develops the entrepreneurial abilities of long-term unemployed clients through one-to-one mentoring and training sessions.

With all sustainable projects in place, we will promote and commercialise the spaces to generate unrestricted income whilst also continuing to deliver existing projects. We will also continue to develop the Live-Learn-Work housing project for young people. We will continue to seek grant funding for new and existing projects and seek opportunities to build capacity and ensure the organisation is resilient in the future years. As in 2024, increasing unrestricted funds will be our focus for 2025 and future years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Highlife Centre is a charitable company limited by guarantee, incorporated on 21st October 2010 and registered as a charity on 2nd May 2013. The company was established under a Memorandum of Association, which established its objects and powers and is governed by its Articles of Association. If the company is wound up, members must contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The company's directors are also charity trustees for charity law and are known as Directors under the company's Articles. Under the Memorandum and Articles of Association requirements, the directors are elected to serve for two years, after which they must be re-elected at the next Annual General Meeting. All directors give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts.

The directors seek to ensure that the needs of beneficiaries are appropriately reflected through the diversity of the trustee body, which has all five directors from minority backgrounds. To maintain this broad skill mix, the directors have been selected as having the following skills: business, strategy, community and finance.

Trustee Induction and Training

All trustees are familiar with the practical work of the charity. Project and activity updates are prepared and presented at each board meeting to ensure that trustees understand the work of the Charity. All trustees receive up-to-date governing documents and any documents that set up the charity's framework. Resources and financial positions are set out in the latest published accounts and presented to Trustees before board meetings. New trustees inducted are sent a welcome pack containing the following documents:

- Memorandum and Articles.
- Organisational Chart
- Trustee handbook
- Information about existing trustees
- Latest financial statement
- Organisational Framework

Risk management

The chief executive and the trustees review and update the risk register annually. Systems and procedures are established to mitigate the risks the charity faces. The board and the senior management team adhere to a strategic plan. The plan has led to the establishment of a sustainability arm, WAVA Hall to support diversification of funds. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Appropriate procedures are in place to ensure compliance with the health and safety of staff, volunteers, clients and visitors to the centre. The continuing implementation of a code of practice, financial policies and procedures, safeguarding and complaints procedure and a business continuity policy ensures a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure

The five trustees are from various professional backgrounds relevant to the charity's work in governing the Highlife Centre. The chief executive sits on the board but has no voting rights and prepares all documents for review before board meetings. The day-to-day responsibility for providing the services rests with the chief executive, who works closely with the chair of the Trustees. The chief executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. They are also responsible for the day-to-day operational management of the Centre, individual supervision of the staff team and ensuring that the team continues to develop their skills and working practices in line with good practice.

RESPONSIBILITIES OF THE BOARD

Company law requires the board of directors/trustees to prepare financial statements for each financial year, which gives an accurate and fair view of the state of the affairs of the charitable company as of the balance sheet date. The statement also includes income and expenditure for the financial year. In preparing those financial statements, the Trustees follow best practices and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on a concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity. This ensures that the financial statements comply with the Companies Act 1985. The board of trustees is also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

Members of the Board

The Board of Trustees, directors for company law and trustees for charity law, who served during the year and up to the date of this report, are set out on page 2. In accordance with company law. As the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information on the company's Auditors are unaware of.
- As the company's directors, we have taken all the steps to make ourselves aware of any relevant audit information and establish that the charity's accountants are aware of that information.

Accountants and Independent Examiners

McGlone and Wardzynski Limited were re-appointed as the Charity's accountants during the year and expressed their willingness to continue. This report has been prepared according to the Statement of Recommended Practice ie:

Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on 29/10/2025 ..... and signed on its behalf by:

Daisy Oppon

Daisy Oppon (Oct 29, 2025 11:17:24 GMT)

Daisy Oppon
Chair of Trustees

Charity registration number 1151868 (England and Wales)

Company registration number 07415399

THE HIGHLIFE CENTRE LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

THE HIGHLIFE CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs D Oppon	
	Mr T Labeodan	
	Mr K Asiedu-Offei	
	Kyei Nketia	
	Angela Babane	(Appointed 1 January 2025)
	P Ramidi	(Appointed 1 January 2025)
Charity number (England and Wales)	1151868	
Company number	07415399	
Registered office	31 Barras Green Coventry West Midlands CV2 4LY	
Independent examiner	McGlone Wardzynski Limited First Floor Eagle House 14 Queens Road Coventry CV1 3EG	

THE HIGHLIFE CENTRE LIMITED

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THE HIGHLIFE CENTRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees, who are also the directors of The Highlife Centre Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 charitable company for that year.

In preparing these 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; and
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE HIGHLIFE CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE HIGHLIFE CENTRE LIMITED

I report to the Trustees on my examination of the financial statements of The Highlife Centre Limited (the Charity) for the year ended 31 December 2024.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of Association of Accounting Technicians, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the Charity as required by section 386 of the Companies Act 2006.

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

James Rose

Mr James Rose FMAAT

First Floor
Eagle House
14 Queens Road
Coventry
CV1 3EG

Dated: .....

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

Current financial year

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Income and endowments from:					
Donations and legacies	3	62,889	708,033	770,922	354,849
Investments	4	6,116	-	6,116	208
Other income	5	5,000	-	5,000	5,386
Total income		74,005	708,033	782,038	360,443
Expenditure on:					
Charitable activities	6	48,800	380,478	429,278	214,238
Net incoming resources before transfers		25,205	327,555	352,760	146,205
Gross transfers between funds		318,193	(318,193)	-	-
Net income for the year/ Net movement in funds		343,398	9,362	352,760	146,205
Fund balances at 1 January 2024		116,960	115,696	232,656	86,451
Fund balances at 31 December 2024		460,358	125,058	585,416	232,656

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

Prior financial year

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income and endowments from:				
Donations and legacies	3	130,917	223,932	354,849
Investments	4	208	-	208
Other income	5	5,386	-	5,386
Total income		136,511	223,932	360,443
Expenditure on:				
Charitable activities	6	77,342	136,896	214,238
Net incoming resources before transfers		59,169	87,036	146,205
Net income for the year/ Net movement in funds		59,169	87,036	146,205
Fund balances at 1 January 2023		57,791	204,400	86,451
Fund balances at 31 December 2023		116,960	95,633	232,656

THE HIGHLIFE CENTRE LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	**12**		309,643		7,506
Current assets					
Debtors	**13**	32,269		-	
Cash at bank and in hand		331,741		339,474	
		364,010		339,474	
Creditors: amounts falling due within one year	**15**	(18,318)		(20,508)	
Net current assets			345,692		318,966
Total assets less current liabilities			655,335		326,472
Creditors: amounts falling due after more than one year	**16**		(69,919)		(93,816)
Net assets			585,416		232,656
The funds of the Charity					
Restricted funds	**18**		125,058		115,696
Unrestricted funds	**19**		460,358		116,960
			585,416		232,656

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 29/10/2025

Daisy Oppon

Daisy Oppon (Oct 29, 2025 11:17:24 GMT)

Mrs D Oppon

Trustee

Company registration number 07415399 (England and Wales)

1 Accounting policies

Charity information

The Highlife Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Barras Green, Coventry, West Midlands, CV2 4LY.

Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are allocated for specific expenditure forecasted in the following year subject to conditions of capital loan agreement.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1 Accounting policies **(Continued)**

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	straight line method over 25 years
Fixtures and fittings	15% reducing balance method
Office equipment	33% straight line method

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1 Accounting policies **(Continued)**

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1 Accounting policies **(Continued)**

1.13 Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	**Restricted funds**	**Total**	Unrestricted funds	Restricted funds	Total
	2024	**2024**	**2024**	2023	2023	2023
	£	**£**	**£**	£	£	£
Donations and gifts	15,000	-	15,000	-	-	-
Grants received	22,483	708,033	730,516	112,029	223,932	335,961
Contracts received	25,406	-	25,406	18,888	-	18,888
	62,889	708,033	770,922	130,917	223,932	354,849

4 Income from investments

	Unrestricted funds 2024	**Unrestricted funds 2023**
	£	**£**
Interest receivable	6,116	208

5 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	5,000	5,386

Other income includes £5,000 (2023: £5,212) employers allowance.

6 Charitable activities

	Business, youth & community development 2024 £	Business, youth & community development 2023 £
Staff costs	208,018	135,528
Depreciation and impairment	16,055	1,325
Rent & utilities	32,772	27,671
Insurance	3,824	3,526
Partnership delivery costs	38,763	-
Office costs and administration	9,378	3,937
Subscriptions	1,525	-
Sundry expenses	5,113	8,592
Professional, accountancy and legal fees	69,037	11,537
Advertising & marketing	8,377	2,323
Consultancy fees	22,500	1,259
Bank Charges	190	7,234
Equipment	1,024	1,439
Repairs & maintenance	3,349	5,266
Events costs	7,373	2,657
	427,298	212,294
Share of governance costs (see note 7)	1,980	1,944
	429,278	214,238
Analysis by fund		
Unrestricted funds	48,800	77,342
Restricted funds	380,478	136,896
	429,278	214,238

7 Support costs allocated to activities

	2024	2023
	£	£
Governance costs	1,980	1,944
Accountancy fees	1,980	1,944

8 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	300	300
Depreciation of owned tangible fixed assets	16,055	1,325

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year. (2023 - £Nil)

10 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Administration Staff	8	6
Chief Executive Office	1	1
Total	9	7

Employment costs	2024	2023
	£	£
Wages and sessional staff	198,036	126,559
Social security costs	7,789	5,212
Other pension costs	2,193	3,757
	208,018	135,528

Included in wages and sessional staff was gross wages £114,734 (2023 £84,627) and £83,302 (2023 £41,932) for self-employed sessional workers.

The Executive Officer received remuneration of £64,538 (2023 £58,599). They received gross salary of £56,655 (2023 £51,474), employers national insurance of £6,563 (2023 £5,848) and employer pension costs of £1,320 (2023 £1,056).

10 Employees (Continued)

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
£60,001 to £70,000	1	-

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Office equipment	Total
	£	£	£	£
Cost				
At 1 January 2024	-	35,987	939	36,926
Additions	310,684	-	-	310,684
Business combinations	-	-	7,508	7,508
At 31 December 2024	310,684	35,987	8,447	355,118
Depreciation and impairment				
At 1 January 2024	-	28,481	939	29,420
Depreciation charged in the year	12,427	1,125	2,503	16,055
At 31 December 2024	12,427	29,606	3,442	45,475
Carrying amount				
At 31 December 2024	298,257	6,381	5,005	309,643
At 31 December 2023	-	7,506	-	7,506

13 Debtors

Amounts falling due within one year:	2024 £	2023 £
Trade debtors	100	-
Other debtors	32,169	-
	32,269	-

14 Loans and overdrafts

	2024	2023
	£	£
Bank loans	85,721	109,618
Payable within one year	15,802	15,802
Payable after one year	69,919	93,816

The bank loan is unsecured.

Interest is charged at a rate of 7.90% per annum.

15 Creditors: amounts falling due within one year

	Notes	2024	2023
		£	£
Bank loans	14	15,802	15,802
Other taxation and social security		-	2,606
Other creditors		416	-
Accruals and deferred income		2,100	2,100
		18,318	20,508

16 Creditors: amounts falling due after more than one year

	Notes	2024	2023
		£	£
Bank loans	14	69,919	93,816

17 Retirement benefit schemes

	2024	2023
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	2,193	3,757

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Movement in funds				Movement in funds			
	Balance at 1 January 2023	Incoming resources	Resources expended	Balance at 1 January 2024	Incoming resources	Resources expended	Transfer to fixed assets	Balance at 31 December 2024
	£	£	£	£	£	£	£	£
Heart of Emgland Community Foundation	-	-	-	-	65,300	(57,201)	-	8,099
National Lottery Hertage Fund	-	-	-	-	122,702	(122,702)	-	-
Oak Foundation	-	-	-	-	74,925	(16,039)	-	58,886
West Midlands Combined Authority	-	-	-	-	52,331	(33,486)	(6,611)	12,234
Youth Investment Fund	-	-	-	104,360	291,322	(68,061)	(311,582)	16,039
General Charities	-	3,850	3,850	-	-	-	-	-
Recovery Loan Fund	-	7,000	-	7,000	-	(1,200)	-	5,800
Youth Vision Project	26,260	98,713	(120,637)	4,336	101,452	(81,789)	-	23,999
WAVA Hall Jubilee Fund	2,400	-	(2,400)	-	-	-	-	-
Youth Investment Business	-	114,369	(10,009)	-	-	-	-	-
	-							
	28,660	223,932	(415,555)	115,696	708,032	(380,478)	(318,193)	125,058

18 Restricted funds **(Continued)**

The restricted grants this year were:-

- Heart of England Community Foundation – Inclusive communities
  a nine-month legacy project designed to deliver activities during the Coventry City of Culture

- National Lottery Heritage Fund – African Heritage Resilience Project
  AHRP is an exploratory research project to determine the feasibility of collaborative work with African heritage organisations across the East and West Midlands regions.

