

# COLNE CITADEL

England & Wales - Charity number 1158372

## Details

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Other names	COLNE CITADEL CIO
Status	Registered
Legal form	CIO
Registered	2014-08-27
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Colne Citadel Market Place Colne Colne BB8 0HY
Phone	01282543758
Email	<a href="mailto:colnecitadel@aol.co.uk">colnecitadel@aol.co.uk</a>

## Activities

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**Objects:** TO FURTHER OR BENEFIT THE RESIDENTS OF COLNE AND SURROUNDING AREAS, WITHOUT DISTINCTION OF 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.

**Activities:** Colne Citadel opens mon to frid 10 am - 2pm as an informal 'drop-in' centre for refreshments, light lunches and company, We hold craft friendship groups mondays( all welcome), lunch, social/bingo tuesdays, 'Nattershack' fridays free, professional counselling service is available. Breakfast saturdays 10-12. Various wellbeing and support groups held throughout the year-please see facebook/ website.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Lancashire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£133,519	£161,049	-	-
2024-08-31	£157,102	£145,078	-	-
2023-08-31	£147,075	£121,488	-	-
2022-08-31	£56,144	£45,331	-	-
2021-08-31	£25,079	£19,761	-	-

## Trustees

Name	Role	Appointed
<b>GREGORY WHITEOAK</b>	Chair	2014-08-27
Gavin Melling		2022-05-23
Julie Whiteoak		2014-08-27
Karl Marrion		2024-09-04
Linda Parker		2026-01-15
Philip Michael Johnson		2026-04-08
Rebecca Douglas		2022-11-03

**COLNE CITADEL**

England & Wales - Charity number 1158372

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# Accounts

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**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2025  
FOR  
COLNE CITADEL**

Ainsworths Limited  
Chartered Accountants  
Charter House  
Stansfield Street  
Nelson  
Lancashire  
BB9 9XY

**COLNE CITADEL**

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FOR THE YEAR ENDED 31ST AUGUST 2025**

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST AUGUST 2025**

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**FINANCIAL STATEMENTS AND TRUSTEES' REPORT**

The trustees present their annual report and unaudited financial statements of the charity for the year ended 31<sup>st</sup> August 2025.

The financial statements comply with the Charities Act 2011 and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2015) – (Charities SORP (FRS 102)).

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1158372

**Registered office**

Colne Citadel  
Market Place  
Colne  
BB8 0HY

**Trustees and key management**

G Whiteoak  
J Whiteoak  
R Douglas  
G Melling  
K Marrison

**Role**

Chairperson

**Independent Examiner**

M Sunter FCA  
Ainsworths Limited  
Chartered Accountants  
Charter House  
Stansfield Street  
Nelson  
Lancashire  
BB9 9XY

**Bankers**

Santander  
3 Church Street  
Colne  
BB8 0EB

**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2025**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational status**

Colne Citadel was registered as a charity on 27<sup>th</sup> August 2014 under the provisions of the Charities Act (Charity number: 1158372) and is governed by a trust deed.

**Organisational structure**

The Board currently consists of the trustees and is responsible for key policy decisions and the effective governance of the organisation overall. The trustees take care of the day to day running and legal requirements of the charity and the Board meets on a regular basis.

**Recruitment and appointment of new trustees**

Trustees are appointed to reflect the skills required to support the Board and its range of activities. The trustees themselves appoint new trustees to the Board and provide appointees with a full orientation on the services provided, the decision-making processes of the charity and the roles and responsibilities of a trustee, including their legal obligations under applicable laws.

**Risk management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to ensure that regular reports are produced and that necessary steps can be taken to address any issues arising.

**OBJECTIVES AND ACTIVITIES**

The principal activities of the charity are to further or benefit the residents of Colne and surrounding areas, without distinction of 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.

**Public benefit**

In setting out the charity's objectives and planning of activities the trustees have given careful consideration to the Charity Commission's general guidance and section 17(5) of the Charities Act 2011. The trustees are confident that the charity offers services of real and practical use to the local population and therefore complies with the responsibility placed on all charities under the Charities Act 2011 to demonstrate a public benefit.

