



## **Birkdale Community Hub and Library**

### **FINANCIAL STATEMENTS AND TRUSTEES REPORT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

# **Birkdale Community Hub and Library**

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# **Birkdale Community Hub and Library**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2022**

<b>Trustees:</b>	Mr A R Gadd	- appointed 1 April 2022
	Mrs W J Hewitt	- appointed 23 March 2022
	Mrs J Ives	- appointed 23 March 2022
	Dr J P Margham	(Chair)
	Mrs R E Morris	- appointed 23 March 2022
	Mr K B Wallis	- appointed 23 March 2022
	Mr A D Webb	

<b>Treasurer:</b>	Mr A R Gadd	- appointed 1 April 2022
	Mrs S Moss	- resigned 31 March 2022

<b>Secretary:</b>	Mrs W J Hewitt	- appointed 23 March 2022
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<b>Charity number:</b>	1153611
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<b>Charity Address:</b>	2 Liverpool Road Birkdale Southport PR8 4AR
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<b>Charity Website:</b>	<a href="https://thestationmastershouse.co.uk/">https://thestationmastershouse.co.uk/</a>
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<b>Independent Examiners:</b>	Lifestyles Accountancy Limited 39 Kirklees Road Southport PR8 4RB
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<b>Solicitors:</b>	Hill Dickinson LLP No. 1 St. Paul's Square Liverpool L3 9SJ
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<b>Bankers:</b>	Barclays Bank 265-267 Lord Street Southport PR8 1PD
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# **Birkdale Community Hub and Library**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2022**

The trustees submit their annual report and financial statements for the year ended 30 September 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2005 in preparing the annual report and financial statements of the charity.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The organisation is a Charitable Incorporated Organisation (CIO) which was registered on 2 September 2013 and amended to a CIO association on 8 February 2022. It is governed by its Constitution.

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

The board seeks to achieve a balance of skills and experience amongst the trustees. In order to maintain this, the board reviews its skill and experience mix each year and seeks to recruit new trustees when necessary.

There must be at least 4 charity trustees serving at any one time and the maximum number of trustees is 9.

In appointing trustees due consideration is given to ensuring that the trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law. In order to retain our relevance to the needs of the community, we also look to recruit trustees with active experience and first-hand involvement in the sector.

At each AGM of the charity one third of the charity trustees shall retire from office by rotation (or the nearest to one third if not directly divisible by 3). Those having served longest shall be first to retire.

### **Trustee induction and training**

The current board of trustees will provide any new trustee with an overview of the timetable of board meetings, copies of the recent minutes of meetings, the constitution, the recent reports and accounts and explain their general and specific responsibilities.

Ongoing training is provided by the board of trustees as and when the need arises.

### **Risk management**

The trustees are aware of the major risks to which the charity is exposed to and have plans in place to mitigate these as far as possible. A full risk review is planned by the trustees to ensure that all known risks are mitigated as effectively as possible.

# **Birkdale Community Hub and Library**

## **TRUSTEES' REPORT (continued)**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2022**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objects of the charity**

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The charitable objects are:

- to advance the education of the public by fostering lifelong learning, including digital learning, in particular but not exclusively through the provision of books, computers and the internet;
- to create opportunities to volunteer and make friends, helping to improve mental health and well-being; and
- to provide facilities in the interest of social welfare for recreation and leisure time with the objective of improving the conditions of life for the residents of birkdale and the surrounding area.

#### **ACHIEVEMENTS AND PERFORMANCE**

The financial year began with the library at the Station Master's House open on two days a week and by the end of September 2022, it was opening 6 days each week. The increase in number of volunteers during this time reflected the expansion of the use of the facility.

In parallel, the occupation of rooms, for 3 days a week, at the Birkdale Methodist Church where excess books are stored and the sale of those volumes not considered relevant or suitable for the library is administered.

As the year progressed income rose substantially, the main sources being the Sale of Books £5,442, the 200Plus Club £5,439, Room Hire and Classes £3,151 and Functions and Fund Raising £2,703. Donations to the BCHL amounted to £754.

The hard work of the Trustees, Managers and Volunteers was reflected in the above figures and it is predicted that these numbers will increase in the coming year 2022-23.

The change from last year, when the majority of the period was taken up finishing the premises is shown in the costs incurred.

The loss for the year of £8,355 is considered to be acceptable by the Trustees, in view of the limited use in the early months and the necessity to purchase various items which were considered to be needed at the start of the process. Included in the costs were £1,670 prizes from the 200Plus Club.

In July the number of Library Members passed 1,000 and there is obviously support for the operation from the local residents.

# **Birkdale Community Hub and Library**

## **TRUSTEES' REPORT (continued)**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2022**

#### **FINANCIAL REVIEW**

During the year the charity received income of £18,912 (2021 - £74,584) and spent £27,267 (2021 - £64,218). The current year representing the first full year of the charity being open to the general public whilst last year was the final year of major renovation works. At the end of the year the total reserves held by the charity were £63,621 (2021 - £71,976), of which £25,768 was held for restricted purposes.

