

# TRUSTEES' ANNUAL REPORT FOR THE PERIOD

|             |            |            |              |           |           |            |            |
|-------------|------------|------------|--------------|-----------|-----------|------------|------------|
| <b>From</b> | Start date |            |              | <b>To</b> | End date  |            |            |
|             | Day<br>1   | Month<br>4 | Year<br>2020 |           | Day<br>31 | Month<br>3 | Year<br>21 |

## Section A Reference and administration details

**Charity name** SMALLTHORNE COMMUNITY CENTRE

**Other names the charity is known by**

**Registered charity number (if any)** 1152003

**Charity's principal address** COMMUNITY DRIVE

SMALLTHORNE

STOKE-ON-TRENT

**Postcode** ST6 1QE

### Names of the Trustees

|    | Trustee name        | Office/Position (if any)    | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------|-----------------------------|-----------------------------------|---|
| 1  | NEIL HAWKINS        | Booking clerk/Chair         |                                   |   |
| 2  | KATHLEEN WILLIAMSON | Committee member            |                                   |   |
| 3  | MARILYN HAWKINS     | Secretary<br>Bank signatory |                                   |   |
| 4  | JUNE BARLOW         | Treasurer<br>Bank signatory |                                   |   |
| 5  | MARION DERBYSHIRE   | Committee member            |                                   |   |
| 6  | MATT WILCOX         | Committee member            |                                   |   |
| 7  | CANDIDA CHETWYND    | Committee member            |                                   |   |
| 8  |                     |                             |                                   |   |
| 9  |                     |                             |                                   |   |
| 10 |                     |                             |                                   |   |
| 11 |                     |                             |                                   |   |
| 12 |                     |                             |                                   |   |

### Names and addresses of advisers (OPTIONAL)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (OPTIONAL)**

NEIL HAWKINS

## Section B management

## Structure, governance and

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | CONSTITUTION   |
| How the charity is constituted<br>(eg. trust, association, company) | TRUST  |
| Trustee selection methods<br>(eg. appointed by, elected by)         | TRUSTEES ARE APPOINTED BY A RESOLUTION PASSED BY THE CHARITY TRUSTEES , WHO HAVE REGARD TO THE SKILLS, KNOWLEDGE AND EXPERIENCE NEEDED FOR THE EFFECTIVE ADMINISTRATION OF THE CIO |

### Additional governance issues (OPTIONAL)

You may choose to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them. For example, what are the main risks that you face (financial or otherwise) and what do you do to try and make sure you manage these risks successfully: (short term funding problems, finding volunteers etc)

SMALLTHORNE SOCIAL SOCIETY CIC WORKS CLOSELY WITH THE SMALLTHORNE COMMUNITY CENTRE CIO BY PROVIDING A BAR SERVICE TO EVENTS HOSTED BY THE SMALLTHORNE COMMUNITY CENTRE. THE SMALLTHORNE COMMUNITY CENTRE CIO PROVIDED THE SMALLTHORNE SOCIAL CIC WITH INITIAL FUNDING TO ESTABLISH THE BAR BY PROVIDING STOCK AND THE PAYMENT OF OTHER INVOICES. AS WELL AS PAYING BACK THIS INITIAL LOAN SMALLTHORNE SOCIAL CIC PAYS £500 PER ANNUM TO THE SMALLTHORNE COMMUNITY CENTRE CIO, AS WELL AS A DONATION CONSISTING OF THE PROFITS WHICH THE SMALLTHORNE SOCIAL SOCIETY MADE DURING THE PREVIOUS FINANCIAL YEAR.

