

HILL STREET YOUTH AND COMMUNITY CENTRE

TRUSTEES ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2022

**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 Bentlett
Jan Bowden
Rob Brock
Angela Cresswell – resigned 31st May 2022
Ian Davis
Claire Edwards (Secretary)
Mark Gore
Priya Tek Kalsi – resigned 15th February 2022
Stephen Richards (Chair and Treasurer)
Sarah Thompson – appointed 10th December 2021

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 2022

The trustees reported last year that from April 2021 a process was commenced to reopen the centre following closures as a result of Covid-19. The delivery of online commissioned moved back to the centre and in May saw the start of a phased return of user groups, although at a lower rate than anticipated due to continued Covid-19 restrictions and to maintain social distancing with the centre Adult Community Learning classes restarted in September. Although significantly less than the pre Covid-19 income from hire for the year at £41,351 was very satisfactory.

The charity benefited 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 could have been under severe financial pressure.

The financial results for the year show a surplus of £56,475 of restricted and unrestricted funds ensures the charity moves forward in a strong position and able to reinvest in commissioned services moving out of Covid-19 restrictions and continuing to grow the charity.

Throughout the year protocols to maintain a Covid-19 safe environment were continued including thermometer checks and reduced room occupancy levels. All staff that were operating out of the Centre undertook lateral flow testing 2/3 times a week to ensure maximum safety.

In January 2022 the Charity completed the purchase of the freehold and land of the Hill Street Centre from Warwickshire County Council. This will ensure that this valuable asset is protected for the future benefit of the residents and community groups of Rugby. As a result of the purchase detailed planning and fundraising is taking place to provide the construction of a dedicated Youth Hub which will lead to the exciting expansion of services for young people.

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.

I would like to express my thanks to the trustees and advisors who managed to continue meeting monthly via Zoom technology until physical meetings could restart. Our appreciation to the staff and volunteers for their support for the charity during a difficult couple of years.

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

Stephen Richards
Chair of Trustees
2nd September 2022

**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 2022.

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 23rd October 2022

HILL STREET YOUTH AND COMMUNITY CENTRE

Charity No. 1156128

ANNUAL ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2022

STATEMENT OF FINANCIAL ACTIVITIES

	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total funds</u>	<u>Prior year</u> <u>funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Incoming resources (Note 1)</u>				
Income and endowments from:				
Donations and grants	16,843	146,203	163,046	181,072
Charitable activities	-	-	-	-
Hire of facilities	41,351	-	41,351	9,094
Salary recovery	10,703	-	10,703	13,618
Investments	346	-	346	266
Other	1	-	1	-
Total	69,244	146,203	215,447	204,050
<u>Resources expended</u>				
Expenditure on:				
Raising funds	251	-	251	251
Charitable activities (Note 4/14)	-	18,292	18,292	28,456
Salaries and wages (Note 5/14)	18,474	66,047	84,521	92,876
Centre running costs (Note 6)	13,043		13,043	18,734
Administrative expenses Note 7)	6,858		6,858	6,988
New youth hub build costs	7,717	3,610	11,327	-
Mortgage interest payable	786		786	-
Total	47,129	87,949	135,078	147,305
Net income before investment gains	22,115	58,254	80,369	56,745
Net gains/(losses) on investments	-	-	-	-
Net income	22,115	58,254	80,369	56,745
Extraordinary items	-	-	-	-
Other recognised gains/(losses):				
Other gains/(losses)	-	-	-	-
Net movement in funds	22,115	58,254	80,369	56,745
Reconciliation of funds:				
Total funds brought forward	96,447	26,667	123,114	66,369
<u>Total funds carried forward</u>	118,562	84,921	203,483	123,114

HILL STREET YOUTH AND COMMUNITY CENTRE

Charity No. 1156128

ANNUAL ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2022

BALANCE SHEET 31st MARCH 2022

	<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 3)	135,712	-	135,712	-
Investments (Note 3)	-	-	-	-
<u>Total fixed assets</u>	135,712	-	135,712	-
<u>Current assets</u>				
Debtors (Note 11)	11,340	-	11,340	6,808
Cash at bank and in hand (Note 12)	97,391	86,998	184,389	127,513
<u>Total current assets</u>	108,731	86,998	195,729	134,321
<u>Creditors: amounts falling due within one year</u> (Note 13)	1,554	2,077	3,631	11,207
<u>Net current assets</u>	107,177	84,921	192,098	123,114
<u>Total assets less current liabilities</u>	242,889	84,921	327,810	123,114
<u>Creditors: amounts falling due after one year</u>	-	-	-	-
Preferential creditor - Mortgage (Note 3)	124,327	-	124,327	-
<u>TOTAL NET ASSETS</u>	118,562	84,921	203,483	123,114
<u>Funds of the Charity</u>				
Restricted funds (Note 14)		84,921	84,921	26,667
Unrestricted funds	28,562		28,562	31,447
Unrestricted contingency reserve	90,000		90,000	65,000
<u>TOTAL FUNDS</u>	118,562	84,921	203,483	123,114



Signed by Stephen Richards
on behalf of all the trustees

Date: 2nd September 2022

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 other than Covid-19 support.
- 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.
- A mortgage secured on the freehold property was utilised to purchase the freehold. This is stated in the accounts as a preferential liability.
- 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 purchased the freehold of the centre and land in January 2022.

