



(A company limited by guarantee)

**ANNUAL REPORT**  
**For the Year Ended 31<sup>st</sup> 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 21<sup>st</sup> October 2010 and registered as a charity on 2<sup>nd</sup> 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 26<sup>th</sup> August 2022 and signed on its behalf by:



Daisy Oppon (18/08/2022 13:36 GMT+1)

**Daisy Oppon**

*Chair of Trustees*



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**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

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

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# THE HIGHLIFE CENTRE LIMITED

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# **THE HIGHLIFE CENTRE LIMITED**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 DECEMBER 2021***

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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

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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

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

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

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



# THE HIGHLIFE CENTRE LIMITED

## BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		10,178		11,974
<b>Current assets</b>					
Debtors	11	19,054		13,387	
Cash at bank and in hand		96,635		190,580	
		115,689		203,967	
<b>Creditors: amounts falling due within one year</b>	12	(9,404)		(9,363)	
Net current assets			106,285		194,604
<b>Total assets less current liabilities</b>			116,463		206,578
<b>Income funds</b>					
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 (29, 2022 13:36 GMT+1)  
.....  
Mrs D Oppon  
Trustee

Company registration number 07415399

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

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#### 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.

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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### 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.

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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### 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

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 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	-	-	-
	<u>19,054</u>	<u>307,655</u>	<u>326,709</u>	<u>42,727</u>	<u>284,082</u>	<u>326,809</u>

### 4 Investments

	Unrestricted funds	Total
	2021 £	2020 £
Interest receivable	<u>5</u>	<u>-</u>

### 5 Other income

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

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

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 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	-
	<u>421,332</u>	<u>169,323</u>
Share of governance costs (see note 7)	1,970	1,500
	<u>423,302</u>	<u>170,823</u>
<b>Analysis by fund</b>		
Unrestricted funds	7,747	50,940
Restricted funds	415,555	119,883
	<u>423,302</u>	<u>170,823</u>

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 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).

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 9 Employees

(Continued)

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

### 10 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 January 2021	35,897	939	36,836
At 31 December 2021	35,897	939	36,836
<b>Depreciation and impairment</b>			
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
<b>Carrying amount</b>			
At 31 December 2021	10,178	-	10,178
At 31 December 2020	11,974	-	11,974

### 11 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
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



# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

#### 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

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

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#### 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.

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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### 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 of 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.

# THE HIGHLIFE CENTRE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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### 14 Related party transactions

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

15 Cash generated from operations	2021 £	2020 £
(Deficit)/surplus 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)
<b>Cash (absorbed by)/generated from operations</b>	<b>(93,950)</b>	<b>167,035</b>