

HILL STREET YOUTH AND COMMUNITY CENTRE

TRUSTEES ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2021

**Charitable Incorporated Organisation
Registered number: 1156128**

HILL STREET YOUTH AND COMMUNITY CENTRE

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HILL STREET YOUTH AND COMMUNITY CENTRE

CHARITY INFORMATION

TRUSTEES:

Ian Bentielt
Jan Bowden
Rob Brock
Angela Cresswell
Ian Davis
Claire Edwards (Secretary)
Mark Gore
Priya Tek Kalsi
Stephen Richards (Chair and Treasurer)

CONTACT ADDRESS:

Hill Street
Rugby
CV21 2NB

WEBSITE:

www.hillstreetcentre.org

CHARITY REGISTERED NUMBER:

1156128

BANKERS:

Barclays Bank Plc
North Street
Rugby

OBJECTS: To further or benefit the residents of the Borough of Rugby, without distinction of age, sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

ACTIVITY: In furtherance of these objects but not otherwise, the trustees shall have power to establish or secure the establishment of a youth and community centre and to maintain or manage or co-operate with any statutory authority in the maintenance of such a centre for activities promoted by the charity in furtherance of the above objects.

HILL STREET YOUTH AND COMMUNITY CENTRE

Trustees' Annual Report for the year ended 31st March 2021

The trustees reported last year Covid-19 pandemic had curtailed the services of the charity and the operation of the centre from March 2020. It was hoped that services could recommence from September 2020. It could never have been envisaged that the situation would continue into the year 2021-22.

On 20th March 2020, the decision to close the Centre due to the outbreak was made and then enforced by the Government three days later. Although the Centre was officially closed, we continued to allow the NHS to run their emergency phlebotomy clinic within the sports hall of the Centre. Whilst some staff were placed on Furlough, other members of the staff worked from home and we were able to provide one to one and group sessions daily. As part of our future planning, our staff who remained working all undertook and completed significant training during this initial lockdown. A staged return to work commenced from July 2020, with a Centre reopening in September 2020 on reduced capacity, limited services and user groups as per Government guidelines.

The second enforced closure was announced on 4th November 2020. The Centre remained open to support NHS Phlebotomy Clinic but remained closed to everyone else. The delivery of online services continued but on a slightly reduced rate. Staff continued to prepare and deliver sessions right up to April 2021, when we began a staged 6-step process to reopen the Centre. In the current financial year there has been a steady build up in activity as health and safety measures permit. Youth services have restarted but in limited numbers. It is hoped that the Centre will be back at expected levels by January 2022.

To provide a safe environment £2,500 was spent providing sanitizing booths, thermometer checks, a waiting system, a one way through the building system, reduced room occupancy levels, PPE and considerable signage introduced in line with official guidelines and our own Covid-19 safety protocols. All staff that were operating out of the Centre undertook lateral flow testing 2/3 times a week to ensure maximum safety.

The charity was able to benefit from salary support from The Lottery Community Fund and the Government Coronavirus Job Retention Scheme and the Government Covid Business Support Scheme. Without these the Charity would have been under severe financial pressure.

The Charity is planning to rebuild the services to the community and implementing a new Youth Strategy. The Charity intends to purchase the freehold of the Centre and invest in an expansion to provide a dedicated youth hub.

I would like to express my thanks to the trustees and advisors who managed to continue meeting monthly via Zoom technology. Also our appreciation to the staff and volunteers for their support for the charity during a difficult 18 months.

The trustees regularly review the risks facing the Charity, identifying the types of risk present and the mitigating actions required to minimise them. Internal controls and policies have been established and are subject to amendment as and when necessary.

The Trustees consider the reserves are sufficient to ensure the charity is able to meet the funding required to operate the Centre on a day to day basis for the foreseeable future. Unrestricted Contingency Reserve Funds have been established to ensure sufficient funds are available to cover fluctuations in income, unexpected property maintenance costs, continuation of youth commissioned services and the capital development of the Centre. Grants and donations which have been received for specified purposes are designated 'Restricted' and are identified as a separate reserve on the balance sheet and full details of these are provided in the report.

The Charities Act requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charity at the end of the year and of the incoming and outgoing resources for the year. In preparing the financial statements the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare the financial statement on an ongoing basis unless it is inappropriate to presume the charity will continue its activities. The Trustees are responsible for keeping records which disclose with reasonable accuracy the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

A handwritten signature in black ink, appearing to read 'Stephen Richards', with a long horizontal flourish extending to the right.

Stephen Richards
Chair of Trustees
30th October 2021

**HILL STREET YOUTH AND COMMUNITY CENTRE
CHARITABLE INCORPORATED ORGANISATION REGISTERED NUMBER No. 1156128**

Independent Examiner's Report to the Trustees

I report on the accounts of the Hill Street Youth and Community Centre Association for the year ended 31st March 2021.