- Oak Foundation – Live-Learn-Work Housing Project
  In 2024, the Centre continued to explore the feasibility of a community-led housing project. Funding received from the Oak Foundation enabled us to work with consultants to bring this vision to life,

- West Midlands Combined Authority –Community-led Business Support Programme
  The Community Led Business Support Project aims to empower community-led organisations to collaborate with the West Midlands Region's Race Equalities Taskforce (RET) and Business Growth West Midlands (BGWM).

- The National Lottery Community Fund - Youth Vision Project
  The project will generate a cohort of young leaders and equip them to articulate their voices across various platforms, seizing opportunities that foregrounds their influence, and create a sea-change in local leadership amongst the youth.

- General Charities - Confidence Building and Business Awareness Project
  A project that offers the participant a flexible and fluid service tailored around their needs and commitments. Activities included training sessions over 16 week's and one to one session to move them into towards the labour market.

18 Restricted funds **(Continued)**

- Recovery Loan Fund
  The Recovery Loan Fund aims to give the Centre a buffer fund whilst a three-year transition is being made towards financial sustainability. The fund will cover overhead and operating expenditures during this period.

- WAVA Hall Jubilee Fund
  The project aims to deliver sessions for the Queen's Jubilee celebration including Breakfast and Brunch Club, Mums and tots, Zumba, Yoga, Drum therapy, and befriending gatherings aimed at improving participant's well-being, reducing loneliness and improve their stress levels.

- Youth Investment Business Fund and Youth Investment Business
  To support the Youth Vision Project as well as capital cost to refurbish the centre.

19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Incoming resources	Resources expended	Transfers	At 31 December 2024
	£	£	£	£	£
Designated funds	-	4,472	-	-	4,472
General funds	116,960	69,533	(48,800)	318,193	455,886
	116,960	74,005	(48,800)	318,193	460,358

Previous year:	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
General funds	57,791	136,511	(77,342)	-	116,960

20 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 December 2024:			
Tangible assets	309,643	-	309,643
Current assets/(liabilities)	220,634	125,058	345,692
Long term liabilities	(69,919)	-	(69,919)
	460,358	125,058	585,416

	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
At 31 December 2023:			
Tangible assets	7,506	-	7,506
Current assets/(liabilities)	203,270	115,696	318,966
Long term liabilities	(93,816)	-	(93,816)
	116,960	115,696	232,656

21 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

22	Cash generated from operations	2024 £	2023 £
	Surplus for the year	352,760	146,205
	Adjustments for:		
	Investment income recognised in statement of financial activities	(6,116)	(208)
	Depreciation and impairment of tangible fixed assets	16,055	1,325
	Movements in working capital:		
	(Increase) in debtors	(32,269)	-
	(Decrease)/increase in creditors	(2,190)	1,522
	Cash generated from operations	328,240	148,844

The Highlife Centre Ltd - Annual Charity Accounts for the Year Ended 31st December 2024

Final Audit Report 2025-10-29

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THE HIGHLIFE CENTRE LTD

England & Wales - Charity number 1151868

Accounts

THE HIGHLIFE CENTRE

(A company limited by guarantee)

ANNUAL REPORT

For the Year Ended 31st December 2023

Company registration number: 07415399
Charity registration number: 1151868

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Report of the Trustees for the year ending 31 December 2023

The Trustees are pleased to present their annual directors' report together with the charity's consolidated financial statements for the year ending 31 December 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).

OUR AIMS AND OBJECTIVES

Purpose and Aims

We are an agile and forward-thinking organisation that co-creates impactful programmes with our service users and partners. Our vision is to create a welcoming environment that removes life-improving barriers for people from disadvantaged and Global Majority backgrounds. Our mission enables our beneficiaries to become confident and productive in their communities. They can have a sense of purpose, access resources and skills that could turn their aspirations into reality, and make positive changes in their lives to aspire to and achieve their full potential.

Our charity's purposes, as set out in the objects contained in the company's Memorandum of Articles and Association, are:

- The relief of unemployment for the benefit of the public in ways that may be thought fit, including assistance in finding employment.
- The advancement of education by developing individual capabilities, competencies, skills, and understanding enables them to participate in society as independent, mature, and responsible individuals. This includes providing preschool and out-of-school education.
- The prevention or relief of poverty or financial hardship in the UK and internationally (Africa) by providing or assisting in the provision of education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient.
- Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those who are socially excluded, and assisting them in integrating into society through the advancement of the arts, culture, and heritage.
- To develop the capacity and skills of the members of the Black and Asian groups and those for whom English isn't their first language in the UK in such a way that they are better able to identify and help meet their needs and to participate more fully in society.
- Promote the voluntary sector by providing training and development, support for people working within it, and meeting and office space for voluntary sector organisations.

THE FOCUS OF OUR WORK

Ensuring our work delivers our aims

The aim of the charity is to address wellbeing, unemployment, social isolation, poverty and inequality. We do this by developing and increasing the knowledge and skills of individuals who are at the margins of society, enabling those individuals to develop and increase their chances of sustainable employment so that their quality of life is improved and are able to lead full and productive lives. Our aims fully reflect the purposes that the charity was set up to further.

We offer a wide range of services that directly meet the needs of our client groups. These services are grouped into three main categories:

1. Youth leadership development that creates opportunities for young people to overcome barriers; empowering them to be leaders who affect social change.

2. Community support activities such as foodbank, coffee and lunch clubs, well-being activities, creative arts, and cultural and heritage events.

3. Business and Entrepreneurial support that develops the entrepreneurial abilities of long-term unemployed clients through one-to-one mentoring and training sessions.

Through the above services, we address and strengthen clients' immediate financial circumstances. This situation has been worsened by the COVID-19 pandemic and the increasing cost of living crises. We strengthen our client's financial hardship through the provision of specific services, such as foodbank to help families reduce their shopping costs, providing advice and guidance on how they can access appropriate state benefits to ease their hardships, and signposting them to other local services such as citizen advice, local family hubs and social supermarkets across the city that could further help them to reduce the financial hardships. We also subsidise travel costs to and from services to make them accessible.

For employment aspirations and ambitions, we predominantly focus on supporting unemployed and long-term unemployed clients to consider self-employment as an alternative to employment. This is a niche area and we are the only organisation delivering culturally appropriate support to minority groups in Coventry and Warwickshire. We provide flexible and interactive training and one-to-one mentoring business and enterprise support service that takes clients through developing their confidence, business awareness, business planning, marketing, finance, and legal matters up to the stage when they are ready to register their business. Additionally, we also provide post-start support that includes hot-desking and business incubation spaces.

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to individuals and groups we are set up to serve.

The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Acknowledgements

We continue to appreciate all our staff, volunteers, partners and most importantly our principal funders who without them would not have achieved our impact.

Principal Funding Sources

The principal funding sources for the charity are currently by way of grant and contract income from the following funding bodies:

- The National Lottery Community Fund
- Social Investment Business
- Youth Investment Fund
- General Charities
- Heart of England Community Foundation

OUTLINING OUR PERFORMANCE & ACHIEVEMENTS

We delivered the following projects in the 2023 financial year.



Youth Vision Project - Funded by The National Lottery Community Fund 2021/2026.

The project improves the leadership aspiration and skills of young people and equip them to articulate their voices across various platforms, seizing opportunities that foreground their influence, and create a sea change in local leadership.

Output

43 young people engaged and supported in 2023, engaging in:

- Leadership Training
- Events Management
- Active Citizenship
- Volunteering
- Work Experience
- Enterprise activities



Youth Investment Fund

The Youth Investment Fund (YIF) supports voluntary, community and social enterprise youth organisations to deliver, expand and create high-quality local youth provision in targeted communities across England. It offers both capital and revenue investment which has been very helpful to the refurbishment of the Centre in order to expand our current provision as well as create new sustainable projects.

FINANCIAL REVIEW

We continued with the three key strategic aims:

Providing impactful services

We delivered two main projects this year. We continued delivering the Youth Vision Project which had a significant and lasting impact on over 40 young people. Additionally, we delivered a capital project by refurbishing the Centre to enable sustainable programmes and expand existing services. Our appreciation goes to the National Lottery Community Fund and the Youth Investment Fund for supporting both projects.

Reserves Policy

The board has re-examined the charity's reserve requirements in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be three months of the core running costs of the charity. The direct cost for operating the company is approximately £35k per quarter (Including staff salaries and on costs). The trustees are confident that they could continue the charity's current activities in the event of a significant drop in funding.

PLANS FOR FUTURE PERIODS

For the financial year 2024, the organisation will continue to deliver the activities around these three core services:

1. Youth leadership development that creates opportunities for young people to overcome barriers, empowering them to be leaders who affect social change.

2. Community support activities such as foodbank, coffee and lunch clubs, well-being activities, creative arts, and cultural and heritage events.

3. Business and Entrepreneurial support that develops the entrepreneurial abilities of long-term unemployed clients through one-to-one mentoring and training sessions.

With the Social Investment fund secured, we will focus on developing new sustainable projects as stated within our strategic plan and also continue to deliver existing projects. Our main aim is developing financial resilient projects including housing. We will continue to seek grant funding for new and existing projects and seek opportunities to build capacity and ensure the organisation is resilient in the future years. Increasing unrestricted funds will be our focus for 2024 and future years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Highlife Centre is a charitable company limited by guarantee, incorporated on 21st October 2010 and registered as a charity on 2nd May 2013. The company was established under a Memorandum of Association, which established its objects and powers and is governed by its Articles of Association. If the company is wound up, members must contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The company's directors are also charity trustees for charity law and are known as Directors under the company's Articles. Under the Memorandum and Articles of Association requirements, the directors are elected to serve for two years, after which they must be re-elected at the next Annual General Meeting. All directors give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts. The directors seek to ensure that the needs of beneficiaries are appropriately reflected through the diversity of the trustee body, which has all five directors from minority backgrounds. To maintain this broad skill mix, the directors have been selected as having the following skills: business, strategy, community and finance.

Trustee Induction and Training

All trustees are familiar with the practical work of the charity. Project and activity updates are prepared and presented at each board meeting to ensure that trustees understand the work of the Charity. All trustees receive up-to-date governing documents and any documents that set up the charity's framework. Resources and financial positions are set out in the latest published accounts and presented to Trustees before board meetings. New trustees inducted are sent a welcome pack containing the following documents:

- Memorandum and Articles.
- Organisational Chart
- Trustee handbook
- Information about existing trustees
- Latest financial statement
- Organisational Framework

Risk management

The chief executive and the trustees review and update the risk register annually. Systems and procedures are established to mitigate the risks the charity faces. The board and the senior management team work to a strategic plan. The plan has led to the establishment of a sustainability arm, WAVA Hall in this financial year, and for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Appropriate procedures are in place to ensure compliance with the health and safety of staff, volunteers, clients and visitors to the centre. The continuing implementation of a code of practice, financial policies and procedures, safeguarding and complaints procedure and a business continuity policy ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure

The five trustees are from various professional backgrounds relevant to the charity's work in governing the Highlife Centre. The chief executive sits on the board but has no voting rights and prepares all documents for review before board meetings. The day-to-day responsibility for providing the services rests with the chief executive, who works closely with the chair of Trustees. The chief executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. They are also responsible for the day-to-day operational management of the Centre, individual supervision of the staff team and ensuring that the team continues to develop their skills and working practices in line with good practice.