**ACHIEVEMENTS AND PERFORMANCE**

On Nov 1st 2022- three years funding was granted from the Reaching Communities Fund, National Lottery. This enabled employment of a full-time centre Manager to run, develop and expand our services to the community. Daytime activities in the centre have increased from two days each week to six. We have provided a safe, warm space, low cost, nutritious food as well as a great variety of groups to cater for all abilities, ages and needs.

Visitor numbers have increased steadily from an average of 400 visitors each week to 625 visitors. The number of visitors in crisis or requesting assistance with food support, financial difficulties or mental health issues has increased significantly-possibly exacerbated by the cost-of-living crisis. For this reason, we have employed an Assistant Manager part-time to assist with crisis intervention as well as increased activities. Funding was secured to employ a part-time catering assistant to ensure we could cater for increased demand, open on Saturdays for breakfast as well as free up time for management to assist visitors and coordinate centre activities. Visitors in need of additional support are signposted to other agencies such as debt services, housing needs or referred to the Social Prescribing or Integrated Board Team.

Volunteer opportunities have increased. We now have 30 volunteers-whereas last year we had 16. Many of our volunteers were previously service users. Training of Volunteers has been provided by Lancashire Adult Learning. All volunteers have received travel or food expenses when appropriate.

Our free, professional counselling service now provides over 200 a year. This has quadrupled in the last 3 years.

**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2025**

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**ACHIEVEMENTS AND PERFORMANCE (CONTINUED)**

We facilitate over 20 groups regularly - some of which are provided by other agencies working in partnership including stroke awareness, Integrated care board team who provide Nurse appointments at our centre and health advice, substance misuse services, Narcotics Anonymous, fraud and scam prevention. We ourselves run Art and Craft groups, Mindfulness, peer support groups and many other wellbeing groups.

Rental income has continued. We hire out space at low cost to other services which benefit our community. Various improvements have been made to our premises including new tables and chairs, new Wi-Fi system, new boiler, storage, white goods, installation of planters for growing vegetables and foodbank shed in the garden. We have recently had a full re roof and windows.

It has been a very busy year. Feedback and testimonies from visitors leads us to believe that Service users have felt welcomed, accepted, supported and safe in our centre.

**Future plans**

For the next twelve months we aim to continue our present groups and services and increase our Formal and Informal Partnerships.

We will continue to network and build up links with other statutory and community organisations.

We will continue to source funding and involving our community in planning of future services.

**FINANCIAL REVIEW**

The attached statement of financial activities shows how funds were raised and applied during the year.

This statement separates funds which the charity controls itself (unrestricted funds) from those that have to be spent in a manner determined by the donor (restricted funds).

During the year ended 31<sup>st</sup> August 2025 incoming resources amounted to £133,519 while resources expended amounted to £161,049. The net result for the year was a deficit of £27,530 which was largely due to restricted income of £28,400 received in the previous year being spent in the current year. Current year performance has seen an increase in the unrestricted funds of £870.

The significant spend in the current year is due to large repairs being carried out, including roofing costs of £34,680.

**Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at levels which equate to an excess of its projected needs for the forthcoming year, thereby providing sufficient funds to cover management, administration and support costs and enable the ongoing development of projects. The trustees believe the net asset position is sufficient to satisfy such requirements although these levels of free reserves are reviewed on a regular basis.

**Risk assessment**

The trustees review the major risks faced by the charity during their regular meetings and confirm there are systems in place to mitigate them. Internal risks are minimised by the segregation of duties and procedures for authorisation of all transactions.

**Acknowledgements**

The trustees would like to express thanks to all the charity's employees and volunteers.

**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2025**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Under charity law, the trustees are responsible for preparing the Report of the Trustees and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

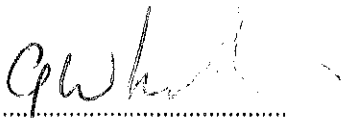
The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable them to ensure that, where any statements of accounts are prepared by them under the Charities Act 2011 and the applicable Charity (Accounts and Reports) Regulations, those statements of accounts comply with the requirements of regulations under those provisions. The trustees also have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

**Charity requirements**

This report has been prepared in accordance with requirements set down by the Charities SORP (FRS 102).