ONE OF THE MAIN RISKS WE FACE IS KEEPING ON TOP OF THE REPAIRS AND MAINTENANCE OF THE BUILDING. WE ARE HOPING TO OBTAIN FUNDING TO ENABLE US TO MAKE SOME IMPROVEMENTS TO OUR CENTRE. HAVING MANY VOLUNTEERS IS THE KEY TO RUNNING A SUCCESSFUL CHARITY AND WE ARE FORTUNATE IN HAVING A LARGE NUMBER OF WILLING PEOPLE ON HAND WHEN NEEDED.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

THE TRUSTEES WILL DEVELOP THE CENTRE FOR THE BENEFIT OF THE LOCAL COMMUNITY OF SMALLTHORNE AND SURROUNDING AREA, TOGETHER WITH OTHER VOLUNTARY AND RESIDENTS GROUPS, WITHOUT DISTINCTION OF AGE, SEX, SEXUAL ORIENTATION, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS, TO PROVIDE AN OPEN AND INCLUSIVE FACILITY IN THE INTERESTS OF SOCIAL WELFARE, RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF

**Summary of the main activities undertaken for the public benefit in relation to the charity's aims**

**What did you actually do? You could add some statistics if you like or give more detail of your activities**

**Included within this section is the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit**

<https://www.gov.uk/government/collections/charitable-purposes-and-public-benefit>

IMPROVING COMMUNITY WELL-BEING. WE AIM TO PROVIDE A FINANCIALLY SELF-SUSTAINING FACILITY, EXPANDING THE USAGE OF THE CENTRE BY THE LOCAL COMMUNITY GROUPS, INDIVIDUALS AND AGENCIES IN THE FUTURE THROUGH EVENTS, ACTIVITIES AND MEETINGS.

WE HOST RECREATIONAL ACTIVITIES AT AN AFFORDABLE COST, ALLOWING A DEPRIVED AREA TO HAVE ACCESS TO LOW COST RECREATIONAL, EDUCATIONAL, HEALTHY AND INCLUSIVE ACTIVITIES. WE PROVIDE A VENUE FOR LOW COST PRIVATE HIRE FOR PARTIES, COMMUNITY GROUPS SUCH AS R.V.S., KEEP FIT, MOTHER AND TODDLER GROUPS, BOWLS AND FRIENDSHIP CLUBS AND DANCE GROUPS. WE RECRUIT AND TRAIN VOLUNTEERS FROM THE LOCAL COMMUNITY TO RUN THE SOCIAL SOCIETY AND SUPPORT THOSE WISHING TO OBTAIN EMPLOYMENT, ALLOWING THEM TO GAIN EXPERIENCE IN CUSTOMER SERVICE, PROJECT DELIVERY AND MANAGEMENT, SOCIAL AND RECREATIONAL SKILLS. WE HAVE A DROP-IN CENTRE WHERE OUR LOCAL RESIDENTS ASSOCIATION, TOGETHER WITH OUR COUNCILLOR AND LOCAL POLICE, HOLD WEEKLY SURGERIES FOR LOCAL RESIDENTS WHO MAY HAVE ISSUES TO REPORT. THE CITIZENS ADVICE POTTERIES MONEYWISE TEAM ALSO HOLD DROP-IN SURGERIES OFFERING FREE ADVICE TO LOCAL RESIDENTS. THE TRUSTEES CONFIRM THAT THEY HAVE COMPLIED WITH THE REQUIREMENTS OF SECTION 4 OF THE CHARITIES ACT 2011 TO HAVE DUE REGARD TO THE PUBLIC BENEFIT GUIDANCE PUBLISHED BY THE CHARITY COMMISSION FOR ENGLAND AND WALES.

**Additional details of objectives and activities (OPTIONAL)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

SADLY DURING THIS FINANCIAL YEAR SYBIL HALFPENNY (TRUSTEE) PASSED AWAY ON 13.12.20.

IT HAS BEEN A VERY DIFFICULT YEAR OWING TO THE COVID PANDEMIC AND WE HAVE HAD TO COMPLY WITH GOVERNMENT GUIDELINES TO PROTECT OUR LOCAL COMMUNITY. HOWEVER, FROM DECEMBER 2020 WHEN THE VACCINE ROLLOUT BEGAN, WE HAVE WORKED WITH OUR LOCAL NHS PARTNERS TO PROVIDE A VACCINATION CENTRE FOR RESIDENTS OF THE NORTH OF THE CITY OF STOKE-ON-TRENT.

ONCE SOME RESTRICTIONS WERE LIFTED WE WERE ABLE TO FACILITATE SMALL GROUPS TO RESTART THEIR COMMUNITY ACTIVITIES.

WE HAVE TAKEN THIS TIME TO CARRY OUT SOME GARDEN RENOVATIONS AND IMPROVEMENTS.