RESPONSIBILITIES OF THE BOARD

Company law requires the board of directors/trustees to prepare financial statements for each financial year, which gives an accurate and fair view of the state of the affairs of the charitable company as of the balance sheet date. The statement also includes the incoming and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees follow best practices and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on a concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 1985. The board of trustees is also responsible for safeguarding the assets of the charitable company and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

Members of the Board

The Board of Trustees, directors for company law and trustees for charity law, who served during the year and up to the date of this report, are set out on page 2. In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information on the company's Auditors are unaware of and
- As the company's directors, we have taken all the steps to make ourselves aware of any relevant audit information and establish that the charity's accountants are aware of that information.
-

Accountants and Independent Examiners

McGlone and Wardzynski Limited were re-appointed as the charitable company's accountants during the year and expressed their willingness to continue. This report has been prepared according to the Statement of Recommended Practice:

Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on Jun 2, 2025 and signed on its behalf by:

Daisy Oppon
Daisy Oppon (Jun 2, 2025 11:18 GMT+1)

Daisy Oppon
Chair of Trustees

Charity registration number 1151868

Company registration number 07415399 (England and Wales)

THE HIGHLIFE CENTRE LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

THE HIGHLIFE CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs D Oppon Mr T Labeodan Mr K Asiedu-Offei Kyei Nketia Shabana Sarguro
Charity number	1151868
Company number	07415399
Registered office	31 Barras Green Coventry West Midlands CV2 4LY
Independent examiner	McGlone Wardzynski Limited First Floor Eagle House 14 Queens Road Coventry CV1 3EG

THE HIGHLIFE CENTRE LIMITED

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THE HIGHLIFE CENTRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

The Trustees, who are also the directors of The Highlife Centre Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees 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 charitable company for that year.

In preparing these 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; and

- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE HIGHLIFE CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE HIGHLIFE CENTRE LIMITED

I report to the Trustees on my examination of the financial statements of The Highlife Centre Limited (the Charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Accounting Technicians, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

James Rose

Mr James Rose FMAAT

First Floor
Eagle House
14 Queens Road
Coventry
CV1 3EG

Dated: Jun 2, 2025

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

Current financial year

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income and endowments from:					
Donations and legacies	**3**	130,917	223,932	354,849	297,035
Investments	**4**	208	-	208	-
Other income	**5**	5,386	-	5,386	6,335
Total income		136,511	223,932	360,443	303,370
Expenditure on:					
Charitable activities	**6**	77,342	136,896	214,238	333,382
Net income/(expenditure) for the year/ Net movement in funds		59,169	87,036	146,205	(30,012)
Fund balances at 1 January 2023		57,791	28,660	86,451	116,463
Fund balances at 31 December 2023		116,960	115,696	232,656	86,451

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

Prior financial year

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income and endowments from:				
Donations and legacies	3	17,446	279,589	297,035
Other income	5	6,335	-	6,335
Total income		23,781	279,589	303,370
Expenditure on:				
Charitable activities	6	26,768	306,614	333,382
Gross transfers between funds		39,948	(39,948)	-
Net income/(expenditure) for the year/ Net movement in funds		36,961	(66,973)	(30,012)
Fund balances at 1 January 2022		20,830	204,400	116,463
Fund balances at 31 December 2022		57,791	95,633	86,451

THE HIGHLIFE CENTRE LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	**12**		7,506		8,831
Current assets					
Cash at bank and in hand		339,474		80,804	
Creditors: amounts falling due within one year	**14**	(20,508)		(3,184)	
Net current assets			318,966		77,620
Total assets less current liabilities			326,472		86,451
Creditors: amounts falling due after more than one year	**15**		(93,816)		-
Net assets excluding pension liability			232,656		86,451
Net assets			232,656		86,451
The funds of the Charity					
Restricted income funds	**17**		115,696		28,660
Unrestricted funds			116,960		57,791
			232,656		86,451

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on Jun 2, 2025

Daisy Oppon

Daisy Oppon (Jun 2, 2025 11:18 GMT+1)

Mrs D Oppon
Trustee

Company registration number 07415399 (England and Wales)

1 Accounting policies

Charity information

The Highlife Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Barras Green, Coventry, West Midlands, CV2 4LY.

Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% reducing balance method
Computers	33% straight line method

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.9 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	**Restricted funds**	**Total**	Unrestricted funds	Restricted funds	Total
	2023	**2023**	**2023**	2022	2022	2022
	£	**£**	**£**	£	£	£
Grants received	112,029	223,932	335,961	11,500	245,589	257,089
Contracts received	18,888	-	18,888	5,946	34,000	39,946

4 Income from investments

	Unrestricted funds 2023	**Unrestricted funds 2022**
	£	**£**
Interest receivable	208	-

5 Other income

	Unrestricted funds 2023	**Unrestricted funds 2022**
	£	**£**
Other income	5,386	6,335

Other income includes £5,212 (2022: £6,334.83) employers allowance.

6 Charitable activities

	Business, youth & community development 2023 £	Business, youth & community development 2022 £
Staff costs	135,528	167,220
Depreciation and impairment	1,325	1,347
Rent & utilities	27,671	36,159
Insurance	3,526	3,754
Office costs and administration	3,937	15,341
Food Supplies	-	21,145
Sundry expenses	8,592	13,214
Professional, accountancy and legal fees	11,537	288
Advertising & marketing	2,323	13,337
Consultancy fees	1,259	23,108
Bank Charges	7,234	216
Equipment	1,439	9,497
Repairs & maintenance	5,266	-
Events & exhibition costs	2,657	26,794
	212,294	331,420
Share of governance costs (see note 7)	1,944	1,962
	214,238	333,382
Analysis by fund		
Unrestricted funds	77,342	26,768
Restricted funds	136,896	306,614
	214,238	333,382

7 Support costs allocated to activities

	2023 £	2022 £
Governance costs	1,944	1,962
Accountancy fees	1,944	1,962

8 Net movement in funds

	2023	2022
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	1,325	1,347

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year. (2022 - £Nil)
No trustees have received any other benefits from the charity during the year. (2022 - £Nil)

10 Employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Administration Staff	6	4
Chief Executive Office	1	1
Total	7	5

Employment costs	2023	2022
	£	£
Wages and sessional staff	126,559	159,379
Social security costs	5,212	6,355
Other pension costs	3,757	1,486
	135,528	167,220

Included in wages and sessional staff was gross wages £84,627 (2022 £75,243) and £41,932 (2022 £84,136) for self-employed sessional workers.

The Executive Officer received remuneration of £58,599 (2022 £47,180). They received gross salary of £51,474 (2022 £41,424), employers national insurance of £5,848 (2022 £4,700) and employer pension costs of £1,277 (2022 £1,056).

There were no employees whose annual remuneration was more than £60,000.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
Cost			
At 1 January 2023	35,897	939	36,836
At 31 December 2023	35,897	939	36,836
Depreciation and impairment			
At 1 January 2023	27,066	939	28,005
Depreciation charged in the year	1,325	-	1,325
At 31 December 2023	28,391	939	29,330
Carrying amount			
At 31 December 2023	7,506	-	7,506
At 31 December 2022	8,831	-	8,831

13 Loans and overdrafts

	2023	2022
	£	£
Bank loans	109,618	-
Payable within one year	15,802	-
Payable after one year	93,816	-

The bank loan is unsecured.

Interest is charged at a rate of 7.90% per annum.

14 Creditors: amounts falling due within one year

	Notes	2023	2022
		£	£
Bank loans	13	15,802	-
Other taxation and social security		2,606	1,084
Accruals and deferred income		2,100	2,100
		20,508	3,184

15 Creditors: amounts falling due after more than one year

	Notes	2023 £	2022 £
Bank loans	13	93,816	-

16 Retirement benefit schemes

Defined contribution schemes	2023 £	2022 £
Charge to profit or loss in respect of defined contribution schemes	3,757	1,486

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

		Movement in funds				Movement in funds		
	Balance at 1 January 2022	Incoming resources	Resources expended	Transfers	Balance at 1 January 2023	Incoming resources	Resources expended	Balance at 31 December 2023
	£	£	£	£	£	£	£	£
Heritage Continuity Project	-	47,816	(32,476)	(15,340)	-	-	-	-
Arts Council Emergency Resource Fund	-	75,316	(45,471)	(29,845)	-	-	-	-
NLCF Covid Crisis Management	-	-	(13,178)	-	-	-	-	-
This is Africa	-	34,000	(38,912)	4,912	-	-	-	-
Coventry Black Community Taskforce	33,031	15,676	(48,707)	-	-	-	-	-
Recovery Loan Fund	-	-	-	-	-	7,000	-	7,000
Youth Vision Project	51,541	67,649	(93,256)	325	26,260	98,713	(120,637)	4,336
Hertitage Fund Art-up	11,061	9,940	(21,001)	-	-	-	-	-
WAVA Hall Jubilee Fund	-	9,938	(7,538)	-	2,400	-	(2,400)	-
Confidence Building and Business Awareness project	-	19,254	(19,254)	-	-	-	-	-
Youth Investment Business	-	-	-	-	-	114,369	(10,009)	104,360
General Charities	-	-	-	-	-	3,850	(3,850)	-
	-							
	95,633	279,589	(415,555)	(39,948)	28,660	223,932	(136,896)	115,696

17 Restricted funds **(Continued)**

The restricted grants this year were:-

- Heart of England
  Food and travel supplies .

- Heritage Fund Emergency / Heritage Continuity Project
  To deliver an emergency project with three key deliverables: Run risk management reviews, develop long term strategic and sustainable plan, conduct consultations with a wider and diverse audience.

- Arts Council Culture Emergency Resource Fund
  Short-term funds to cover core costs during this period of transition as well as pay for essential development that will enable the organisation to reach financial viability.

- NLCF - Covid Crisis Management
  Reducing immediate impact of covid-19 crisis has had the Highlife Centre and its beneficiaries, specifically young people from the BME communities.

- This is Africa
  Deliver 'Unity through Sports' as part of This is Africa for City of Culture Programme.

- The National Lottery Community Fund - Coventry Black Community Taskforce
  The project is to improve the living conditions of people, increase understanding of services available, reduced mental health and stress pf people, reduce isolation, and improve the educational attainment of children and young people.

17 Restricted funds **(Continued)**

- The National Lottery Community Fund - Youth Vision Project
  The project will generate a cohort of young leaders and equip them to articulate their voices across various platforms, seizing opportunities that foregrounds their influence, and create a sea-change in local leadership amongst the youth.

- Heritage Fund Art Up
  The Act-Up Heritage Project is a youth-led history, heritage, and identity education project for young people to explore and learn about their heritage and develop pathways to transfer heritage leadership to the younger generation, and develop sustainable programmes to inspire the younger generation.

- WAVA Hall Jubilee Fund
  The project aims to deliver sessions for the Queen's Jubilee celebration including Breakfast and Brunch Club, Mums and tots, Zumba, Yoga, Drum therapy, and befriending gatherings aimed at improving participant's well-being, reducing loneliness and improve their stress levels.

- Confidence Building and Business Awareness Project
  A project that offers the participant a flexible and fluid service tailored around their needs and commitments. Activities included training sessions over 16 week's and one to one session to move them into towards the labour market.

- The National Lottery Community Fund
  10 weekly uplifting sessions at our WAVA Hall centre for the Queen's Jubilee celebration from July 2022 to December 2022 including Breakfast and Brunch Club, Mums and tots, Zumba, Yoga, Drum therapy, and befriending gatherings aimed at improving participant's well-being, reducing loneliness and improve their stress levels.

- Recovery Loan Fund
  The Recovery Loan Fund aims to give the Centre a buffer fund whilst a three-year transition is being made towards financial sustainability. The fund will cover overhead and operating expenditures during this period.

- Youth Investment Fund
  To support the Youth Vision Project as well as capital cost to refurbish the centre.

17 Restricted funds **(Continued)**

18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
General funds	57,791	136,511	(77,342)	-	116,960

Previous year:	At 1 January 2022	Incoming resources	Resources expended	Transfers	At 31 December 2022
	£	£	£	£	£
General funds	20,830	23,781	(26,768)	39,948	57,791

19 Analysis of net assets between funds

	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
At 31 December 2023:			
Tangible assets	7,506	-	7,506
Current assets/(liabilities)	203,270	115,696	318,966
Long term liabilities	(93,816)	-	(93,816)
	116,960	115,696	232,656

	Unrestricted funds 2022	Restricted funds 2022	Total 2022
	£	£	£
At 31 December 2022:			
Tangible assets	8,831	-	8,831
Current assets/(liabilities)	48,960	28,660	77,620
	57,791	28,660	86,451

20 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

21	Cash generated from operations	2023 £	2022 £
	Surplus/(deficit) for the year	146,205	(30,012)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(208)	-
	Depreciation and impairment of tangible fixed assets	1,325	1,347
	Movements in working capital:		
	(Increase)/decrease in debtors	-	19,054
	Increase/(decrease) in creditors	1,522	(6,220)
	Cash generated from/(absorbed by) operations	148,844	(15,831)

THE HIGHLIFE CENTRE LTD

England & Wales - Charity number 1151868

Accounts

THE HIGHLIFE CENTRE

(A company limited by guarantee)

ANNUAL REPORT

For the Year Ended 31st December 2022

Company registration number: 07415399
Charity registration number: 1151868

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Report of the Trustees for the year ending 31 December 2022

The Trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 December 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OUR AIMS AND OBJECTIVES

Purpose and Aims

We are an agile and forward-thinking organisation that co-creates impactful programmes with our service users and partners.

