

**REGISTERED CHARITY NUMBER: 1157025**

**THE GAP CHRISTIAN FAMILY CENTRE**

**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

Quest Chartered Management Accountants  
Trustees Report  
Branston Street  
Jewellery Quarter  
B18 6BA

## **THE GAP CHRISTIAN FAMILY CENTRE**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2022**

#### **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 year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

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 year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in
- the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to
- presume that the Charity will continue in operation.

**FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and which enable them to ensure that the financial statements comply with (applicable law, regulations and trust deed). 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.

Trustee

N Whateley

## **THE GAP CHRISTIAN FAMILY CENTRE**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

The trustees who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31st March 2021.

#### **Reference and Administrative Details**

Registered Charity Name:

THE GAP CHRISTIAN FAMILY CENTRE

Charity Registration Number: 1157025

Registered Office: Hargate Lane, West Bromwich, West Midlands, B71 1PH

#### **The Trustees**

The trustees who served the company during the year were as follows:

FOR THE YEAR ENDED 31 MARCH 2022

D McIntosh

R Deer

N Whateley

A Hopkins

#### **Structure, Governance and Management**

Operating independently from government and from its funders, Christian Youth & Community Trustees have responsibility for policy, the establishment of priorities and full financial, employment, financial and legal responsibility for the Trust and its activities, services and assets.

## Trustees Report

During the period of this report the charity has continued to recruit and strengthen its Board of Trustees, bringing a diverse skill set, knowledge of the sector and knowledge of the charity. The Board of Trustees throughout this year have continued to develop the governance of the charity and have continued to monitor and invest in the organisation's IT infrastructure, bringing the charity more up to date with technology and systems.

There have been no reportable incidents during this reporting period and the Board continues to ensure robust procedures are in place to safeguard the charity and its people.

The charity employs their CEO and a team of 4 part time staff. During the year the Charity has increased its volunteering opportunities and now has 33 volunteers registered with the charity.

From 1<sup>st</sup> May 2019, the charity has been operating under the new OFSTED regulatory framework.

The Charity operates from its core values:

- a passion for the family
- a passion to be welcoming to all
- a passion to empower people
- a passion for quality

The Board of Trustees continue to review the charity's financial procedures to ensure they are robust and fit for purpose. The Board of Trustees have reviewed their HR policies and procedures to ensure staff are protected, and their wellbeing is paramount to the organisation. The Board of Trustees Have completed the transition from our previous charity to this current operation and will seek in the coming months to dissolve the former.

Plans continue to progress towards an exciting building program to support our vision to build capacity and sustainability in delivering our play work and increasing community provision, with a change of architects' new plans have been submitted and the charity is awaiting planning consent.

We continue in the meantime to make improvements to our current build, transforming it into a therapeutic environment for everyone who accesses our services to benefit from.

During this report period our play team, were inspected by OFSTED who found the provision MET their requirements, unfortunately new Ofsted ratings for out of school provisions simply state whether you meet or do not meet their standards.

**Time2Play (providing a stimulating environment for children young people and communities to explore, grow and develop through play)**

Our Time2play service has, like many others wrap around services been negatively impacted by the pandemic and the now the rising cost of living but are ever more aware of the need for children and families to have quality provision to access.

The Play Team continue to provide a quality service to local families, including our wraparound, holiday play scheme provision, the team have developed a partnership with TPC therapy in Cheadle, who have and continue to provide professional development and mentoring for our play team, supporting our therapeutic approach to delivery and environment. This model is being extended across the whole organisation as we have seen an increase in support to those with low mental wellbeing.

The Time2play team are continuing to develop new and innovative ways of engaging local children and families with their offer including extending our offer to families that would not normally be able to access due to financial constraints.

The Time2Play team along with Time2connect and Time2buildup have been able to resume our community engagement initiatives this year following the restrictions of the pandemic, so In August 2022 will resumed our Community Play day, In October 2022 we will see our Annual Charity Ball return along with our Remembrance service in November and Christmas is a time to love in December.

## **Time2Connect (Connecting individuals, families, and Communities to create supportive networks)**

During this period, the charity was pleased to receive a development fund from Big Lottery Communities Fund. This has enabled the charity to recruit and employ a lead to develop our Time2Connect provision. This has proved to have a major impact upon the charity's offer to our local community. Our Time2connect lead has brought a wealth of experience in developing our catering within the charity. She has developed a relationship with FareShare and now sources about 80% of the produce the charity used from FareShare which reduces food wastage and is good news for our environment. This partnership has also meant that our children accessing time2play have enjoyed freshly cooked meals on site and have been exposed to foods they would not have had access to previous.