WE HAVE BEEN UNABLE TO CARRY OUT EVENTS SUCH AS WEDDINGS AND PARTIES DUE TO RESTRICTIONS.

NO COMMITTEE MEETINGS HAVE TAKEN PLACE DURING THIS FINANCIAL YEAR, HOWEVER TRUSTEES HAVE BEEN KEPT UP TO DATE WITH ANY DEVELOPMENTS.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

State the level of reserves and why they are held

THE TRUSTEES HAVE DECIDED TO ADAPT THEIR POLICY ON RESERVES AND HOLD HIGHER RESERVES FOR FUTURE PROPERTY REPAIRS, AS IT IS ANTICIPATED THAT THE NUMBER OF REPAIRS WILL INCREASE IN THE NEAR FUTURE. WE WILL THEREFORE HOLD RESERVES OF £70,000 FOR POTENTIAL PROPERTY REPAIRS, PLUS ONE YEAR OF EXPENSES OF APPROXIMATELY £20,000, MAKING A TOTAL OF £90,000.

**Details of any funds materially in deficit**

**Further financial review details (OPTIONAL)**

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

**Section F**

**OTHER OPTIONAL INFORMATION**

**Other information you think might be of interest to readers of your report and accounts**

Charity registration number: 1152003

# The Smallthorne Community Centre CIO

Annual Report and Financial Statements  
for the Year Ended 31 March 2021



# **The Smallthorne Community Centre CIO**

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# **The Smallthorne Community Centre CIO**

## **Reference and Administrative Details**

|                                    |  |
|------------------------------------|--|
| <b>Trustees:</b>                   | Neil Hawkins, Chair<br>June Barlow, Treasurer<br>Marilyn Hawkins, Secretary<br>Sybil Halfpenny (resigned 12 December 2020)<br>Matt Wilcox<br>Kathleen Williamson<br>Marion Derbyshire<br>Candida Yaseemin Chetwynd |
| <b>Principal Office</b>            | Community Drive<br>Smallthorne<br>Stoke-on-Trent<br>Staffordshire<br>ST6 1QE   |
| <b>Charity Registration Number</b> | 1152003  |
| <b>Independent Examiner</b>        | Daryl Denson ACMA<br>Independent Examiner<br>VAST<br>The Dudson Centre<br>Hope Street<br>Hanley<br>Staffordshire<br>ST1 5DD  |

# **The Smallthorne Community Centre CIO**

## **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

### **Objectives and activities**

#### ***Objects and aims***

The Smallthorne Community CIO trustees will develop the community centre for the benefit of the local community of Smallthorne and the surrounding area, together with other voluntary and residents groups, without distinction of age, sex, sexual orientation, race, political, religious or other opinions, to provide an open and inclusive facility in the interests of social welfare, recreation and leisure time occupation with the object of improving community well being. We aim to provide a financially self sustaining facility, expanding the usage of the centre by local community groups, individuals, and agencies in the future through events, activities and meetings.

The aims of the charity are:

- To provide room hire, human resources and services for education and training.
- To provide room hire, human resources and services for groups which deal with the advancement of health.
- To provide room hire, human resources and services for groups concerned with amateur sports.
- To provide recreational activities to the local community.

#### ***Objectives, strategies and activities***

We provide a venue for low cost private hire for parties, community groups such as R.V.S., keep fit, toddler groups, bowls, friendship clubs and dance groups.

We recruit and train volunteers from the local community to run the social society and support those wishing to obtain employment, allowing them to gain experience in customer service, project delivery and management, social skills and recreational skills.

We have a drop in centre where our local residents association together with our councillor and the local police hold weekly surgeries for local residents who may have issues to report. The Citizens Advice Potteries Moneywise team also hold drop-in surgeries offering free advice to local residents.

#### ***Public benefit***

The Smallthorne Community Centre CIO hosts a number of recreational and other activities at an affordable cost, allowing an economically and socially deprived area to have access to low cost recreational, educational, health related and social inclusive activities, as well as the offices for weekly "open surgeries" with our local councillor and a "drop in centre" for local residents to report areas of concern to the local police force.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### ***Use of volunteers***

All of the trustees perform voluntary work for the charity, as well as a number of other volunteers from within the community. Volunteers contribute an average of 120 hours per week and their main roles are to make and sell refreshments, cleaning, fundraising, organising and hosting bingo sessions, caretaking duties and supervision of groups using the community hall.