Our vision is to create a welcoming environment that removes life-improving barriers for people from disadvantaged and minoritized backgrounds.

Our mission enables our beneficiaries to become confident and productive in their communities so they can have a sense of purpose, access resources, and skills that could turn their aspirations into reality, and make positive changes in their lives to aspire and achieve their full potential.

Our charity's purposes as set out in the objects contained in the company's Memorandum of Articles and Association are:

- The relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment.
- The advancement of education by way of developing individual capabilities, competencies, skills and understanding to enable them to participate in society as independent, mature and responsible individuals; including the provision of preschool and out-of-school education.
- The prevention or relief of poverty or financial hardship in the UK and International (Africa) by providing or assisting in the provision of education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient.
- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the advancement of the arts, culture and heritage.
- To develop the capacity and skills of the members of the Black and Asian groups and those whom English isn't their first language of the UK in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
- The promotion of the voluntary sector by providing training and development, support for people working within the voluntary sector and the provision of meeting and office space for voluntary sector organisations.

THE FOCUS OF OUR WORK

Ensuring our work delivers our aims

The aim of the charity is to address wellbeing, unemployment, social isolation, poverty and inequality. We do this by developing and increasing the knowledge and skills of individuals who are at the margins of society, enabling those individuals to develop and increase their chances of sustainable employment so that their quality of life is improved and are able to lead full and productive lives. Our aims fully reflect the purposes that the charity was set up to further.

We offer a wide range of services that directly meet the needs of our client groups. These services are grouped into three main categories:

1. Youth leadership development that creates opportunities for young people to overcome barriers; empowering them to be leaders who affect social change.

2. Community support activities such as foodbank, coffee and lunch clubs, well-being activities, creative arts, and cultural and heritage events.

3. Business and Entrepreneurial support that develops the entrepreneurial abilities of long-term unemployed clients through one-to-one mentoring and training sessions.

Through the above services, we address and strengthen clients' immediate financial circumstances. This situation has been worsened by the COVID-19 pandemic and the increasing cost of living crises. We strengthen our client's financial hardship through the provision of specific services, such as foodbank to help families reduce their shopping costs, providing advice and guidance on how they can access appropriate state benefits to ease their hardships, and signposting them to other local services such as citizen advice, local family hubs and social supermarkets across the city that could further help them to reduce the financial hardships. We also subsidise travel costs to and from services to make them accessible.

For employment aspirations and ambitions, we predominantly focus on supporting unemployed and long-term unemployed clients to consider self-employment as an alternative to employment. This is a niche area and we are the only organisation delivering culturally appropriate support to minority groups in Coventry and Warwickshire. We provide flexible and interactive training and one-to-one mentoring business and enterprise support service that takes clients through developing their confidence, business awareness, business planning, marketing, finance, and legal matters up to the stage when they are ready to register their business. Additionally, we also provide post-start support that includes hot-desking and business incubation spaces.

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to individuals and groups we are set up to serve.

The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Acknowledgements

We continue to appreciate all our staff, volunteers, partners and most importantly our principal funders who without them would not have achieved our impact.

Principal Funding Sources

The principal funding sources for the charity are currently by way of grant and contract income from the following funding bodies:

- The National Lottery Community Fund
- The National Lottery Heritage Fund
- Arts Council England
- Coventry City of Culture
- European Social Fund
- Coventry City Council

OUTLINING OUR PERFORMANCE & ACHIEVEMENTS

We delivered the following projects in the 2022 financial year.



The Act-Up Heritage Project - Funded by The National Lottery Heritage Fund 2021/2022.

The Act-Up Heritage Project is a youth-led history, heritage, and identity education project for young people to explore and learn about their heritage and develop pathways to transfer heritage leadership to the younger generation and develop sustainable programmes to inspire the younger generation.

Output

- 58 workshops
- 242 children and young people
- 1042 diverse audience
- 128 volunteers
- 641 diverse visitors



Coventry Black Community Taskforce - Funded by The National Lottery Community Fund 2021/2022.

The project improved the living conditions of people, increase understanding of services available, reduced mental health and stress of people, reduced isolation, and improved the educational attainment of children and young people.

Output

- Coffee mornings and Food Parcels – 2036 attendees
- Holiday Clubs – 105 children attended
- Online Tuition – 30 children accessed the service



Youth Vision Project - Funded by The National Lottery Community Fund 2021/2026.

The project improves the leadership aspiration and skills of young people and equip them to articulate their voices across various platforms, seizing opportunities that foreground their influence, and create a sea change in local leadership.

Output

36 young people engaged and supported in 2022, engaging in:

- Leadership Training
- Events Management
- Active Citizenship
- Volunteering
- Work Experience
- Enterprise activities



This Is Africa 2021/2022 - Funded by The Coventry City Of Culture

Contracted by the Coventry City of Culture Trust to create and deliver a series of events and workshops under the "This is Africa" Programme i.e. New Beginnings – Health and Wellbeing Conference, She Speaks – International Women's Month and Next Stop – Celebrating Africa Day 2022

Output

- 244 Participants
- 781 Audiences
- 23 Partners and vendors
- 32 Volunteers

ERS

Emergency Resource Fund - Funded by the Arts Council

Short-term fund to cover core costs during the recovery period post covid. and for essential capability development work, enabling the organisation to reach financial viability.

Heritage Continuity Project

Heritage Continuity Project Funded by The National Lottery Heritage Fund

The Heritage Continuity fund covered financial shortfall in operations whilst the organisation transitions to full-time operations following the Covid-19 pandemic. We have continued to build the organisation's capacity, resilience, and progressing towards full operations.



Confidence Building and Business Awareness Project – Funded by European Social Fund

A Confidence Building and Business Awareness project that offers the participant a flexible and fluid service tailored around their needs and commitments. Activities included training sessions over 16 weeks and one-to-one sessions to move them towards the labour market.

Output

- 17 participants engaged and supported, 3 progressed into employment and self-employment.



Wava Hall Jubilee Project – Funded by The National Lottery Community Fund

10 weekly uplifting sessions at our WAVA Hall centre for the Queen's Jubilee celebration from July 2022 to December 2022 including Breakfast and Brunch Club, Mums and tots, Zumba, Yoga, Drum therapy, and befriending gatherings aimed at improving participant's well-being, reducing loneliness and improve their stress levels.

Output

- 51 people attended the breakfast and brunch club.
- 53 children attended holiday clubs
- 19 participants attended the pampering event
- 11 elders improved their wellbeing
- 8 volunteers.

FINANCIAL REVIEW

We continued with the three key strategic aims of:

1. Providing impactful services

We delivered eight impactful projects this year. These created a significant and lasting impact on over 5K participants, audiences, visitors, volunteers and partner organisations. They reported outcomes that improved their lives, their communities and their families.

2. Resilience and Growth

For resilience and growth, we continued to deliver recovery programmes that developed the capacity and capability of senior management as well as a refresh of our strategic plan for the next five years.

3. Reserves Policy

The board has re-examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be three months of the core running costs of the charity. The cost of expenditure for 2022 is expected to remain the same as in 2021, approximating the operating cost associated with running the new premises at £34,626 per quarter (Including staff salaries and on costs). The trustees are confident that they would be able to continue the current activities of the charity in the event of a significant drop in funding.

PLANS FOR FUTURE PERIODS

For the financial year 2022, the organisation will continue to deliver the activities around these three core services:

1. Youth leadership development that creates opportunities for young people to overcome barriers; empowering them to be leaders who affect social change.

2. Community support activities such as foodbank, coffee and lunch clubs, well-being activities, creative arts, and cultural and heritage events.

3. Business and Entrepreneurial support that develops the entrepreneurial abilities of long-term unemployed clients through one-to-one mentoring and training sessions.

We will continue to deliver recovery projects in 2023, exploring social investment, housing and climate and sustainability opportunities. We will continue to seek grant funding for new and existing projects and seek opportunities to build capacity and ensure the organisation is resilient in the future years. Increasing unrestricted funds will be our focus for 2023 and future years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Highlife Centre is a charitable company limited by guarantee, incorporated on 21st October 2010 and registered as a charity on 2nd May 2013. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as Directors. Under the requirements of the Memorandum and Articles of Association, the directors are elected to serve for a period of two years after which they must be re-elected at the next Annual General Meeting. All directors give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts. The directors seek to ensure that the needs of beneficiaries are appropriately reflected through the diversity of the trustee body where all five directors are from minority backgrounds. In an effort to maintain this broad skill mix, the directors have been selected as having the following skills: business, strategy, community and finance.

Trustee Induction and Training

All trustees are familiar with the practical work of the charity. Project and activities updates are prepared and presented at each board meeting to ensure that trustees understand the work of the Charity. All Trustees receive up-to-date governing documents and any documents setting up the framework of the Charity. Resources and financial positions are set out in the latest published accounts and presented to Trustees in advance prior to board meetings. New trustees inducted are sent a welcome pack containing the following documents:

- Memorandum and Articles.
- Organisational Chart
- Trustee handbook
- Information about existing trustees
- Latest financial statement
- Organisational Framework

Risk management

The chief executive and the trustees review and update the risk register annually. Systems and procedures are established to mitigate the risks the charity faces. The board and the senior management team work on a strategic plan. The plan has led to the establishment of a sustainability arm, WAVA Hall in this financial year, and for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Appropriate procedures are in place to ensure compliance with the health and safety of staff, volunteers, clients and visitors to the centre. The continuing implementation of a code of practice, financial policies and procedures, safeguarding and complaints procedure and a business continuity policy ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure

The five trustees are from a variety of professional backgrounds relevant to the work of the charity govern the Highlife Centre. The chief executive sits on the board but has no voting rights and prepares all documents in advance for review prior to board meetings. The day-to-day responsibility for the provision of the services rests with the chief executive who works closely with the chair of Trustees. The chief executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. They are also responsible for the day-to-day operational management of the Centre, individual supervision of the staff team and also ensuring that the team continues to develop their skills and working practices in line with good practice.

RESPONSIBILITIES OF THE BOARD

Company law requires the board of directors/trustees to prepare financial statements for each financial year, which gives a true and fair view of the state of the affairs of the charitable company as at the balance sheet date. The statement also includes incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees follow best practices and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 1985. The board of Trustees is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board

The Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2. In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information on the company's Auditors are unaware of; and
- As the directors of the company, we have taken all the steps in order to make ourselves aware of any relevant audit information and to establish that the charity's accountants are aware of that information.

Accountants and Independent Examiners

McGlone and Wardzynski Limited were re-appointed as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity. This report has been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on Sep 16, 2023 ..... and signed on its behalf by:

[redacted]
Daisy Oppon (Sep 16, 2023 14:08 GMT+1)

Daisy Oppon
Chair of Trustees

Charity registration number 1151868

Company registration number 07415399 (England and Wales)

THE HIGHLIFE CENTRE LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

THE HIGHLIFE CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs D Oppon	
	Mr T Labeodan	
	Mr K Asiedu-Offei	
	Kyei Nketia	(Appointed 4 January 2022)
	Shabana Sarguro	(Appointed 4 January 2022)
Charity number	1151868	
Company number	07415399	
Registered office	31 Barras Green Coventry West Midlands CV2 4LY	
Independent examiner	McGlone Wardzynski Limited Eagle House 14 Queens Road Coventry CV1 3EG	

THE HIGHLIFE CENTRE LIMITED

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THE HIGHLIFE CENTRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees, who are also the directors of The Highlife Centre Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees 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 charitable company for that year.