**ON BEHALF OF THE BOARD:**



.....  
G Whiteoak - Trustee  
Dated: 5<sup>th</sup> November 2025



.....  
J Whiteoak - Trustee  
Dated: 5<sup>th</sup> November 2025

## INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF COLNE CITADEL

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I report on the accounts of Colne Citadel for the year ended 31<sup>st</sup> August 2025, which are set out on pages 6 to 12.

### **Respective responsibilities of the 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied that the Charity is not subject to an audit under section 144(2) of the 2011 Act and is eligible for independent examination, it is my responsibility 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 Commission 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 Commissioner. 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 the seeking of 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 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, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Sunter FCA  
Ainsworths Limited  
Charter House  
Stansfield Street  
Nelson  
Lancashire  
BB9 9XY

Dated: 5<sup>th</sup> November 2025

COLNE CITADEL

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST AUGUST 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 £	2024 £
<b>INCOMING RESOURCES</b>					
Donations and grants	3	36,819	73,302	110,121	126,038
Rents received		3,003	-	3,003	4,049
Fundraising		-	-	-	2,120
Other income		20,073	-	20,073	24,499
Interest received		322	-	322	396
<b>Total incoming resources</b>		<b>60,217</b>	<b>73,302</b>	<b>133,519</b>	<b>157,102</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5	59,347	101,702	161,049	145,078
<b>Total resources expended</b>		<b>59,347</b>	<b>101,702</b>	<b>161,049</b>	<b>145,078</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>870</b>	<b>(28,400)</b>	<b>(27,530)</b>	<b>12,024</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>32,334</b>	<b>28,400</b>	<b>60,734</b>	<b>48,710</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>33,204</b>	<b>-</b>	<b>33,204</b>	<b>60,734</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

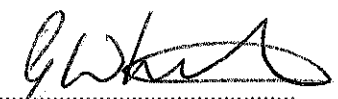
The notes form part of these financial statements

**COLNE CITADEL**

**BALANCE SHEET  
AT 31ST AUGUST 2025**

	Notes	2025 £	£	2024 £	£
<b>FIXED ASSETS</b>					
Tangible assets	6		<u>9,385</u>		<u>5,896</u>
			<b>9,385</b>		<b>5,896</b>
<b>CURRENT ASSETS</b>					
Cash at bank		<u>24,131</u>		<u>55,666</u>	
		<b>24,131</b>		<b>55,666</b>	
<b>CREDITORS</b>					
Amounts falling due within one year	7	<u>312</u>		<u>828</u>	
<b>NET CURRENT ASSETS</b>			<u><b>23,819</b></u>		<u><b>54,838</b></u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u><b>33,204</b></u>		<u><b>60,734</b></u>
<b>NET ASSETS</b>			<u><b>33,204</b></u>		<u><b>60,734</b></u>
<b>FUNDS</b>					
Restricted	9		-		28,400
Unrestricted			<u>33,204</u>		<u>32,334</u>
<b>TOTAL FUNDS</b>			<u><b>33,204</b></u>		<u><b>60,734</b></u>

The financial statements were approved by the Board of Trustees on 5<sup>th</sup> November 2025 and were signed on its behalf by:



G Whiteoak  
Trustee



J Whiteoak  
Trustee

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### Statutory information

Colne Citadel is registered with the Charity Commission in England. The registered charity number and address can be found in the Report of the Trustees on page 1.

### Basis of preparation

The accounts (financial statements) 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 in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1st January 2015. The financial statements have been prepared on a going concern basis.

### Consolidation

The charity has elected to take exemption from the requirements to prepare consolidated accounts as permitted by Charities SORP (FRS 102).

### Cash flow

The charity is exempt from the requirement to prepare a cash flow statement as it qualifies as a small entity.

### 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.

Income from donations, legacies, fundraising and similar incoming resources are included in the year in which they are receivable.

Any income received for specific purpose is accounted for as restricted funds when receivable.