Respective Responsibilities of Trustees and Examiners

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is required. I am qualified to undertake the examination by virtue of being a practising member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility as Examiner :

To examine the accounts under Section 145 of the 2011 Act;
To follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145 (5) (b) of the 2011 Act and
To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report


My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect:

- a) The accounting records were not kept in accordance with section 130 of the 2011 Act; or
- b) The accounts did not accord with the accounting records; or
- c) The accounts did not comply with the applicable 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 to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.


T. J. ABREY FCA
Chartered Accountant
2 Swallow Close
Stratford upon Avon
CV37 6TT

Dated 15th November 2021

HILL STREET YOUTH AND COMMUNITY CENTRE**Charity No. 1156128****ANNUAL ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021****STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds	Restricted funds	Total funds	Prior year funds
	£	£	£	£
Incoming resources (Note 1)				
Income and endowments from:				
Donations and grants	46,340	134,732	181,072	106,248
Charitable activities	-	-	-	-
Hire of facilities	9,094	-	9,094	77,818
Salary recovery	13,618	-	13,618	9,593
Investments	266	-	266	166
Other	-	-	-	103
Total	69,318	134,732	204,050	193,928
Resources expended				
Expenditure on:				
Raising funds	251	-	251	239
Charitable activities (Note 4/14)	435	28,021	28,456	75,702
Salaries and wages (Note 5/14)	4,329	88,547	92,876	92,515
Centre running costs (Note 6)	18,734	-	18,734	29,547
Administrative expenses Note 7)	6,988	-	6,988	8,490
Other	-	-	-	-
Total	30,737	116,568	147,305	206,493
Net income/(expenditure) before investment	38,581	18,164	56,745	(12,565)
Net gains/(losses) on investments	-	-	-	-
Net income/(expenditure)	38,581	18,164	56,745	(12,565)
Extraordinary items	-	-	-	-
Other recognised gains/(losses):				
Other gains/(losses)	-	-	-	-
Net movement in funds	38,581	18,164	56,745	(12,565)
Reconciliation of funds:				
Total funds brought forward	57,866	8,503	66,369	78,934
Total funds carried forward	96,447	26,667	123,114	66,369

HILL STREET YOUTH AND COMMUNITY CENTRE

Charity No. 1156128

ANNUAL ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021

BALANCE SHEET 31st MARCH 2021

	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>funds</u> £	<u>Total this</u> <u>year</u> £	<u>Total prior</u> <u>year</u> £
<u>Fixed assets</u>				
Tangible assets (Note 4)	-	-	-	-
Investments (Note 4)	-	-	-	-
<u>Total fixed assets</u>	-	-	-	-
<u>Current assets</u>				
Debtors (Note 11)	6,808	-	6,808	8,183
Cash at bank and in hand (Note 12)	124,251	3,262	127,513	70,121
<u>Total current assets</u>	131,059	3,262	134,321	78,304
<u>Creditors: amounts falling due within one year</u> (Note 13)	7,272	3,935	11,207	11,935
<u>Net current assets</u>	123,787	- 673	123,114	66,369
<u>Total assets less current liabilities</u>	123,787	- 673	123,114	66,369
<u>Creditors: amounts falling due after one year</u>	-	-	-	-
<u>TOTAL NET ASSETS</u>	123,787	- 673	123,114	66,369
<u>Funds of the Charity</u>				
Restricted funds (Note 14)		26,667	26,667	8,503
Unrestricted funds	31,447		31,447	17,886
Unrestricted contingency reserve	65,000		65,000	40,000
<u>TOTAL FUNDS</u>	96,447	26,667	123,114	66,389



Signed by Stephen Richards
on behalf of all the trustees

Date: 7th October 2021

NOTES TO THE ACCOUNTS

Basis of preparation

- These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.
- The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) issued on 16th July 2014. And with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.
- The accounts present a true and fair view and are in accordance with the accounting policies adopted.
- No changes to accounting estimates have occurred in the reporting period.
- No material prior year error has been identified in the reporting period.

1. Income

- Income is included in the Statement of Financial Affairs when the charity is entitled to the resources and the monetary value can be measured with sufficient reliability.
- There has been no offsetting of assets and liabilities or income and expenditure.
- Grants and donations are only included SoFA when the income recognition criteria are met.
- The charity received no Government grants in the reporting period.
- Gift Aid receivable is included in income when there is a valid declaration from the donor.
- The value of voluntary help received is not included in the accounts but is described in the Trustees Annual Report.

2. Expenditure and Liabilities

- Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
- Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.
- No material item of deferred income has been included in the accounts.
- A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate to settle the obligation at the reporting date.
- The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS 102 SORP.