In preparing these 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; and

- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE HIGHLIFE CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE HIGHLIFE CENTRE LIMITED

I report to the Trustees on my examination of the financial statements of The Highlife Centre Limited (the Charity) for the year ended 31 December 2022.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Accounting Technicians, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2 the financial statements do not accord with those records; or
3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

James Rose (Sep 17, 2023 17:42 GMT+1)

Mr James Rose FMAAT

Eagle House
14 Queens Road
Coventry
CV1 3EG

Dated: Sep 17, 2023

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

Current financial year

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Income and endowments from:					
Donations and legacies	3	17,446	279,589	297,035	326,709
Investments	4	-	-	-	5
Other income	5	6,335	-	6,335	6,473
Total income		23,781	279,589	303,370	333,187
Expenditure on:					
Charitable activities	6	26,768	306,615	333,383	423,302
Net outgoing resources before transfers		(2,987)	(27,026)	(30,013)	(90,115)
Gross transfers between funds		39,948	(39,948)	-	-
Net income/(expenditure) for the year/ Net movement in funds		36,961	(66,974)	(30,013)	(90,115)
Fund balances at 1 January 2022		20,830	95,633	116,463	206,578
Fund balances at 31 December 2022		57,791	28,659	86,450	116,463

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

Prior financial year

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income and endowments from:				
Donations and legacies	3	19,054	307,655	326,709
Investments	4	5	-	5
Other income	5	6,473	-	6,473
Total income		25,532	307,655	333,187
Expenditure on:				
Charitable activities	6	7,747	415,555	423,302
Net outgoing resources before transfers		17,785	(107,900)	(90,115)
Gross transfers between funds		867	(867)	-
Net income/(expenditure) for the year/ Net movement in funds		18,652	(108,767)	(90,115)
Fund balances at 1 January 2021		2,178	204,400	206,578
Fund balances at 31 December 2021		20,830	95,633	116,463

THE HIGHLIFE CENTRE LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	11		8,831		10,178
Current assets					
Debtors	12	-		19,054	
Cash at bank and in hand		80,804		96,635	
		80,804		115,689	
Creditors: amounts falling due within one year	13	(3,185)		(9,404)	
Net current assets			77,619		106,285
Total assets less current liabilities			86,450		116,463
Income funds					
Restricted funds	14		28,659		95,633
Unrestricted funds			57,791		20,830
			86,450		116,463

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on Sep 16, 2023

Daisy Oppon (Sep 16, 2023 14:08 GMT+1)

Mrs D Oppon
Trustee

Company registration number 07415399

1 Accounting policies

Charity information

The Highlife Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Barras Green, Coventry, West Midlands, CV2 4LY.

Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% reducing balance method
Computers	33% straight line method

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Grants received	11,500	245,589	257,089	19,054	267,468	286,522
Contracts received	5,946	34,000	39,946	-	40,187	40,187

4 Investments

	Total Unrestricted funds	
	2022	2021
	£	£
Interest receivable	-	5

5 Other income

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Other income	6,335	6,473

Other income includes £1,060 (2020: £3,300) employers allowance.

6 Charitable activities

	Business, youth & community development	Business, youth & community development
	2022	2021
	£	£
Staff costs	167,220	136,169
Depreciation and impairment	1,347	1,796
Rent & utilities	36,159	29,077
Insurance	3,754	526
Office costs and administration	15,341	6,542
Food Supplies	21,145	-
Sundry expenses	13,215	8,861
Professional, accountancy and legal fees	288	21,164
Advertising & marketing	13,337	34,769
Consultancy fees	23,108	75,091
Bank Charges	216	188
Equipment	9,497	43,504
PPE costs	-	6,644
Repairs & maintenance	-	10,330
Events & exhibition costs	26,794	46,671
	331,421	421,332
Share of governance costs (see note 7)	1,962	1,970
	333,383	423,302
Analysis by fund		
Unrestricted funds	26,768	7,747
Restricted funds	306,615	415,555
	333,383	423,302

7 Support costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Accountancy fees	-	1,962	1,962	1,970
	-	1,962	1,962	1,970
Analysed between				
Charitable activities	-	1,962	1,962	1,970

Governance costs includes costs for independent examination.

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year. (2021 - £Nil)
No trustees have received any other benefits from the charity during the year. (2021 - £Nil)

9 Employees

The average monthly number of employees during the year was: 5

	2022 Number	2021 Number
Administration Staff	4	1
Chief Executive Office	1	1
Total	5	2

Employment costs	2022 £	2021 £
Wages and sessional staff	159,379	134,496
Social security costs	6,355	1,060
Other pension costs	1,486	613
	167,220	136,169

Included in wages and sessional staff was gross wages £75,243 (2021 £14,540) and £84,136 (2021 £119,956) for self-employed sessional workers.

The Executive Officer received remuneration of £47,180 (2021 £6,125). They received gross salary of £41,424 (2021 £5,444), employers national insurance of £4,700 (2021 £549) and employer pension costs of £1,056 (2021 £132).

9 Employees (Continued)

There were no employees whose annual remuneration was more than £60,000.

10 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 Taxationof Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

11 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
Cost			
At 1 January 2022	35,897	939	36,836
At 31 December 2022	35,897	939	36,836
Depreciation and impairment			
At 1 January 2022	25,719	939	26,658
Depreciation charged in the year	1,347	-	1,347
At 31 December 2022	27,066	939	28,005
Carrying amount			
At 31 December 2022	8,831	-	8,831
At 31 December 2021	10,178	-	10,178

12 Debtors

	2022	2021
Amounts falling due within one year:	£	£
Trade debtors	-	19,054

13 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	1,085	326
Other creditors	-	6,978
Accruals and deferred income	2,100	2,100
	3,185	9,404

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds					Movement in funds			
	Balance at 1 January 2021	Incoming resources	Resources expended	Transfers	Balance at 1 January 2022	Incoming resources	Resources expended	Transfers	Balance at 31 December 2022
	£	£	£	£	£	£	£	£	£
Heart of England	9,537	-	(10,971)	1,434	9,537	-	-	-	-
Inspiring to Achieve	(384)	-	-	384	-	-	-	-	-
Arts Council Research Project	371	-	-	(371)	-	-	-	-	-
Active Citizens	484	-	-	(484)	-	-	-	-	-
Accerlerate Project	-	26,091	(26,654)	563	-	-	-	-	-
Heart of England Covid	822	-	-	(822)	-	-	-	-	-
Arts Council Culture Recovery	65,544	24,776	(90,586)	266	-	-	-	-	-
Heritage Fund Emergency	49,980	6,084	(55,104)	(960)	-	-	-	-	-
Heritage Continuity Project	-	-	-	-	-	47,816	(32,476)	(15,340)	-
Arts Council Emergency Resource Fund	-	-	-	-	-	75,316	(45,471)	(29,845)	-
NLCF Covid Crisis Management	78,046	-	(13,178)	(2,164)	-	-	-	-	-
This is Africa	-	1,000	(1,150)	150	-	34,000	(38,912)	4,912	-
Coventry Black Community Taskforce	-	47,029	(13,998)	-	33,031	15,676	(48,707)	-	-
Coventry Community Champions	-	14,096	(15,233)	1,137	-	-	-	-	-
Youth Vision Project	-	99,119	(47,578)	-	51,541	67,649	(93,256)	325	26,259
Hertitage Fund Art-up	-	89,460	(78,399)	-	11,061	9,940	(21,001)	-	-
WAVA Hall Jubilee Fund	-	-	-	-	-	9,938	(7,538)	-	2,400
Confidence Building and Business Awareness project	-	-	-	-	-	19,254	(19,254)	-	-
	-								
	204,400	307,655	(415,555)	(867)	95,633	279,589	(306,615)	(39,948)	28,659

14 Restricted funds **(Continued)**

The unrestricted grants this year were:-

- Heart of England
  Food and travel supplies
- Inspire to Achieve - Groundworks
  Business and employment support to unemployed and inactive individuals
- Arts Council Research Project / Active Citizens / Heart of England Covid
  To deliver covid-19 crisis management and recovery plan for arts and cultural projects for 2021.
- Arts Council - Culture Recovery Fund
  To deliver covid-19 crisis management and recovery plan for arts and cultural projects for 2021.
- Heritage Fund Emergency / Heritage Continuity Project
  To deliver an emergency project with three key deliverables: Run risk management reviews, develop long term strategic and sustainable plan, conduct consultations with a wider and diverse audience.
- Arts Council Culture Emergency Resource Fund
  Short-term funds to cover core costs during this period of transition as well as pay for essential development that will enable the organisation to reach financial viability.
- NLCF - Covid Crisis Management
  Reducing immediate impact of covid-19 crisis has had the Highlife Centre and its beneficiaries, specifically young people from the BME communities.
- This is Africa
  Deliver 'Unity through Sports' as part of This is Africa for City of Culture Programme.
- The National Lottery Community Fund - Coventry Black Community Taskforce
  The project is to improve the living conditions of people, increase understanding of services available, reduced mental health and stress pf people, reduce isolation, and improve the educational attainment of children and young people.

14 Restricted funds **(Continued)**

- Coventry City Council - Coventry Community Champions Programme
  The project is to recruit community champions to pass on the key COVID-19 messages to the community in line with national and local guidance.

- The National Lottery Community Fund - Youth Vision Project
  The project will generate a cohort of young leaders and equip them to articulate their voices across various platforms, seizing opportunities that foregrounds their influence, and create a sea-change in local leadership amongst the youth.

- Heritage Fund Art Up
  The Act-Up Heritage Project is a youth-led history, heritage, and identity education project for young people to explore and learn about their heritage and develop pathways to transfer heritage leadership to the younger generation, and develop sustainable programmes to inspire the younger generation.

- WAVA Hall Jubilee Fund
  The project aims to deliver sessions for the Queen's Jubilee celebration including Breakfast and Brunch Club, Mums and tots, Zumba, Yoga, Drum therapy, and befriending gatherings aimed at improving participant's well-being, reducing loneliness and improve their stress levels.

- Confidence Building and Business Awareness Project
  A project that offers the participant a flexible and fluid service tailored around their needs and commitments. Activities included training sessions over 16 week's and one to one session to move them into towards the labour market.

15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

16 Cash generated from operations	**2022**	**2021**
	£	**£**
Deficit for the year	(30,013)	(90,115)
Adjustments for:		
Investment income recognised in statement of financial activities	-	(5)
Depreciation and impairment of tangible fixed assets	1,347	1,796
Movements in working capital:		
Decrease/(increase) in debtors	19,054	(5,667)
(Decrease)/increase in creditors	(6,219)	41
Cash absorbed by operations	(15,831)	(93,950)

THE HIGHLIFE CENTRE LTD

England & Wales - Charity number 1151868

Accounts

THE HIGHLIFE CENTRE

(A company limited by guarantee)

ANNUAL REPORT

For the Year Ended 31st December 2021

Company registration number: 07415399
Charity registration number: 1151868

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Report of the Trustees for the year ending 31 December 2021

The Trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 December 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 2015).

OUR AIMS AND OBJECTIVES

Purpose and Aims

Our charity's purposes as set out in the objects contained in the company's Memorandum of Articles and Association are:

- The relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment.
- The advancement of education by way of developing individual capabilities, competencies, skills and understanding to enable them to participate in society as independent, mature and responsible individuals; including the provision of preschool and out-of-school education.
- The prevention or relief of poverty or financial hardship in the UK and International (Africa) by providing or assisting in the provision of education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient.
- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the advancement of the arts, culture and heritage.
- To develop the capacity and skills of the members of the Black and Asian Minority Ethnic (BAME) and those whom English isn't their first language of the UK in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
- The promotion of the voluntary sector by providing training and development, support for people working within the voluntary sector and the provision of meeting and office space for voluntary sector organisations.

The aim of the Charity is to address unemployment, disadvantage and inequality. We do this by developing and increasing the knowledge and skills of individuals who are at the margins of society, enabling those individuals to develop and increase their chances of sustainable employment so that their quality of life is improved and are able to lead full and productive lives.

Our aims fully reflect the purposes that the charity was set up to further.

THE FOCUS OF OUR WORK

Ensuring our work delivers our aims

Our main objectives for the year continued to provide a platform enabling people from disadvantaged backgrounds to turn their aspirations into reality; have a sense of belonging and to access the resources and skills to develop their careers and quality of life.

We deliver this through targeted services aimed at removing barriers to work, promoting self-employment, raising awareness to improve health and wellbeing, acquiring and improvement of skills and tackling social isolation. Our three key services remain as follows:

1. Business and Entrepreneurial Development - support for individuals, social enterprises and community businesses to equip them with the knowledge and skills needed to start and grow a business.

2. Youth Development – creating opportunities for young people to overcome barriers; empowering and enabling them to be leaders who affect social change.