# **The Smallthorne Community Centre CIO**

## **Trustees' Report**

### **Achievements and performance**

Sadly during the financial year Sybil Halfpenny passed away on 13 December 2020.

It has been a very difficult year owing to the Covid pandemic and we have had to comply with government guidelines to protect our local community. However, from December 2020 when the vaccine rollout began, we have worked with our local NHS partners to provide a vaccination centre for residents of the North of the city of Stoke-on-Trent.

Once some restrictions were lifted we were able to facilitate small groups to restart their community activities. We have taken this time to carry out some garden renovations and improvements.

We have been unable to carry out events such as weddings and parties due to restrictions. No committee meetings have taken place during this financial year, however trustees have kept up to date with any developments.

### **Financial review**

#### ***Policy on reserves***

The trustees decided to adapt their policy on reserves to hold higher reserves for future property repairs, as it is anticipated that the number of repairs for which the charity is responsible, due to leasehold commitments, will increase in the near future. Therefore the charity aims to hold reserves of £70,000 for potential property repairs, plus one year of expenses of approximately £20,000, making a total of £90,000. As at 31 March 2021, the charity had unrestricted free reserves of £207,098 (2020: £193,513) which is in excess of the policy and is likely to be spent on the property in due course.

### **Structure, governance and management**

#### ***Nature of governing document***

The Charity is governed by its Constitution of Charitable Incorporated Organisation dated 1st March, 2013.

#### ***Recruitment and appointment of trustees***

The trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees all of whom have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

#### ***Induction and training of trustees***

Once inducted a new trustee is assigned a mentor who is an existing trustee. The new trustee will receive training in health and safety issues and any other legal issues which affect the running of the community centre. The new trustee will also be briefed in the latest financial position of the charity and will have the opportunity to examine financial records in order to gain an insight into the direction of the charity.

# **The Smallthorne Community Centre CIO**

## **Trustees' Report**

### **Relationships with related parties**

#### **Smallthorne Social Society CIC**

Smallthorne Social Society CIC works closely with The Smallthorne Community Centre CIO by providing a bar service to events organised and hosted by The Smallthorne Community Centre CIO within the Community Hall. The Smallthorne Community Centre CIO provided Smallthorne Social Society CIC with initial funding to establish the bar by providing stock and the payment of other invoices. As well as paying back this initial loan, Smallthorne Social Society CIC also pays £500 per annum to The Smallthorne Community Centre CIO, as well as a donation consisting of the profits which the Smallthorne Social Society CIC made during the previous financial year.

### **Major risks and management of those risks**

The main risks we face are keeping on top of repairs and maintenance of the building. During the year we have been fortunate in recruiting three more regular volunteers. In November 2018 we appointed a new trustee and we will be looking to obtain grant funding to enable us to make some improvements to the centre.

The annual report was approved by the trustees of the charity on 10/12/21 and signed on its behalf by:



Marilyn Hawkins  
Trustee

## **The Smallthorne Community Centre CIO**

### **Independent Examiner's Report to the trustees of The Smallthorne Community Centre CIO**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 6 to 14.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of The Smallthorne Community Centre CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the The Smallthorne Community Centre CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Smallthorne Community Centre CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



.....  
Daryl Denson ACMA  
Independent Examiner

VAST  
The Dudson Centre  
Hope Street  
Hanley  
Staffordshire  
ST1 5DD

Date: 15/12/2021  
.....