#### **Reserves policy**

The Charity's policy on reserves is to generate and maintain a balance which is sufficient:

- to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income; and
- to enable the Charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves which are at least 3 months of its annual costs.

As at 31 August 2022, 3 months costs were calculated to be £6,817, whilst the amount held in free reserves was £27,801. The trustees appreciate that this level is in excess of what is immediately needed but is deemed appropriate for the year since they are still looking to invest in the future of the charity.

#### **PLANS FOR FUTURE PERIODS**

##### **General plans**

The budget for the coming year has been set to be attainable without being too optimistic, it is predicted that the operation will still lose money, but that the income will build gradually to levels that can sustain the charity given the current reserves to hand.

In the coming year, the charity will apply for a grant to cover the "Warm Spaces" initiative from December until March and consider releasing a quarterly publication about the Hub and the Village in general, which although being broadly neutral in terms of revenue, will highlight the work of the Library.

# **Birkdale Community Hub and Library**

## **TRUSTEES' REPORT (continued)**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2022**

#### **REMUNERATION OF TRUSTEES**

All trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by trustees in promoting the purposes of the Charity are reimbursed at cost.

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- a. select suitable accounting policies and apply them consistently;
- b. observe the methods and principals in the Charities SORP;
- c. make judgements and estimates that are reasonable and prudent;
- d. state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- e. prepare the financial statements on a 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 Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 23 March 2023 and signed on its behalf by:



Dr J P Margham -trustee

# **Birkdale Community Hub and Library**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BIRKDALE COMMUNITY HUB AND LIBRARY**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2022**

We report on the financial statements of the charity for the year ended 30 September 2022, which are set out on pages 7 to 14.

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

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- (i) examine the accounts under section 145 of the Charities Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- (iii) to state whether particular matters have come to our attention.

#### **Basis of independent examiner's statement**

Our examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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

In connection with our examination, no matter has come to our attention:

- a) which gives us reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Daniel Styles (Independent examiner)**  
for and on behalf of Lifestyles Accountancy Limited

**Dated:** 24 April 2023



# Birkdale Community Hub and Library

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income:					
Donations and gifts	2	6,824	-	6,824	7,160
Grant income	2	600	-	600	63,669
Fundraising income	2	1,186	-	1,186	187
Other income	2	10,285	-	10,285	3,568
Investment income	3	17	-	17	-
<b>TOTAL INCOMING RESOURCES</b>		<b>18,912</b>	<b>-</b>	<b>18,912</b>	<b>74,584</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	4	24,319	90	24,409	62,340
Raising funds	5	2,758	-	2,758	1,778
Governance	6	100	-	100	100
<b>TOTAL RESOURCES EXPENDED</b>		<b>27,177</b>	<b>90</b>	<b>27,267</b>	<b>64,218</b>
<b>NET (OUTGOING) / INCOMING RESOURCES FOR THE YEAR</b>		<b>(8,265)</b>	<b>(90)</b>	<b>(8,355)</b>	<b>10,366</b>
Fund transfers	10	-	-	-	-
Fund balances at 1 October 2021		46,118	25,858	71,976	61,610
Fund balances at 30 September 2022		<b>37,853</b>	<b>25,768</b>	<b>63,621</b>	<b>71,976</b>

The notes on pages 9 - 14 form part of these financial statements.

# Birkdale Community Hub and Library

## BALANCE SHEET

AS AT 30 SEPTEMBER 2022

	Notes	Total funds 2022 £	Total funds 2021 £
FIXED ASSETS			
Computer equipment	8	2,852	5,702
Equipment and furniture		7,200	10,040
		<u>10,052</u>	<u>15,742</u>
CURRENT ASSETS			
Cash at bank and in hand		53,669	56,334
		<u>53,669</u>	<u>56,334</u>
CURRENT LIABILITIES			
Accruals		100	100
		<u>100</u>	<u>100</u>
NET CURRENT ASSETS		<u>53,569</u>	<u>56,234</u>
TOTAL NET ASSETS		<u><u>63,621</u></u>	<u><u>71,976</u></u>
FUNDS			
Restricted funds	9 & 10	25,768	25,858
Unrestricted funds		37,853	46,118
TOTAL FUNDS		<u><u>63,621</u></u>	<u><u>71,976</u></u>

Approved and signed on behalf of the board on 23 March 2023 by:

  
.....  
Dr J P Margham -trustee

The notes on pages 9 - 14 form part of these financial statements.

# Birkdale Community Hub and Library

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2022

#### 1 ACCOUNTING POLICIES

##### a Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the FRSSE Statement of Recommended Practice (FRSSE SORP), "Accounting and Reporting by Charities" published in March 2015.

##### b Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements where relevant.

##### c Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. No amounts are included in the financial statements for services donated by volunteers.