3. Community Development – reducing isolation and improving cohesion through arts, cultural and heritage events.

How our activities deliver public benefit

We delivered the following projects in the financial year 2021

- Accelerate Project
- Coventry Community Champions Programme
- Culture Recovery Fund - Arts Council 1
- Culture Recovery Fund - Arts Council 2
- This is Africa 2021-2022
- Coventry Black Community Taskforce
- Youth Vision Project
- Heritage Emergency Fund - Balance from 2020
- Act-Up Heritage

Acknowledgements

We continue to appreciate all our staff, volunteer funders and partners who support our work every year.

OUTLINING OUR PERFORMANCE & ACHIEVEMENTS

1. ACCELERATE PROJECT
Funded by ESF & Big Lottery Fund – CDA led. Completed in February 2021.

This project provided business support and training to beneficiaries that are long-term unemployed and inactive from Black and Asian Minority Ethnic communities but not exclusively. Due to the impact of COVID-19 pandemic, the needs and demands of our client groups changed to prioritise providing emergency services and basic needs; as such, we had to make a decision to suspend business and employment services in February 2021 until 2022.

2. CAPACITY BUILDING AND RESILIENCE SUPPORT
Funded by Coventry City Council

We continued to support smaller organisations to develop their capacity and resilience in the year 2021 as well as redeveloping the centre's website to include sales of training resources as part of sustainable activities. This project is still a work in progress.

3. COLOURED SYNERGY FESTIVAL
Funded by the Heart of England Community Foundation

An outdoor street food and music festival involving a celebration of African, Caribbean and Indian genres and cuisine including food demonstrations with recipes made available to the public. This activity was part of "This is Africa" programming for the Coventry City of Culture.

4. COVID-19 CRISIS MANAGEMENT – RECOVERY PROJECT
Funded by The National Lottery Community Fund

Reducing the immediate impact of COVID-19 crisis has had the Highlife Centre and its beneficiaries, specifically young people from the Black Minority Community.

5. ARTS COUNCIL - CULTURE RECOVERY FUND
Funded by The Arts Council

To deliver COVID-19 crisis management and recovery projects for arts and cultural activities for "This is Africa 2021-2022" as part of the Coventry City of Culture.

6. HERITAGE FUND - RECOVERY FUND
Funded by The National Lottery Heritage Fund

A six months project to gather people, teams, and members of the African community to be part of heritage activities for Coventry City of Culture year, reconnect with young people, as well as implement activities that will enable them to restart, protect and sustain the African heritage.

7. THIS IS AFRICA 2021-2022 – UNITY THROUGH SPORTS
Funded by the University of Warwick

Deliver 'Unity through Sports' as part of the "This is Africa" for the City of Culture Programme.

8. THE ACT-UP HERITAGE PROJECT
Funded by The National Lottery Heritage Fund

The Act-Up Heritage Project is a youth-led history, heritage, and identity education project for young people to explore and learn about their heritage and develop pathways to transfer heritage leadership to the younger generation and develop sustainable programmes to inspire the younger generation.

9. COVENTRY COMMUNITY CHAMPIONS PROGRAMME
Funded by Coventry City Council

The project is to recruit community champions to pass on the key COVID-19 messages to the community in line with national and local guidance.

10. COVENTRY BLACK COMMUNITY TASKFORCE
Funded by The National Lottery Community Fund

The project is to improve the living conditions of people, increase understanding of services available, reduced mental health and stress of people, reduce isolation, and improve the educational attainment of children and young people.

11. YOUTH VISION PROJECT
Funded by The National Lottery Community Fund

The project will generate a cohort of young leaders and equip them to articulate their voices across various platforms, seizing opportunities that foreground their influence, and create a sea-change in local leadership amongst the youth.

FINANCIAL REVIEW

The year 2021 was a very busy year, with the centre's focus on three key strategic aims:

1. Providing impactful services
2. Sustainability
3. Resilience and growth

For the provision of impactful services, this is evidenced in the work we delivered during the financial year as above. Our main focus was on delivering the Coventry City of Culture activities, and also navigating the impact of COVID-19 through recovery projects.

For sustainability, we relocated to new premises (WAVA Hall) that allow for delivering services that generate organic income to sustain the services of the charity. Activities for hall rental and other business services are underway.

Finally, for resilience and growth, we continued to deliver recovery programmes that developed the capacity and capability of senior management as well as begin the update of a strategic plan for 2023-2026.

Principal Funding Sources

The principal funding sources for the charity are currently by way of grant and contract income from the following funding bodies:

- National Lottery Community Fund
- European Social Fund
- National Lottery Heritage Fund
- Arts Council England
- University of Warwick
- Coventry City Council

Reserves Policy

The board has re-examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be three months of the core running costs of the charity. The cost of expenditure for 2022 is expected to remain the same as in 2021, approximating the operating cost associated with running the new premises at £34,626 per quarter (Including staff salaries and on costs). The trustees are confident that they would be able to continue the current activities of the charity in the event of a significant drop in funding.

PLANS FOR FUTURE PERIODS

For the financial year 2022, the organisation will continue to deliver the activities around these three core services:

1. Business and Entrepreneurial Development - support for individuals, social enterprises and community businesses to equip them with the knowledge and skills needed to start and grow a business.
2. Youth Development – creating opportunities for young people to overcome barriers; empowering and enabling them to be leaders who affect social change.
3. Community Development – reducing isolation and improving cohesion through arts, cultural and heritage events.

We will continue to deliver recovery projects in the new year specifically in development support around marketing and funding models. We will continue to seek grant funding for new and existing projects and seek opportunities to build capacity and ensure the organisation is resilient in the future years. Sustainability and increasing unrestricted funds will be our main focus for 2022 and future years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Highlife Centre is a charitable company limited by guarantee, incorporated on 21st October 2010 and registered as a charity on 2nd May 2013. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as Directors. Under the requirements of the Memorandum and Articles of Association, the directors are elected to serve for a period of two years after which they must be re-elected at the next Annual General Meeting. All directors give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts. The directors seek to ensure that the needs of beneficiaries are appropriately reflected through the diversity of the trustee body where five directors are from minority backgrounds and one is white British equivalent to 90% to 10% ethnicity ratio of beneficiaries. In an effort to maintain this broad skill mix, the directors have been selected as having the following skills: business, strategy, community and finance.

Trustee Induction and Training

All trustees are familiar with the practical work of the charity. Project and activities updates are prepared and presented at each board meeting to ensure that trustees understand the work of the Charity. All Trustees receive upto date governing documents and any documents setting up the framework of the Charity. Resources and financial position are set out in the latest published accounts and presented to Trustees in advance prior to board meetings. New trustees inducted are sent a welcome pack containing the following documents:

- Memorandum and Articles.
- Organisational Chart
- Trustee handbook
- Information about existing trustees
- Latest financial statement
- Organisational Framework

Risk management

The chief executive and the trustees review and update the risk register annually. Systems and procedures are established to mitigate the risks the charity faces. The board and the senior management team work on a strategic plan. The plan has led to the establishment of a sustainability arm, WAVA Hall in this financial year, and for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Appropriate procedures are in place to ensure compliance with the health and safety of staff, volunteers, clients and visitors to the centre. The continuing implementation of a code of practice, financial policies and procedures, safeguarding and complaints procedure and a business continuity policy ensures a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure

The Highlife Centre has a board of Trustees of six members from a variety of professional backgrounds relevant to the work of the charity. The chief executive sits on the board but has no voting rights and prepares all documents in advance for review prior to board meetings. The day-to-day responsibility for the provision of the services rests with the Chief Executive who works closely with the chair of Trustees. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. They are also responsible for the day-to-day operational management of the Centre, individual supervision of the staff team and also ensuring that the team continues to develop their skills and working practices in line with good practice.

RESPONSIBILITIES OF THE BOARD

Company law requires the board of directors/trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees follow best practices and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 1985. The board of Trustees is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board

The Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2. In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's Auditors are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's accountants are aware of that information.

Accountants and Independent Examiners

McGlone and Wardzynski Limited were re-appointed as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity. This report has been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on 26th August 2022 and signed on its behalf by:

Daisy Oppon (Aug 29, 2022 13:36 GMT+1)

Daisy Oppon
Chair of Trustees

Financial Statement and Annual Report for Year Ending 2021

The Highlife Centre
31 Barras Green
Coventry
CV2 4LY

Charity registration number 1151868

Company registration number 07415399 (England and Wales)

THE HIGHLIFE CENTRE LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

THE HIGHLIFE CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs D Oppon	
	Mr T Labeodan	
	Mr K Asiedu-Offei	
	Kyei Nketia	(Appointed 4 January 2022)
	Shabana Sarguro	(Appointed 4 January 2022)
Charity number	1151868	
Company number	07415399	
Registered office	31 Barras Green Coventry West Midlands CV2 4LY	
Independent examiner	McGlone Wardzynski Limited 14 Queens Road Eagle House Coventry CV1 3EG	

THE HIGHLIFE CENTRE LIMITED

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THE HIGHLIFE CENTRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees, who are also the directors of The Highlife Centre Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees 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 charitable company for that year.

In preparing these 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; and

- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE HIGHLIFE CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE HIGHLIFE CENTRE LIMITED

I report to the Trustees on my examination of the financial statements of The Highlife Centre Limited (the Charity) for the year ended 31 December 2021.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Accounting Technicians, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

James Rose
James Rose (Sep 29, 2022 14:41 GMT+1)

Mr James Rose FMAAT

14 Queens Road
Eagle House
Coventry
CV1 3EG

Dated: Sep 29, 2022

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

Current financial year

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Income and endowments from:					
Donations and legacies	**3**	19,054	307,655	326,709	326,809
Investments	**4**	5	-	5	-
Other income	**5**	6,473	-	6,473	7,419
Total income		25,532	307,655	333,187	334,228
Expenditure on:					
Charitable activities	**6**	7,747	415,555	423,302	170,823
Net incoming/(outgoing) resources before transfers		17,785	(107,900)	(90,115)	163,405
Gross transfers between funds		867	(867)	-	-
Net income/(expenditure) for the year/ Net movement in funds		18,652	(108,767)	(90,115)	163,405
Fund balances at 1 January 2021		2,178	204,400	206,578	43,173
Fund balances at 31 December 2021		20,830	95,633	116,463	206,578

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

Prior financial year

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income and endowments from:				
Donations and legacies	**3**	42,727	284,082	326,809
Other income	**5**	4,119	3,300	7,419
Total income		46,846	287,382	334,228
Expenditure on:				
Charitable activities	**6**	50,940	119,883	170,823
Net incoming/(outgoing) resources before transfers		(4,094)	167,499	163,405
Gross transfers between funds		(1,491)	1,491	-
Net income/(expenditure) for the year/ Net movement in funds		(5,585)	168,990	163,405
Fund balances at 1 January 2020		7,764	35,410	43,173
Fund balances at 31 December 2020		2,179	20,440	206,578

THE HIGHLIFE CENTRE LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	**10**		10,178		11,974
Current assets					
Debtors	**11**	19,054		13,387	
Cash at bank and in hand		96,635		190,580	
		115,689		203,967	
Creditors: amounts falling due within one year	**12**	(9,404)		(9,363)	
Net current assets			106,285		194,604
Total assets less current liabilities			116,463		206,578
Income funds					
Restricted funds	**13**		95,633		204,399
Unrestricted funds			20,830		2,179
			116,463		206,578

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on Sep 29, 2022

Daisy Oppon Sep 29, 2022 13:36 GMT+1)

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Mrs D Oppon
Trustee

Company registration number 07415399

1 Accounting policies

Charity information

The Highlife Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Barras Green, Coventry, West Midlands, CV2 4LY.

Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”) and the Charities SORP "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). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% reducing balance method
Computers	33% straight line method

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	**Restricted funds**	**Total**	Unrestricted funds	Restricted funds	Total
	2021	**2021**	**2021**	2020	2020	2020
	£	**£**	**£**	£	£	£
Donations and gifts	-	-	-	100	-	100
Grants received	19,054	267,468	286,522	42,627	284,082	326,709
Contracts received	-	40,187	40,187	-	-	-
	19,054	307,655	326,709	42,727	284,082	326,809

4 Investments

	Unrestricted funds	Total
	2021	2020
	£	£
Interest receivable	5	-

5 Other income

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2021	2020	2020	2020
	£	£	£	£
Other income	6,473	4,119	3,300	7,419

Other income includes £1,060 (2020: £3,300) employers allowance.