## The Smallthorne Community Centre CIO

### Statement of Financial Activities for the Year Ended 31 March 2021

|                                    | Note | Unrestricted<br>funds<br>£ | Total<br>2021<br>£ |
|------------------------------------|------|----------------------------|--------------------|
| <b>Income and Endowments from:</b> |      |                            |                    |
| Donations and legacies             | 2    | 20,956                     | 20,956             |
| Charitable activities              | 3    | <u>2,696</u>               | <u>2,696</u>       |
| Total Income                       |      | <u>23,652</u>              | <u>23,652</u>      |
| <b>Expenditure on:</b>             |      |                            |                    |
| Charitable activities              | 4    | <u>(12,989)</u>            | <u>(12,989)</u>    |
| Total Expenditure                  |      | <u>(12,989)</u>            | <u>(12,989)</u>    |
| Net movement in funds              |      | 10,663                     | 10,663             |
| <b>Reconciliation of funds</b>     |      |                            |                    |
| Total funds brought forward        |      | <u>193,513</u>             | <u>193,513</u>     |
| Total funds carried forward        | 13   | <u>204,176</u>             | <u>204,176</u>     |
|                                    | Note | Unrestricted<br>funds<br>£ | Total<br>2020<br>£ |
| <b>Income and Endowments from:</b> |      |                            |                    |
| Donations and legacies             | 2    | 5,537                      | 5,537              |
| Charitable activities              | 3    | <u>23,644</u>              | <u>23,644</u>      |
| Total Income                       |      | <u>29,181</u>              | <u>29,181</u>      |
| <b>Expenditure on:</b>             |      |                            |                    |
| Charitable activities              | 4    | <u>(20,385)</u>            | <u>(20,385)</u>    |
| Total Expenditure                  |      | <u>(20,385)</u>            | <u>(20,385)</u>    |
| Net movement in funds              |      | 8,796                      | 8,796              |
| <b>Reconciliation of funds</b>     |      |                            |                    |
| Total funds brought forward        |      | <u>184,717</u>             | <u>184,717</u>     |
| Total funds carried forward        | 13   | <u>193,513</u>             | <u>193,513</u>     |

All of the charity's activities derive from continuing operations during the above two periods.

# The Smallthorne Community Centre CIO

**(Registration number: 1152003)**  
**Balance Sheet as at 31 March 2021**

|   | Note | 2021<br>£             | 2020<br>£             |
|---|------|-----------------------|-----------------------|
| <b>Fixed assets</b>                                   |      |                       |                       |
| Tangible assets                                       | 9    | 54,166                | 54,702                |
| <b>Current assets</b>                                 |      |                       |                       |
| Debtors   | 10   | 2,363                 | 7,008                 |
| Cash at bank and in hand                              | 11   | <u>148,722</u>        | <u>132,328</u>        |
|   |      | 151,085               | 139,336               |
| <b>Creditors: Amounts falling due within one year</b> | 12   | <u>(1,075)</u>        | <u>(525)</u>          |
| <b>Net current assets</b>                             |      | <u>150,010</u>        | <u>138,811</u>        |
| <b>Net assets</b>                                     |      | <u><u>204,176</u></u> | <u><u>193,513</u></u> |
| <b>Funds of the charity:</b>                          |      |                       |                       |
| <b>Unrestricted income funds</b>                      |      |                       |                       |
| Unrestricted funds                                    |      | <u>204,176</u>        | <u>193,513</u>        |
| <b>Total funds</b>                                    | 13   | <u><u>204,176</u></u> | <u><u>193,513</u></u> |

The financial statements on pages 6 to 15 were approved by the trustees, and authorised for issue on 19/12/21... and signed on their behalf by:

  
Marilyn Hawkins  
Trustee



# **The Smallthorne Community Centre CIO**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **1 Accounting policies**

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### **Basis of preparation**

The Smallthorne Community Centre CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Exemption from preparing a cash flow statement**

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income; it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### **Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Investment income**

Interest received on bank deposits is recognised as it is earned.

#### **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.

# **The Smallthorne Community Centre CIO**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **Charitable activities**

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.

### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### **Governance costs**

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.

### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

### **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.

### **Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>                          | <b>Depreciation method and rate</b>   |
|---|---|
| Kitchen Extension and Property Improvements | 0% - the residual value is not materially different from the carrying value of the asset. |
| Fixtures, Fittings and Equipment            | 15% - on a reducing balance basis.  |

### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of is established when there is objective evidence that the will not be able to collect all amounts due according to the original terms of the receivables.

# **The Smallthorne Community Centre CIO**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### **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.