Any excess foods that are not used within our services are parcel up and Time2connect has continued its food parcel delivery service to some of the most vulnerable families within our community.

Our Time2Connect Lead has been busy throughout the year making meaningful connections within the community enabling the charity to support and receive support from other charity and agencies within the locality.

Time2Buildup (Empowering people through volunteering, student placement and work experience)

Our Time2buildup Lead, like our Time2Connect lead are funded via Big Lottery Communities Fund and currently we are seeking funding to continue the vital work that has begun.

As the tag line suggests our time2buildup service is all about empowering individuals and communities. Our charity has a proven history of community empowerment and has since being establish understood the concept of ABCD (Asset Based Community Development), but during this year has worked closely with our local Churches link agency to formally adopt the approach and train staff to understand the theory behind our approach.

Our Time2buildup lead works closely with our other thematic leads to ensure we provide the very best journey for our volunteers and placements.

In the past 12 months Time2buildup has achieved:

successfully recruited 15 volunteers taking our volunteer count to 33.

raised our hours of volunteering to on average around 170 hours per month.

Set up group and activities for volunteers to lead and develop including:

Parent and Toddler group which utilises 2 DBS checked volunteers supporting parents and children between the ages of 1 and 4, this role includes using the kitchen to prepare food and drinks as well as setting the room up safely and planning sessions such as crafts

Craft group have 2 volunteers, one to meet and greet, take payments and supporting people to learn new crafts and another to prepare drinks and snacks

Community café has 2 volunteers to support with cooking and serving customers, cleaning, and general kitchen work

Litter picking also has 2 volunteers leading a 2-hour litter pick in the local area

Luncheon club currently has 2 volunteers supporting in kitchen preparing food and serving local people and families

Gardening group has 2 volunteers organising garden activities, such as planting and potting in greenhouse as well as maintaining our outdoor space.

We also currently have 2/3 regular volunteers supporting weekly in Administration duties and 4 volunteers that support our monthly tabletop sale and special events.

Our volunteers have access to and have received a variety of training including Safeguarding, First Aid and Mental Health Awareness. And attend a review with the Time2 build up lead every 6 months.

We have held our first Volunteer celebration which was a great success and helped us thank everyone for their hard work as well as celebrate their successes and achievements.

We also run a monthly volunteer meeting which is well attended and gives volunteers a chance to have an input into charity plans and new ideas.

We have had a significant rise in student placements since we have had a dedicated role within the organisation to coordinator and connect with colleges and schools.

We have built a connection with Westminster school (our Local SEND School and College) who have throughout the year provided us with a group of young adults to support every Wednesday helping with gardening, leaflet drops, litter picking and general work, we have also had 2 sessions with a group who have helped with paintwork and odd jobs around the building.

Phoenix Academy provided 5 students for 1 week work experience in breakfast and afterschool club supporting our staff with all aspects of Play work

Sandwell College have sent 7 individual students to us over the year, 3 in Health and Social Care providing weekly support in Play Work, 2 students studying Business level 2 who have compiled reports and assisted in community asset mapping, plus one student studying ICT who has helped set up social media advertising. Sandwell College also provided a large group of students over a week to plan and deliver arts and crafts sessions with our Play scheme, this was a big success, and we are in discussions whether more can be provided during one of our Holiday schemes.

We have signed up 3 students from Dudley College in our after-school club who were studying Health and Social Care, all students have now completed their college course and we will have contact with both colleges to set up placements for the coming year.

Operating for over 35 years, Juniper is one of the UK's most experienced providers of training and apprenticeships. We have been able to offer placements for students to develop skills in cookery.

We have now made a connection with Sandwell College adults learning department and we are looking at providing short term placements for adult learners in Catering, Administration and Media, Horticulture and Play Work.

The year has been very mixed with lots of very exciting developments but like many others and certainly many in our community tinged with struggles and fears.

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

Name

Position

Signature

Date



## **THE GAP CHRISTIAN FAMILY CENTRE**

### **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2022**

I report on the accounts for the year ended 31 Mar 2022 set out on pages below.

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

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to examine the accounts under section 43(3)(a) of the act and state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to our attention.