3. Assets

- The charity has no tangible or intangible fixed assets.
- The charity holds no investments other than bank deposit accounts.
- The charity has no stocks or work in progress.
- Debtors are measured on initial recognition or invoicing at the settlement amount. Subsequently they are measured at the cash or other consideration expected to be received.

4	<u>Expenditure on charitable activities</u>	<u>Unrestricted</u>	<u>Restricted</u>		
		<u>funds</u>	<u>funds</u>	<u>Total funds</u>	<u>Prior year</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
	As per note 14	435	28,021	28,456	75,702
5a	<u>Expenditure on salaries and wages</u>		<u>Year</u>		<u>Prior year</u>
	Salaries and wages		89,705		87,721
	Social security costs		2,580		4,162
	Pension costs		591		632
	Other employee benefits		0		0
			<u>92,876</u>		<u>92,515</u>
5b	<u>Average head count</u>				
	Charitable activities- full time staff		1		2
	Centre running costs - part time staff		5		4
			<u>6</u>		<u>6</u>
6	<u>Expenditure on centre running costs</u>				
	Cleaning		524		5,696
	Property maintenance		307		2,509
	Equipment maintenance and replacement		5,773		7,519
	Security		2,002		2,283
	Health & safety and Covid precautions		2,715		1,193
	Light, heat and water		3,190		6,204
	Waste		1,141		1,224
	Insurance		3,082		2,919
			<u>18,734</u>		<u>29,547</u>
7	<u>Expenditure on administrative expenses</u>				
	Professional fees		640		409
	Accountant review		575		525
	Website		124		215
	Printing postage and stationery		119		312
	Travel		34		81
	Telephone and broadband		2,081		1,873
	IT support		718		698
	Training		331		365
	Catering		0		197
	Licences		421		476
	Equipment rental		1,404		1,295
	Bank charges		128		220
	Miscellaneous		413		1,824
			<u>6,988</u>		<u>8,490</u>

8 Fees for examining the accounts

Independent examiner's fee for the year was £575

No other fees were paid to the independent examiner of the accounts

9 Transactions with Trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

Trustees were reimbursed expenses:	<u>Year</u>	<u>Prior year</u>
Travel	0	0
Other	0	303
	<u>0</u>	<u>303</u>

10 Transactions with related parties

There have been no related party transactions in the reporting period.

11 Debtors and prepayments

Debtors for hire of the centre	1,805	6,188
Grant claim	3,645	0
Restricted expenditure in advance	0	840
Prepayments and accrued income	1,358	1,155
	<u>6,808</u>	<u>8,183</u>

12 Cash at bank and in hand

Barclays bank deposit account	62,124	64,078
Barclays bank current account	11,836	5,858
Barclays Bank Big Lottery account	3,262	15
The Charity Bank	50,217	0
Petty cash	74	170
	<u>127,513</u>	<u>70,121</u>

13 Creditors and accruals

creditors - restricted expenditure	1,979	2,880
Centre hire in advance	3,508	187
Creditors	2,277	465
Accrued expenditure	1,488	2,221
Social security and pensions - restricted	1,956	6,182
	<u>11,208</u>	<u>11,935</u>

14 Movement in charity restricted funds

<u>Fund name</u>	<u>Funder</u>	<u>Purpose and restrictions</u>	<u>Brought forward</u>	<u>Received</u>	<u>Costs</u>	<u>Transfer</u>	<u>Carried forward</u>
Sam Davis memorial	Miscellaneous	Music studio	109	0	0	-109	0
Salary funding	Big Lottery/Furlough	Staff salaries	0	91,849	88,547	0	3,302
Youth Hub	BBC Children in Need	Youth clubs and activities	2,433	0	0	-2,433	0
Youth services	Inner Wheel and various	Youth clubs and activities	0	1,500	0	5,079	6,579
Youth holiday activities	Rugby Group Benevolent fund	Holiday activities	2,537	0	0	-2,537	0
Engage and Positive Pathways	Police and Crime Commissioner	Targeted support for young people	165	19,403	19,302	1,200	1,466
Parent & Child	Rugby Welfare Charity	Activities for parents and young children	348	0	348	0	0
Together Fitter	County Councillors	Physical and mental wellbeing sessions	1,710	0	0	0	1,710
Futures Brighter	County Councillors	Outbound experiences for autistic teens	1,200	0	0	-1,200	0
RISE	Rugby Group Benevolent fund	Youth recovery from Covid-19	0	10,000	0	0	10,000
Venus	County Councillors	Support for Autistic young people	0	1,980	1,980	0	0
Legacy 3	Edward Cadbury Trust	New dedicated youth hub	0	10,000	6,390	0	3,610
			<u>8,502</u>	<u>134,732</u>	<u>116,567</u>	<u>0</u>	<u>26,667</u>