## **2 Income from donations and legacies**

|   | <b>Unrestricted<br/>funds<br/>General<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|---|---|-----------------------------|
| Donations and legacies;                               |   |                             |
| Donations from individuals                            | 184   | 184                         |
| Grants, including capital grants;                     |   |                             |
| Government grants                                     | 20,772  | 20,772                      |
|   | <u>20,956</u>                                   | <u>20,956</u>               |
|   | <b>Unrestricted<br/>funds<br/>General<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
| Donations and legacies;                               |   |                             |
| Donations from companies, trusts and similar proceeds | 4,755   | 4,755                       |
| Donations from individuals                            | 782   | 782                         |
|   | <u>5,537</u>                                    | <u>5,537</u>                |

## **3 Income from charitable activities**

|                                     | <b>Unrestricted<br/>funds<br/>General<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|-------------------------------------|---|-----------------------------|
| Room Hire                           | 2,196   | 2,196                       |
| Rental of Bar to Smallthorne SS CIC | 500   | 500                         |
|                                     | <u>2,696</u>                                    | <u>2,696</u>                |

## The Smallthorne Community Centre CIO

### Notes to the Financial Statements for the Year Ended 31 March 2021

|                                     | Unrestricted<br>funds<br>General<br>£ | Total<br>2020<br>£ |
|-------------------------------------|---------------------------------------|--------------------|
| Room Hire                           | 4,863                                 | 4,863              |
| Saturday Dance                      | 6,139                                 | 6,139              |
| Membership                          | 1,425                                 | 1,425              |
| Rental of Bar to Smallthorne SS CIC | 500                                   | 500                |
| Raffle                              | 1,411                                 | 1,411              |
| Bingo                               | 1,616                                 | 1,616              |
| Refreshments                        | 1,270                                 | 1,270              |
| Table Top Sales                     | 75                                    | 75                 |
| Clubs                               | 6,345                                 | 6,345              |
|                                     | <u>23,644</u>                         | <u>23,644</u>      |

# The Smallthorne Community Centre CIO

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 4 Expenditure on charitable activities

|   | Activity<br>undertaken<br>directly<br>£ | 2021<br>£     |
|---|---|---------------|
| Utilities                                   | 850                                     | 850           |
| Telephone & Internet                        | 848                                     | 848           |
| PRS Licence                                 | 135                                     | 135           |
| Cleaning                                    | 1,053                                   | 1,053         |
| Insurance                                   | 873                                     | 873           |
| Repairs & Renewals                          | 3,927                                   | 3,927         |
| Office Expenses                             | 17                                      | 17            |
| Equipment                                   | 320                                     | 320           |
| Security Services                           | 432                                     | 432           |
| Depreciation Charge                         | 537                                     | 537           |
| Sundries                                    | 468                                     | 468           |
| Waste                                       | 818                                     | 818           |
| Donations                                   | 1,000                                   | 1,000         |
| Independent Examination                     | 550                                     | 550           |
| Donations to Smallthorne Social Society CIO | 1,161                                   | 1,161         |
|   | <u>12,989</u>                           | <u>12,989</u> |
|   | Activity<br>undertaken<br>directly<br>£ | 2020<br>£     |
| Utilities                                   | 6,659                                   | 6,659         |
| Telephone & Internet                        | 740                                     | 740           |
| PRS Licence                                 | 552                                     | 552           |
| Cleaning                                    | 1,495                                   | 1,495         |
| Insurance                                   | 1,630                                   | 1,630         |
| Organist                                    | 3,590                                   | 3,590         |
| Repairs & Renewals                          | 788                                     | 788           |
| Office Expenses                             | 716                                     | 716           |
| Equipment                                   | 184                                     | 184           |
| Rates                                       | 225                                     | 225           |
| Security Services                           | 392                                     | 392           |
| Depreciation Charge                         | 632                                     | 632           |
| Sundries                                    | 305                                     | 305           |
| Waste                                       | 844                                     | 844           |
| Donations                                   | 20                                      | 20            |
| Independent Examination                     | 525                                     | 525           |
| Bingo & Raffle Prizes                       | 802                                     | 802           |
| Refreshments                                | 286                                     | 286           |
|   | <u>20,385</u>                           | <u>20,385</u> |