6 Charitable activities

	Business, youth & community development	Business, youth & community development
	2021	**2020**
	£	**£**
Staff costs	136,169	46,793
Depreciation and impairment	1,796	1,878
Rent & utilities	29,077	5,373
Insurance	526	709
Office costs and administration	4,675	2,883
Computer software and maintenance	1,867	1,924
Subscriptions	-	847
Sundry expenses	8,861	6,049
Professional, accountancy and legal fees	21,164	807
Advertising & marketing	34,769	2,815
Consultancy fees	75,091	42,116
Bank Charges	188	928
Equipment	43,504	2,559
PPE costs	6,644	53,642
Repairs & maintenance	10,330	-
Events & exhibition costs	46,671	-
	421,332	169,323
Share of governance costs (see note 7)	1,970	1,500
	423,302	170,823
Analysis by fund		
Unrestricted funds	7,747	50,940
Restricted funds	415,555	119,883
	423,302	170,823

7 Support costs

	Support costs	Governance costs	2021	2020
	£	£	£	£
Accountancy fees	-	1,970	1,970	1,500
	-	1,970	1,970	1,500
Analysed between				
Charitable activities	-	1,970	1,970	1,500

Governance costs includes costs for independent examination.

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year. (2020 - £Nil)
No trustees have received any other benefits from the charity during the year. (2020 - £Nil)

9 Employees

The average monthly number of employees during the year was: 2

	2021 Number	2020 Number
Administration Staff	1	1
Chief Executive Office	1	1
Total	2	2

Employment costs	2021	2020
	£	£
Wages and salaries	134,496	42,700
Social security costs	1,060	3,300
Other pension costs	613	793
	136,169	46,793

Included in wages and sessional staff was gross wages £14,540 (2020 £40,000) and £119,955 (£2,270) for self-employed sessional workers.

The Executive Officer received remuneration of £6,125 (2020 £36,748). They received gross salary of £5,444 (2020 £32,656), employers national insurance of £549 (2020 £3,300) and employer pension costs of £132 (2020 £792).

9 Employees **(Continued)**

There were no employees whose annual remuneration was more than £60,000.

10 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
Cost			
At 1 January 2021	35,897	939	36,836
At 31 December 2021	35,897	939	36,836
Depreciation and impairment			
At 1 January 2021	23,923	939	24,862
Depreciation charged in the year	1,796	-	1,796
At 31 December 2021	25,719	939	26,658
Carrying amount			
At 31 December 2021	10,178	-	10,178
At 31 December 2020	11,974	-	11,974

11 Debtors

	2021	2020
Amounts falling due within one year:	£	£
Trade debtors	19,054	13,210
Other debtors	-	177
	19,054	13,387

12 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other taxation and social security	326	-
Trade creditors	-	286
Other creditors	6,978	6,977
Accruals and deferred income	2,100	2,100
	9,404	9,363

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds				Movement in funds			
	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers	Balance at 1 January 2021	Incoming resources	Resources expended	Transfers	Balance at 31 December 2021
	£	£	£	£	£	£	£	£	£
Heart of England	10,000	-	(463)	-	9,537	-	(10,971)	1,434	-
Inspiring to Achieve	7,959	11,483	(19,826)	-	(384)	-	-	384	-
Arts Council Research Project	13,450	1,495	(14,574)	-	371	-	-	(371)	-
Active Citizens	4,000	-	(3,516)	-	484	-	-	(484)	-
Accerlerate Project	-	-	-	-	-	26,091	(26,654)	563	-
Heart of England Covid	-	4,000	(3,178)	-	822	-	-	(822)	-
Arts Council Culture Recovery	-	71,564	(6,020)	-	65,544	24,776	(90,586)	266	-
Heritage Fund Emergency	-	14,800	(15,129)	329	49,980	6,084	(55,104)	(960)	-
Heritage Recovery Fund	-	54,900	(4,920)	-	-	-	-	-	-
NLCF Covid Emergency	-	37,916	(39,078)	1,162	-	-	-	-	-
NLCF Covid Crisis Management	-	91,224	(13,178)	-	78,046	-	(75,882)	(2,164)	-
This is Africa	-	-	-	-	-	1,000	(1,150)	150	-
Coventry Black Community Taskforce	-	-	-	-	-	47,029	(13,998)	-	33,031
Coventry Community Champions	-	-	-	-	-	14,096	(15,233)	1,137	-
Youth Vision Project	-	-	-	-	-	99,119	(47,578)	-	51,541
Hertitage Fund Art-up	-	-	-	-	-	89,460	(78,399)	-	11,061
	-								
	35,409	287,382	(119,883)	1,491	204,400	307,655	(415,555)	(867)	95,633

13 Restricted funds **(Continued)**

The unrestricted grants this year were:-

- Inspire to Achieve - Groundworks
  Business and employment support to unemployed and inactive individuals

- Arts Council Research Project
  To deliver covid-19 crisis management and recovery plan for arts and cultural projects for 2021.

- Heart of England
  Food and travel supplies

- Arts Council - Culture Recovery Fund
  To deliver covid-19 crisis management and recovery plan for arts and cultural projects for 2021.

- Heritage Fund - Emergency
  To deliver an emergency project with three key deliverables: Run risk management reviews, develop long term strategic and sustainable plan, conduct consultations with a wider and diverse audience.

- NLCF - Covid Crisis Management
  Reducing immediate impact of covid-19 crisis has had the Highlife Centre and its beneficiaries, specifically young people from the BME communities.

- This is Africa
  Deliver ‘Unity through Sports’ as part of This is Africa for City of Culture Programme.

- European Social Fund and The National Lottery Community Fund - Accelerate Programme
  Business and employment support to unemployed and inactive individuals

- Coventry City Council - Coventry Community Champions Programme
  The project is to recruit community champions to pass on the key COVID-19 messages to the community in line with national and local guidance.

13 Restricted funds **(Continued)**

- The National Lottery Community Fund - Coventry Black Community Taskforce
  The project is to improve the living conditions of people, increase understanding of services available, reduced mental health and stress pf people, reduce isolation, and improve the educational attainment of children and young people.

- The National Lottery Community Fund - Youth Vision Project
  The project will generate a cohort of young leaders and equip them to articulate their voices across various platforms, seizing opportunities that foregrounds their influence, and create a sea-change in local leadership amongst the youth.

- Heritage Fund
  The Act-Up Heritage Project is a youth-led history, heritage, and identity education project for young people to explore and learn about their heritage and develop pathways to transfer heritage leadership to the younger generation, and develop sustainable programmes to inspire the younger generation.

14 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

15 Cash generated from operations	**2021**	**2020**
	£	**£**
(Deficit)/surpus for the year	(90,115)	163,405
Adjustments for:		
Investment income recognised in statement of financial activities	(5)	-
Depreciation and impairment of tangible fixed assets	1,796	1,878
Movements in working capital:		
(Increase)/decrease in debtors	(5,667)	4,603
Increase/(decrease) in creditors	41	(2,851)
Cash (absorbed by)/generated from operations	(93,950)	167,035

THE HIGHLIFE CENTRE LTD

England & Wales - Charity number 1151868

Accounts

THE HIGHLIFE CENTRE

(A company limited by guarantee)

Annual Report

For the Year Ended 31st December 2020

Company registration number: 07415399
Charity registration number: 1151868

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Report of the Trustees for the year ending 31 December 2020

The Trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 December 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 2015).

OUR AIMS AND OBJECTIVES

Purpose and Aims

Our charity's purposes as set out in the objects contained in the company's Memorandum of Articles and Association are:

- The relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment.
- The advancement of education by way of developing individual capabilities, competences, skills and understanding to enable them to participate in society as independent, mature and responsible individuals; including the provision of preschool and out of school education.
- The prevention or relief of poverty or financial hardship in UK and International (Africa) by providing or assisting in the provision of education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient.
- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the advancement of the arts, culture and heritage.
- To develop the capacity and skills of the members of the Black and Asian Minority Ethnic (BAME) and those who English isn't their first language of UK in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
- The promotion of the voluntary sector by the provision of training and development support for people working within the voluntary sector and the provision of meeting and office space for voluntary sector organisations.

The aim of the Charity is to address unemployment, disadvantage and inequality. We do this by developing and increasing the knowledge and skills of individuals who are at the margins of society, enabling those individuals to develop and increase their chances to sustainable employment so that their quality of life is improved and are able to lead full and productive lives.

Our aims fully reflect the purposes that the charity was set up to further.

THE FOCUS OF OUR WORK

Ensuring our work delivers our aims

Our main objectives for the year continued to provide a platform enabling people from disadvantaged backgrounds to turn their aspirations into reality; have a sense of belonging and to access the resources and skills to develop their career and quality of life. We deliver this through targeted services aimed at removing barriers to work, promoting self-employment, raising awareness to improving health and wellbeing, acquisition and improvement of skills and tackling social isolation. Our three key services remain as follows:

1. Business and Entrepreneurial Development - support for individuals, social enterprises and community businesses to equip them with knowledge and skills to become need to start and grow a business.
2. Youth Development – creating opportunities for young people to overcome barriers; empowering and enabling them to be leaders who affect social change.
3. Community Development – reducing isolation and improving cohesion through arts, cultural and heritage events.

How our activities deliver public benefit

We delivered the following projects in the year 2020 ie:

1. Accelerate Programme
2. Capacity and Resilience Development to small VCSE's
3. Coventry City of Culture Projects
4. Covid-19 Emergency and Recovery Projects

Acknowledgements

We appreciate all our staff, volunteer funders and partners who support our work every year.

OUTLINING OUR PERFORMANCE & ACHIEVEMENTS

1. ACCELERATE PROJECT

Funded by ESF & Big Lottery Fund – CDA led. Commenced in July 2016, Extended until March 2022

This project provides business support and training to beneficiaries that are long term unemployed and inactive from Black and Asian Minority Ethnic communities but not exclusively. Our target for this year was to support 15 people into employment or self-employment which we overachieved and actually supported 28 individuals.

2. ARTS COUNCIL - COMMUNITY RESEARCH

Community research project to understand needs of Black and Asian groups underrepresented in the arts and cultural sector to ensure support is appropriate developed and tailored to their needs.

3. CAPACITY BUILDING AND RESILIENCE SUPPORT

We continued to support smaller organisations to develop their capacity and resilience. Only two organisations benefitted in this financial year.

4. COVENTRY CITY OF CULTURE TRUST

International Change Maker's bursary to travel to Ghana to create networks of participants for 2021 city of culture activities. This activity was postponed due to the covid-19 pandemic.

5. COVID-19 COMMUNITY EMERGENCY AND RECOVERY PROJECTS

We delivered six covid-19 related projects in this financial year. The projects are outlined as follows:

a) The Covid-19 Remote Mentoring Intervention Support - NLCF - Covid - Emergency

Funded by The National Lottery Community Fund

The project delivered activities that provided support predominantly to people from Black Minority Ethnic community with an aim to minimize the impact of the covid-19 crisis on families from that community. The project supported 1235 families with the following services:

i. **Mentoring Support ie:**

- **Parents** - Managing young people at home, managing stress and family issues.
- **Young people-** Building and maintaining Confidence, Motivation, Action planning and managing stress.
- **Children** - Helping with home schooling and delivering physical and creative activities.

ii. **Food supplies** – Supplying culturally appropriate food to families impacted by the pandemic.

iii. **Miscellaneous needs** – providing families with needs such as baby stuff, learning resources, mobile phone credit top-up, and other miscellaneous needs.

b) Coronavirus Resilience Project – Emergency Project

Funded by Heart of England Community Foundation

This project supported the Covid-19 Remote Mentoring Intervention Support project contributing to the funds received from the TNLCF to cover emergency supplies to families and travel expenses for volunteers working on the project.

c) Heritage Fund – Emergency Project

Funded by The Heritage Fund

To deliver an emergency project with three key deliverables: Run risk management reviews, develop a long term strategic and sustainable plan for the African cultural heritage, conduct consultations with a wider and diverse audience.

d) Covid-19 Crisis Management – Recovery Project

Funded by The National Lottery Community Fund

Reducing immediate impact of covid-19 crisis has had the Highlife Centre and its beneficiaries, specifically young people from the Black Minority Community.

e) Arts Council - Culture Recovery Fund

Funded by The Arts Council

To deliver covid-19 crisis management and recovery projects for arts and cultural activities for This is Africa 2021-2022 as part of Coventry City of Culture.

f) Heritage Fund - Recovery Fund

Funded by The Heritage Fund

A six months project to gather people, teams, and members of the African community to be part in heritage activities for Coventry city of culture year, reconnect with young people, as well as implement activities that will enable them to restart, protect and sustain the African heritage.