#### **Basis of the independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 statements below.

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

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

- (1) which gives me reasonable cause to believe that, in any material respect,
  - to keep proper accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nick Bonnaud ACMA  
Quest Chartered Management Accountants  
Trustees Report

Date: 22 June 2022

THE GAP CHRISTIAN FAMILY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds £	Restricted Funds £	31-Mar-22 Total Funds £	31-Mar-21 Total £
<b>INCOMING RESOURCES</b>					
<b>Income</b>					
Monthly Donations					-
Other Donations		5,712		5,712	3,837
OOSC Grant		8,165		8,165	2,000
General Grant			55,727	55,727	49,420
Other Income		1,615		1,615	1,826
HMRC JRS Grant		1,608		1,608	28,904
Fundraising Events		1,969		1,969	442
OOSC		58,088		58,088	28,532
<b>Total incoming resources</b>		<b>77,157</b>	<b>55,727</b>	<b>132,883</b>	<b>114,962</b>
<b>RESOURCES EXPENDED</b>					
Administration					
Wages, NI and Pension		71,498		71,498	56,486
Building		4,274		4,274	2,109
Administration		3,040		3,040	1,783
Software		2,677		2,677	681
Insurance		1,551		1,551	1,524
Bad Debts				0	990
Legal and Professional		3,585		3,585	4,619
Interest and Finance Charges		621		621	1,163
Utilities		3,266		3,266	3,399
Training		5,211		5,211	132
		<u>95,724</u>	<u>0</u>	<u>95,724</u>	<u>72,885</u>
Trustees Report					
Resources					
Miscellaneous		80		80	3,568
Resource Bank		12,997		12,997	1,703
OOSC		2,446		2,446	1,326
Volunteer Expenses		776		776	4
		<u>16,299</u>	<u>0</u>	<u>16,299</u>	<u>6,601</u>
Transport					
Fuel and Repairs		175		175	
		<u>175</u>	<u>0</u>	<u>175</u>	<u>0</u>
Promotion					
Interest		1,519		1,519	26
Fundraising Expenses		36		36	0
Activities		670		670	0
Artists				0	0
Depreciation		960		960	720
		<u>3,184</u>	<u>0</u>	<u>3,184</u>	<u>746</u>
Total Expenditure					
		<u>115,382</u>	<u>0</u>	<u>115,382</u>	<u>80,232</u>
Surplus (Deficit) for year					
Transfers		(38,226)	55,727	17,501	34,730
At 1 April 2021					
At 31 March 2022		<u>(38,226)</u>	<u>55,727</u>	<u>17,501</u>	<u>34,730</u>

# THE GAP CHRISTIAN FAMILY CENTRE

## BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2022

	31-Mar-22		31-Mar-21	
	£	£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	27,055	27,055	28,015	28,015
<b>CURRENT ASSETS</b>				
Debtors	345		344	
Cash at bank and in hand	76,331		55,215	
	<u>76,675</u>		<u>55,558</u>	
<b>CREDITORS</b>				
Short Term loan				
Mortgage / Loan	9,744		10,935	
Trade Creditors	1,264		374	
Other Creditors	2,385		521	
	<u>13,393</u>		<u>11,830</u>	
<b>NET CURRENT ASSETS</b>		63,283		43,728
<b>NET ASSETS</b>		<u>90,338</u>		<u>71,023</u>
<b>FUNDS</b>				
Capital Account				
Assets Transferred from Charity 1095825				36,293
Balance brought forward		72,838		
Surplus (deficit) of income over expenditure		17,501		34,730
Trustees Report				
<b>TOTAL FUNDS</b>		<u>90,339</u>		<u>71,023</u>
Restricted Funds		55,727		38185.89
Unrestricted Funds		34,612		32837
		90,339		71,023

**THE GAP CHRISTIAN FAMILY CENTRE**

**BALANCE SHEET (CONTINUED....)  
FOR THE YEAR ENDED 31 MARCH 2022**

The charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the charity company to obtain an audit of its financial statements for the year ended 31 January 2021 in accordance with Section 476 of the Companies Act 2006.

The financial statements were approved by the Board of Trustees on .....