# **The Smallthorne Community Centre CIO**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **5 Analysis of governance and support costs**

#### **Governance costs**

|   | <b>Unrestricted<br/>funds<br/>General<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|---|---|-----------------------------|
| Independent examiner fees               |   |                             |
| Examination of the financial statements | 550   | 550                         |
|   | <u>550</u>                                      | <u>550</u>                  |
|   | <b>Unrestricted<br/>funds<br/>General<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
| Independent examiner fees               |   |                             |
| Examination of the financial statements | 525   | 525                         |
|   | <u>525</u>                                      | <u>525</u>                  |

### **6 Government grants**

During the financial period the charity received £20,772 in Covid support grants from Stoke-on-Trent City Council (2020: £nil)

The amount of grants recognised in the financial statements was £20,772 (2020 - £Nil).

There were no conditions or other contingencies attached to this grant.

### **7 Trustees remuneration and expenses**

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

### **8 Taxation**

The charity is a registered charity and is therefore exempt from taxation.

# The Smallthorne Community Centre CIO

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 9 Tangible fixed assets

|                       | Bar fixtures,<br>fittings and<br>equipment<br>£ | Total<br>£ |
|-----------------------|---|------------|
| <b>Cost</b>           |   |            |
| At 1 April 2020       | 65,704  | 65,704     |
| At 31 March 2021      | 65,704  | 65,704     |
| <b>Depreciation</b>   |   |            |
| At 1 April 2020       | 11,538  | 11,538     |
| At 31 March 2021      | 11,538  | 11,538     |
| <b>Net book value</b> |   |            |
| At 31 March 2021      | 54,166  | 54,166     |
| At 31 March 2020      | 54,166  | 54,166     |

### 10 Debtors

|               | 2021<br>£    | 2020<br>£    |
|---------------|--------------|--------------|
| Prepayments   | -            | 1,008        |
| Other debtors | 2,363        | 6,000        |
|               | <u>2,363</u> | <u>7,008</u> |

### 11 Cash and cash equivalents

|              | 2021<br>£      | 2020<br>£      |
|--------------|----------------|----------------|
| Cash on hand | 1,594          | 1,143          |
| Cash at bank | 147,128        | 131,185        |
|              | <u>148,722</u> | <u>132,328</u> |

### 12 Creditors: amounts falling due within one year

|          | 2021<br>£ | 2020<br>£ |
|----------|-----------|-----------|
| Accruals | 1,075     | 525       |

## The Smallthorne Community Centre CIO

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 13 Funds

##### Unrestricted funds

|                           | Balance at 1<br>April 2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>March 2021<br>£ |
|---------------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
| <b>Unrestricted funds</b> |                                 |                            |                            |                                  |
| <b>General</b>            |                                 |                            |                            |                                  |
| Unrestricted Funds        | <u>193,513</u>                  | <u>23,652</u>              | <u>(12,989)</u>            | <u>204,176</u>                   |
|                           | Balance at 1<br>April 2019<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>March 2020<br>£ |
| <b>Unrestricted funds</b> |                                 |                            |                            |                                  |
| <b>General</b>            |                                 |                            |                            |                                  |
| Unrestricted Funds        | <u>184,717</u>                  | <u>29,181</u>              | <u>(20,385)</u>            | <u>193,513</u>                   |

#### 14 Related party transactions

During the year the charity made the following related party transactions:

##### **Smallthorne Social Society CIC**

The Smallthorne Community Centre CIO works closely with Smallthorne Social Society CIC. The Charity made an initial loan to the Smallthorne Social Society CIC when it commenced trading and this amount will be paid back in due course. A further loan was made in this financial period, to support the CIC during lockdown. Smallthorne Social Society CIC rents the bar within the community centre which they pay the Charity £500 per annum for and donates any profits it makes to the Charity.

During the period Smallthorne Social Society CIC received a loan of £5,000 from Smallthorne Community Centre CIO alongside a donation to cover wage expenses incurred not covered by the Coronavirus Job Retention Scheme.

At the balance sheet date the amount due from Smallthorne Social Society CIC was £2,363 (2020 - £6,000).