##### d Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management costs. Management and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

##### e Fixed assets and depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer Equipment	33% straight line
Equipment and Furniture	25% straight line

# Birkdale Community Hub and Library

## NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2022

### 2 VOLUNTARY INCOME

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Donations and gifts:</b>				
Donations received	754	-	<b>754</b>	1,108
Gift aid recovered	187	-	<b>187</b>	502
Friends subscriptions	444	-	<b>444</b>	468
200+ club	5,439	-	<b>5,439</b>	5,082
<b>Grant income:</b>				
Grants received	600	-	<b>600</b>	63,669
<b>Fundraising income:</b>				
Open days at SMH	-	-	-	187
Other	1,186	-	<b>1,186</b>	-
<b>Other income:</b>				
Room hire	2,748	-	<b>2,748</b>	835
Book sales	5,442	-	<b>5,442</b>	1,814
Functions	1,525	-	<b>1,525</b>	-
Classes	403	-	<b>403</b>	-
Online sales	40	-	<b>40</b>	331
Printing	127	-	<b>127</b>	-
Council tax refund	-	-	-	588
	<b>18,895</b>	<b>-</b>	<b>18,895</b>	<b>74,584</b>

### 3 INVESTMENT INCOME

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest received	17	-	<b>17</b>	-
	<b>17</b>	<b>-</b>	<b>17</b>	<b>-</b>

# Birkdale Community Hub and Library

## NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2022

### 4 COSTS OF CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Administration costs:</b>				
Accountancy fees	-	-	-	1,600
BMC costs	2,197	-	<b>2,197</b>	-
Insurance	1,310	-	<b>1,310</b>	1,233
Digital costs	2,417	-	<b>2,417</b>	279
TV, telephone and internet	1,006	-	<b>1,006</b>	1,134
Lottery licence	20	-	<b>20</b>	20
Miscellaneous costs	83	-	<b>83</b>	263
Postage and stationery	299	-	<b>299</b>	112
Refreshments	1,171	-	<b>1,171</b>	-
<b>Property costs:</b>				
Professional and survey fees	-	-	-	1,143
Leasehold improvements	4,159	90	<b>4,249</b>	40,361
Library room costs	-	-	-	1,494
Library section costs	-	-	-	3,612
Sundry opening costs	-	-	-	2,231
Annual maintenance charges	-	-	-	1,172
Security costs	560	-	<b>560</b>	-
Repairs and renewals	522	-	<b>522</b>	257
Electricity and water	1,142	-	<b>1,142</b>	1,034
Cleaning and PPE	1,180	-	<b>1,180</b>	199
<b>Support costs:</b>				
Bank charges	-	-	-	1
Books	1,031	-	<b>1,031</b>	-
DBS costs	600	-	<b>600</b>	-
Depreciation	6,366	-	<b>6,366</b>	6,195
Function costs	256	-	<b>256</b>	-
	<b>24,319</b>	<b>90</b>	<b>24,409</b>	<b>62,340</b>

# Birkdale Community Hub and Library

## NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2022

### 5 COSTS OF RAISING FUNDS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
200+ club prizes	1,670	-	1,670	1,580
Advertising	1,088	-	1,088	51
Packaging for book sales	-	-	-	147
	<u>2,758</u>	<u>-</u>	<u>2,758</u>	<u>1,778</u>

### 6 GOVERNANCE COSTS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Independent examination	100	-	100	100
	<u>100</u>	<u>-</u>	<u>100</u>	<u>100</u>

### 7 TRUSTEES REMUNERATION

No trustee received any remuneration throughout the year.

# Birkdale Community Hub and Library

## NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2022

### 8 TANGIBLE FIXED ASSETS

	Computer Equipment £	Equipment & Furniture £	Total £
<b>COST OR VALUATION</b>			
At 30 September 2021	8,550	13,387	21,937
Additions	-	676	676
At 30 September 2022	8,550	14,063	22,613
<b>DEPRECIATION</b>			
At 30 September 2021	2,848	3,347	6,195
Charge for the year	2,850	3,516	6,366
At 30 September 2022	5,698	6,863	12,561
<b>NET BOOK VALUE</b>			
At 30 September 2022	<b>2,852</b>	<b>7,200</b>	<b>10,052</b>
At 30 September 2021	5,702	10,040	15,742

### 9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Tangible fixed assets	10,052	-	<b>10,052</b>	15,742
Current assets	27,901	25,768	<b>53,669</b>	56,334
Current liabilities	(100)	-	<b>(100)</b>	-
	<b>37,853</b>	<b>25,768</b>	<b>63,621</b>	<b>72,076</b>

## Birkdale Community Hub and Library

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### FOR THE YEAR ENDED 30 SEPTEMBER 2022

#### 10 RESTRICTED FUNDS

	<b>Balance at 1 Oct 21 £</b>	<b>Resources Expended £</b>	<b>Transfer £</b>	<b>Balance at 30 Sep 22 £</b>
AfA for disabled access	25,858	(90)	-	<b>25,768</b>
	<u>25,858</u>	<u>(90)</u>	<u>-</u>	<u><b>25,768</b></u>

The restricted grant as shown above is for the furtherance of the charitable activities of the charity and is to cover the remaining cost of disabled access modifications to the property.