FOR THE YEAR ENDED 31 MARCH 2022

.....  
Trustee N Whateley

Trustees Report

# THE GAP CHRISTIAN FAMILY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 1. ACCOUNTING POLICIES

#### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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 resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land & Buildings	No Depreciation
IT Equipment	- 25% Reducing Balance
Fixtures	- 25% Reducing Balance

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Trusts: Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

# THE GAP CHRISTIAN FAMILY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 2. Fixed assets

	Land & Building	IT Equipment	Fixtures	Total
Cost	£	£	£	£
At 31 March 2021	25,135	1,653	1,227	28,015
Transfer from Charity 1095825				0
Additions	-			0
Disposals	-		-	-
<b>At 31 March 2022</b>	<b>25,135</b>	<b>1,653</b>	<b>1,227</b>	<b>28,015</b>

### Deprecation

As at 31 March 2021		-		0
Charge for the year		550.87	409	960
Disposals	-	-	-	-
	<u>0</u>	<u>551</u>	<u>409</u>	<u>960</u>

### Net book value

At 31 March 2021	<u>25,135</u>	<u>1,653</u>	<u>1,227</u>	<u>28,015</u>
At 31 March 2022	<u>25,135</u>	<u>1,102</u>	<u>818</u>	<u>27,055</u>

### 3. Restricted Funds

#### 2022

Building Fund	
National Heritage	
DCMS Heart of England	
Co-Operative	
The World Ministry	
Children In Need	
Trustees Report	55,727
	<u>55,727</u>

## THE GAP CHRISTIAN FAMILY CENTRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

#### 4. VOLUNTARY INCOME

	31-Mar-22	31-Mar-21
	£	£
Donations	5,712	3,837
Grants	9,773	80,325
	<u>15,485</u>	<u>84,162</u>

#### 5. ACTIVITIES FOR GENERATING FUNDS

	31-Mar-22	31-Mar-21
	£	£
Fundraising events	<u>1,969</u>	<u>442</u>

#### 6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging:

	31-Mar-22	31-Mar-21
	£	£
Depreciation	<u>960</u>	<u>720</u>

## THE GAP CHRISTIAN FAMILY CENTRE

### CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

#### 7. TRUSTEES' REMUNERATION AND BENEFITS

During the year no trustees received remuneration or benefits.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2021  
(2020: £Nil)

#### 8. STAFF COSTS

	31-Mar-22	31-Mar-21
	£	£
Wages, salaries, employers NIC and pensions	<u>71,498</u>	<u>56,486</u>



**THE GAP CHRISTIAN FAMILY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**9. CREDITORS: AMOUNTS DUE FALLING WITHIN ONE YEAR**

	31-Mar-22 £	31-Mar-21 £
Trade creditors	1,264	374
Taxation and social security	2,385	521.00
	<u>3,649</u>	<u>895</u>

**10. CREDITORS: AMOUNTS DUE FALLING AFTER ONE YEAR**

Ms. Bent Relating to Building Loan	
------------------------------------	--

**11. MOVEMENT IN FUNDS**

	At 31-Mar-21 £	Net movement in fund £	At 31-Mar-22 £
<b>Unrestricted funds</b>			
General fund	32,837	1,775	34,612
<b>Restricted funds</b>	38,186	17,541.11	55,727
<b>Transfer from old charity</b>	<u>36,293</u>		
<b>TOTAL</b>	<u>107,316</u>	<u>19,316</u>	<u>90,339</u>

Net movement in funds, included in the above are as follows:

Trustees Report

	Incoming resources £	Resources expended £	Transfer from old charity £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	77,157	115,382		(38,226)
<b>Restricted funds</b>	55,727	0		55,727
<b>Transfer from old charity</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>	<u>132,883</u>	<u>115,382</u>	<u>0</u>	<u>17,501</u>

**THE GAP CHRISTIAN FAMILY CENTRE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	31-Mar-22 £	31-Mar-21 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	5,712	3,837
Grants	9,773	32,904
	<hr/>	<hr/>
	15,485	36,742
<b>Activities for generating funds</b>		
Fundraising events	1,969	442
<b>Investment income</b>		
Deposit account interest	0	0
<b>Incoming resources from charitable activities</b>		
Receipts from activities	0	0
Room lettings	0	0
	<hr/>	<hr/>
	0	0
<b>Total incoming resources</b>	17,454	37,184
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
<b>Purchases</b>	2,446	1,326
Wages	83,630	55,854
Employers NI	5,211	132
Maintenance	117,861	80,978
Telephone	175	0
Postage and stationery	0	0
Insurance	0	-
Accountancy	0	0
Advertising & PR	12,997	1,703
Food	0	0
Utilities	3,266	3,399
Rent	4,274	2,109
Project Costs	95,899	72,885
Volunteer Expenses	(38,226)	-
Youth Work	80	3,567.72
CIO Expenses	-	0
Other	(38,226)	-
	<hr/>	<hr/>
	249,388	221,954
	<hr/>	<hr/>
<b>Net income/(expenditure)</b>	<b>(231,934)</b>	<b>(184,771)</b>