### Resources expended

Expenditure is accounted for on an accruals basis (inclusive of attributable value added tax which cannot be recovered) and has been classified under the principal categories related to the cost.

Costs allocated to activities in the furtherance of the charity's objects are those directly associated with achieving the charity's goals. Governance costs are those incurred in connection with the management of the company's assets, organisational administration and compliance with constitutional and statutory requirements. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the general activities of the charity. Surplus funds can be allocated to restricted projects if the trustees believe they are required.

Restricted funds are funds subject to specific restriction imposed by the donors for the purpose of any appeal in which the funds are raised and can only be used for particular purpose within the objects of the charity.

### Tangible fixed assets

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

Fixtures and fittings	- 15% reducing balance
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2025

1. ACCOUNTING POLICIES (CONTINUED...)

**Taxation**

The trust is a registered charity and is therefore exempt from Income Tax and Corporation Tax under the provisions of Section 505(1) of the Income and Corporation Taxes Act 1988.

2. NET INCOME AND EXPENDITURE FOR THE YEAR

Net income and expenditure is stated after charging:

	2025	2024
	£	£
Depreciation	1,264	652
<i>Independent examiner's remuneration:</i>		
Independent examination fees	300	300
Other accountancy services	1,044	1,020
	<u>1,044</u>	<u>1,020</u>

3. INCOME FROM DONATIONS AND GRANTS

	2025	2024
	£	£
Donations	7,049	4,717
<i>Grants</i>		
The National Lottery	41,447	40,674
Lancashire Environmental Fund	20,355	10,400
Borough of Pendle	11,500	20,300
Garfield Weston Foundation	10,000	10,000
Albert Hunt	5,000	-
Dowager Countess Eleanor Peel Trust	2,990	-
Lancaster Foundation	2,500	-
Eric Wright	2,500	5,000
Arnold Clark	1,500	-
Lancashire County Council	1,250	733
Neighbourly Sainsburys	1,000	-
TK Maxx and Homesense Foundation	1,000	-
Colne Town Council	500	1,000
Colne Blues Society	650	-
The Pennine Trust	440	7,730
Apex Collaborative	440	-
Awards for All	-	20,000
Community Foundation	-	2,990
Other general grants	-	2,494
	<u>110,121</u>	<u>126,038</u>

Income from donations and grants totaling £73,302 (2024: £121,321) were restricted.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2025

## 4. STAFF COSTS

	2025	2024
	£	£
<i>Staff costs:</i>		
Gross wages	59,818	56,248
Social security	-	-
Pensions	2,948	2,680
	<u>62,766</u>	<u>58,928</u>

*The average number of employees during the year were as follows:*

	No	No
Charitable services	3	3
Management and administration	1	1
	<u>4</u>	<u>4</u>

During the year, no employee received remuneration in excess of £60,000

The trustees and key management personal have received neither remuneration nor reimbursement of expenses during the period.

## 5. RESOURCES EXPENDED

	2025	2024
	£	£
Staff wages	62,766	58,928
Counsellors	2,044	16,060
Food and consumables	16,679	20,966
Vouchers and donations	11,737	17,549
Miscellaneous expenses	2,987	5,034
Bank charges	142	139
Insurance	573	862
Accountancy fees	1,344	1,320
Advertising	225	1,006
Repairs and maintenance	43,880	6,921
Motor and travel	1,339	941
Utilities	5,790	7,644
Office supplies	5,776	3,638
Professional fees	1,710	1,730
Telephone	1,414	1,084
Training	1,379	216
Depreciation	1,264	1,040
	<u>161,049</u>	<u>145,078</u>

Resources expended totalling £101,702 (2024: £92,921) were restricted.