	<u>£</u>
Purchase price	135,000
Acquisition costs	13,712
Grant from Bernard Sunley Trust	(10,000)
Grant as a contribution to legal costs	<u>(3,000)</u>
<u>Freehold cost</u>	<u>135,712</u>

A mortgage from The Charity Bank is secured on the freehold property. For the purposes of the mortgage lender a valuation of the freehold was undertaken by George and Company (Surveyors) Limited. The valuation with vacant possession was £430,000.

- The charity holds no investments other than bank and building society 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 Expenditure on charitable activities

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Prior year</u>
	<u>£</u>	<u>£</u>	<u>£</u>
As per note 14	<u>0</u>	<u>18,292</u>	<u>28,456</u>

	<u>Year</u>	<u>Prior year</u>
5a <u>Expenditure on salaries and wages</u>		
Salaries and wages	81,624	89,705
Social security costs	2,784	2,580
Pension costs	113	591
Other employee benefits	0	0
	<u>84,521</u>	<u>92,876</u>

5b Average head count

Charitable activities- full time staff	2	1
Centre running costs - part time staff	3	5
	<u>5</u>	<u>6</u>

6 Expenditure on centre running costs

Cleaning	128	524
Property and ground maintenance	312	307
Equipment maintenance and replacement	1,321	5,773
Security	2,418	2,002
Health & safety and Covid precautions	210	2,715
Light, heat and water	4,930	3,190
Waste	704	1,141
Insurance	3,020	3,082
	<u>13,043</u>	<u>18,734</u>

7 Expenditure on administrative expenses

Professional fees	481	640
Accountant review	440	575
Website	106	124
Printing postage and stationery	177	119
Travel	267	34
Telephone and broadband	1,517	2,081
IT support	524	718
Training	0	331
Catering	95	0
Licences	423	421
Equipment rental	1,346	1,404
Bank charges	183	128
Miscellaneous	1,299	413
	<u>6,858</u>	<u>6,988</u>

8 Fees for examining the accounts

Independent examiner's fee for the year was £440

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.

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

10 Transactions with related parties

There have been no related party transactions

11 Debtors and prepayments

Debtors for hire of the centre	6,698	1,805
Grant claim	0	3,645
Restricted expenditure in advance	0	0
Prepayments and accrued income	4,642	1,358
	<u>11,340</u>	<u>6,808</u>

12 Cash at bank and in hand

Barclays bank deposit account	37,129	62,124
Barclays bank current account	11,701	11,836
Barclays Bank Big Lottery account	0	3,262
The Charity Bank	85,505	50,217
Hinkley and Rugby Building Society	50,053	0
Petty cash	1	74
	<u>184,389</u>	<u>127,513</u>

13 Creditors and accruals

Creditors - restricted expenditure	816	1,978
Centre hire in advance	0	3,508
Creditors	99	2,277
Accrued expenditure	1,455	1,488
Social security and pensions - restricted	1,261	1,956
	<u>3,631</u>	<u>11,207</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>Carried forward</u>
Engage and Positive Pathways	Police and Crime Commissioner	Targeted support for young people	1,466	19,062	17,045	3,483
Futures Bright	County Councillors 2019/21	Outbound experiences for autistic teens	0	1,200		1,200
Together Fitter	County Councillors 2019/20	Physical and mental wellbeing sessions	1,710			1,710
Salary funding	The Big lottery/ Furlough scheme	Staff salaries	3,302	81,219	84,521	0
RISE/Hype youth services	Rugby Group Benevolent Fund	Youth recovery from Covid-19	10,000			10,000
Legacy 3 fees	Edward Cadbury Trust	New dedicated youth hub	3,610		3,610	0
Legacy 3 new build	Heart of England	New dedicated youth hub	0	50,000		50,000
Freehold purchase	Bernard Sunley	Freehold purchase	0	10,000	10,000	0
Youth services	Sundry funders	Youth services	6,580		2,394	4,185
X Roads Open Access club	Severn Trent	Youth club	0	9,436	0	9,436
Choices drop in youth Club	Warwickshire County Council	Youth club	0	4,960	53	4,907
			<u>26,667</u>	<u>175,877</u>	<u>117,623</u>	<u>84,921</u>
			Per SOFA	156,203	97,949	
			Transfers	19,674	19,674	
				<u>175,877</u>	<u>117,623</u>	