FINANCIAL REVIEW

Our plan for 2020 financial year was a year of reflection, sustainability and growth. These plans were paused due to the pandemic. Revenue generated in the year increased over 200% compared to the previous year due to the pandemic.

Our search for a new premises as a sustainable arm resumed later in the year. Thanks to the National Lottery Community Fund, we were able to afford a six months rental deposit and operational activities.

Principal Funding Sources

The principal funding sources for the charity are currently by way of grant and contract income from the following funding bodies:

- National Lottery Community Fund
- European Social Fund
- National Lottery Heritage Fund
- Arts Council England
- Coventry City Council

Reserves Policy

The board has re-examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixes assets held by the Charity should be three months of the core running costs of the Charity. Cost of expenditure for 2021 is expected to increase according to the operational costs associated with the new premises which is anticipated at £61,360.34 (Including staff salaries and on costs). The trustees are confident that they would be able to continue the current activities of the charity in the event of a significant drop in funding.

PLANS FOR FUTURE PERIODS

For financial year 2021, the organisation will continue to deliver the core contract project; Accelerate, though the restrictions on eligibility to engage in this project is increasingly becoming difficult for potential participants to engage due to the impact of the pandemic on family etc. Recovery projects will also continue into the new financial year. We will continue to seek grant funding for new and existing projects and seek opportunities to build capacity and ensure the organisations is resilient in the future years. Sustainability and increasing unrestricted funds will be our main focus for 2021 and future years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Highlife Centre is a charitable company limited by guarantee, incorporated on 21st October 2010 and registered as a charity on 2nd May 2013. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

RESPONSIBILITIES OF THE BOARD

Company law requires the board of directors/trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The board of Trustees is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board

The Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2. In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's Auditors are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's accountants are aware of that information.

Accountants and Independent Examiners

McGlone and Wardzynski Limited were re-appointed as the charitable company 'accountants during the year and have expressed their willingness to continue in that capacity. This report has been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on 18th November 2021and signed on its behalf by:

Daisy Oppon
Chair of Trustees

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as Directors. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for a period of two years after which they must be re-elected at the next Annual General Meeting. All directors give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts. The directors seeks to ensure that the needs of beneficiaries are appropriately reflected through the diversity of the trustee body where five directors are from minority backgrounds and one is white British equivalent to 90% to 10% ethnicity ratio of beneficiaries. In an effort to maintain this broad skill mix, the directors have been selected having the following skills: business, strategy, community and finance.

Trustee Induction and Training

All trustees are familiar with the practical work of the charity. Project and activities updates are prepared and presented at each board meeting to ensure that trustees understand the work of the Charity. All Trustees received to date governing document and any documents setting up the framework of the Charity. Resources and financial position are set out in the latest published accounts and presented to Trustees in advance prior to board meetings. New trustees inducted are sent a welcome pack containing the following documents:

- Memorandum and Articles.
- Organisational Chart
- Trustee handbook
- Information about existing trustees
- Latest financial statement
- Organisational Framework

Risk management

The chief executive and the trustees have conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre. The continuing implementation of a code of practise, financial policies and procedure, safeguarding and complaints procedure and a business continuity policy ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure

The Highlife Centre has a board of Trustees of six members from a variety of professional backgrounds relevant to the work of the charity. The chief executive sits on the board but has no voting rights and prepare all documents in advance for review prior to board meetings. The day to day responsibility for the provision of the services rest with the Chief Executive who works closely with the chair of Trustees. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. They are also responsible for the day to day operational management of the Centre, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Financial Statement and Annual Report for Year Ending 2020

The Highlife Centre
WAVA Hall
31 Barras Green
Coventry
CV2 4LY

Charity Registration No. 1151868

Company Registration No. 07415399 (England and Wales)

THE HIGHLIFE CENTRE LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

THE HIGHLIFE CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs D Oppon Mr C Antwi Mr T Labeodan Mr K Asiedu-Offei Miss E Brenya
Charity number	1151868
Company number	07415399
Registered office	31 Barras Green Coventry West Midlands CV2 4LY
Independent examiner	McGlone Wardzynski Limited 14 Queens Road Eagle House Coventry CV1 3EG

THE HIGHLIFE CENTRE LIMITED

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THE HIGHLIFE CENTRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees, who are also the directors of The Highlife Centre Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees 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 charitable company for that year.

In preparing these 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; and

- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE HIGHLIFE CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE HIGHLIFE CENTRE LIMITED

I report to the Trustees on my examination of the financial statements of The Highlife Centre Limited (the Charity) for the year ended 31 December 2020.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Accounting Technicians, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

James Rose

Mr James Rose FMAAT

14 Queens Road
Eagle House
Coventry
CV1 3EG

Dated: 19 November 2021

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

Current financial year

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Income and endowments from:					
Donations and legacies	3	42,727	284,082	326,809	93,753
Other income	4	4,119	-	4,119	2,387
Total income		46,846	284,082	330,928	96,140
Expenditure on:					
Charitable activities	5	50,940	116,583	167,523	58,710
Net (outgoing)/incoming resources before transfers		(4,094)	167,499	163,405	37,430
Gross transfers between funds		(1,491)	1,491	-	-
Net (expenditure)/income for the year/ Net movement in funds		(5,585)	168,990	163,405	37,430
Fund balances at 1 January 2020		7,763	35,409	43,172	5,742
Fund balances at 31 December 2020		2,178	204,399	206,577	43,172

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE HIGHLIFE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior financial year

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Income and endowments from:				
Donations and legacies	3	20,481	73,272	93,753
Other income	4	2,387	-	2,387
Total income		22,868	73,272	96,140
Expenditure on:				
Charitable activities	5	20,846	37,864	58,710
Net (outgoing)/incoming resources before transfers		2,022	35,408	37,430
Net (expenditure)/income for the year/ Net movement in funds		2,022	35,408	37,430
Fund balances at 1 January 2019		5,742	-	5,742
Fund balances at 31 December 2019		7,764	35,408	43,172

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE HIGHLIFE CENTRE LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	9		11,974		13,852
Current assets					
Debtors	10	13,387		17,990	
Cash at bank and in hand		190,580		23,544	
		203,967		41,534	
Creditors: amounts falling due within one year	11	(9,364)		(12,214)	
Net current assets			194,603		29,320
Total assets less current liabilities			206,577		43,172
Income funds					
Restricted funds	12		204,399		35,408
Unrestricted funds			2,178		7,764
			206,577		43,172

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 18 November 2021

Mrs D Oppon
Trustee

Company Registration No. 07415399

1 Accounting policies

Charity information

The Highlife Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Barras Green, Coventry, West Midlands, CV2 4LY.

Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006 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)". The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies

(Continued)

1.5 Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% reducing balance method
Computers	33% straight line method

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	**Restricted funds**	**Total**	Unrestricted funds	Restricted funds	Total
	2020	**2020**	**2020**	2019	2019	2019
	£	**£**	**£**	£	£	£
Donations and gifts	100	-	100	-	-	-
Legacies receivable	-	-	-	3,342	-	3,342
Grants received	42,627	284,082	326,709	17,139	73,272	90,411
	42,727	284,082	326,809	20,481	73,272	93,753

4 Other income

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Other income	4,119	2,387

Other income includes £3,299 employers allowance and £820 for refunds. In 2019 other income all relates to employers allowance.

5 Charitable activities

	Training & work support 2020 £	Training & work support 2019 £
Staff costs	43,493	36,825
Depreciation and impairment	1,878	2,216
Rent	5,373	5,190
Insurance	709	635
Hire of equipment and marquee	-	551
Office costs and administration	2,883	3,386
Computer software and maintenance	1,924	782
Subscriptions	847	409
Sundry expenses	6,049	710
Professional, accountancy and legal fees	807	13
Advertising & marketing	2,815	461
Consultancy fees	42,116	3,283
Bank Charges	928	2,449
Equipment	2,559	-
Sessional staff	53,642	-
	166,023	56,910
Share of governance costs (see note 6)	1,500	1,800
	167,523	58,710
Analysis by fund		
Unrestricted funds	50,940	20,846
Restricted funds	116,583	37,864
	167,523	58,710

6 Support costs

	Support costs	Governance costs	2020	Support costs	Governance costs	2019
	£	£	£	£	£	£
Accountancy fees	-	1,500	1,500	-	1,800	1,800
	-	1,500	1,500	-	1,800	1,800
Analysed between						
Charitable activities	-	1,500	1,500	-	1,800	1,800

Governance costs includes costs for independent examination.

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year. (2019 - £Nil)
No trustees have received any other benefits from the charity during the year. (2019 - £Nil)

8 Employees

The average monthly number of employees during the year was: 2

	2020 Number	2019 Number
Administration Staff	1	1
Chief Executive Office	1	1
Total	2	2

Employment costs	2020 £	2019 £
Wages and salaries	42,700	36,221
Other pension costs	793	604
	43,493	36,825

No employee received emoluments of more than £60,000 during the year.

There were no employees whose annual remuneration was £60,000 or more.

9 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
Cost			
At 1 January 2020	35,897	939	36,836
At 31 December 2020	35,897	939	36,836
Depreciation and impairment			
At 1 January 2020	22,045	939	22,984
Depreciation charged in the year	1,878	-	1,878
At 31 December 2020	23,923	939	24,862
Carrying amount			
At 31 December 2020	11,974	-	11,974
At 31 December 2019	13,852	-	13,852

10 Debtors

	2020	2019
Amounts falling due within one year:	£	£
Trade debtors	13,210	17,990
Other debtors	177	-
	13,387	17,990

11 Creditors: amounts falling due within one year

	2020	2019
	£	£
Other taxation and social security	-	1,309
Trade creditors	286	-
Other creditors	6,978	8,805
Accruals and deferred income	2,100	2,100
	9,364	12,214

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Incoming resources	Resources expended	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers	Balance at 31 December 2020
	£	£	£	£	£	£	£
Heart of England	10,000	-	10,000	-	(463)	-	9,537
Inspiring to Achieve	7,958	-	7,959	11,483	(19,826)	-	(385)
Arts Council Research Project	13,450	-	13,450	1,495	(14,574)	-	371
Active Citizens	4,000	-	4,000	-	(3,516)	-	484
Accerlerate Programe	37,865	(37,865)	-	-	-	-	-
Arts Council Culture Recovery	-	-	-	4,000	(3,178)	-	822
Hertitage Fund Emergency	-	-	-	71,564	(6,020)	-	65,544
Hertitage Fund Emergency	-	-	-	14,800	(15,129)	329	-
Hertitage Recovery Fund	-	-	-	54,900	(4,920)	-	49,980
NLCF - Covid Emergency	-	-	-	34,616	(35,778)	1,162	-
	-	-	-	91,224	13,178	-	104,402
	73,273	(37,865)	35,409	284,082	(90,226)	1,491	204,399

12 Restricted funds **(Continued)**

The unrestricted grants this year were:-

- Inspire to Achieve - Groundworks
  Business and employment support to unemployed and inactive individuals

- Arts Council Research Project
  Community research to understand needs of Black and Asian groups under-presented in the arts and to ensure support is appropriate developed and tailored to their needs.

- Heart of England - Covid
  Food and travel supplies

- Arts Council - Culture Recovery Fund
  To deliver covid-19 crisis management and recovery plan for arts and cultural projects for 2021.

- Heritage Fund - Emergency
  To deliver an emergency project with three key deliverables: Run risk management reviews, develop long term strategic and sustainable plan, conduct consultations with a wider and diverse audience.

- Heritage Recovery Fund
  The fund's aim was to deliver a six months project to gather people, teams, and members of the African community to be part in heritage programmes, reconnect with young people, as well as implement activities that will enable them to restart, protect and sustain the African heritage. .

- NLCF - Covid Emergency
  Covid-19 Remote Mentoring Intervention to provide food and emergency supplies to minimize the impact of the covid-19 crisis on families from that from minority groups.

- NLCF - Covid Crisis Management
  Reducing immediate impact of covid-19 crisis has had the Highlife Centre and its beneficiaries, specifically young people from the BME communities.

13 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

14 Cash generated from operations

	2020 £	2019 £
Surplus for the year	163,405	37,430
Adjustments for:		
Depreciation and impairment of tangible fixed assets	1,878	2,216
Movements in working capital:		
Decrease/(increase) in debtors	4,603	(17,990)
(Decrease)/increase in creditors	(2,850)	12,214
Cash generated from operations	167,036	33,870