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST AUGUST 2025**

**6. TANGIBLE FIXED ASSETS**

	Fixtures and fittings	Total £
<b>COST</b>		
At 1 <sup>st</sup> September 2024	7,588	7,588
Additions	4,753	4,753
Disposals	-	-
	<u>12,341</u>	<u>12,341</u>
At 31 <sup>st</sup> August 2025		
<b>DEPRECIATION</b>		
At 1 <sup>st</sup> September 2024	1,692	1,692
Charge for year	1,264	1,264
Eliminated on disposal	-	-
	<u>2,956</u>	<u>2,956</u>
At 31 <sup>st</sup> August 2025		
<b>NET BOOK VALUE</b>		
At 31 <sup>st</sup> August 2025	<u>9,385</u>	<u>9,385</u>
At 31 <sup>st</sup> August 2024	<u>5,896</u>	<u>5,896</u>

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

	2025 £	2024 £
Social security and other taxes	-	553
Other creditors	312	275
	<u>312</u>	<u>828</u>

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2025

## 8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total Funds £
Fixed assets	9,385	-	9,385	5,896
Current assets	24,131	-	24,131	55,666
Current liabilities	(312)	-	(312)	(828)
	<u>33,204</u>	<u>-</u>	<u>33,204</u>	<u>60,734</u>

## 9. MOVEMENT IN FUNDS

	At 1.9.24 £	Net movement in funds £	At 31.8.25 £
<b>Unrestricted funds</b>			
General	32,334	870	33,204
<b>Restricted funds</b>			
Lottery Funding	-	-	-
Borough of Pendle	-	-	-
Lancashire Environmental Fund	8,400	(8,400)	-
Awards for All	20,000	(20,000)	-
<b>TOTAL FUNDS</b>	<u>60,734</u>	<u>(27,530)</u>	<u>33,204</u>

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

	Incoming resources £	Resources expended £	Recognised gains/(losses) £	Movement in funds £
<b>Unrestricted funds</b>				
General	60,217	(59,347)	-	870
<b>Restricted funds</b>				
Lottery Funding	41,447	(41,447)	-	-
Borough of Pendle	11,500	(11,500)	-	-
Lancashire Environmental Fund	20,355	(28,755)	-	(8,400)
Awards for All	-	(20,000)	-	(20,000)
	<u>133,519</u>	<u>(161,049)</u>	<u>-</u>	<u>(27,530)</u>

## 10. RELATED PARTY TRANSACTIONS

During the current and prior year there have been no related party transactions.

The notes form part of these financial statements

**COLNE CITADEL**

England & Wales - Charity number 1158372

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# Accounts

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**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2024  
FOR  
COLNE CITADEL**

Ainsworths Limited  
Chartered Accountants  
Charter House  
Stansfield Street  
Nelson  
Lancashire  
BB9 9XY

**COLNE CITADEL**

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST AUGUST 2024**

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**FINANCIAL STATEMENTS AND TRUSTEES' REPORT**

The trustees present their annual report and unaudited financial statements of the charity for the year ended 31<sup>st</sup> August 2024.

The financial statements comply with the Charities Act 2011 and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2015) – (Charities SORP (FRS 102)).

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1158372

**Registered office**

Colne Citadel  
Market Place  
Colne  
BB8 0HY

**Trustees and key management**

G Whiteoak  
J Whiteoak  
R Douglas  
G Melling  
A F Haworth

**Role**

Chairperson

**Independent Examiner**

M Sunter FCA  
Ainsworths Limited  
Chartered Accountants  
Charter House  
Stansfield Street  
Nelson  
Lancashire  
BB9 9XY

**Bankers**

Santander  
3 Church Street  
Colne  
BB8 0EB

**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2024**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational status**

Colne Citadel was registered as a charity on 27<sup>th</sup> August 2014 under the provisions of the Charities Act (Charity number: 1158372) and is governed by a trust deed.

**Organisational structure**

The Board currently consists of the trustees and is responsible for key policy decisions and the effective governance of the organisation overall. The trustees take care of the day to day running and legal requirements of the charity and the Board meets on a regular basis.

**Recruitment and appointment of new trustees**

Trustees are appointed to reflect the skills required to support the Board and its range of activities. The trustees themselves appoint new trustees to the Board and provide appointees with a full orientation on the services provided, the decision-making processes of the charity and the roles and responsibilities of a trustee, including their legal obligations under applicable laws.

**Risk management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to ensure that regular reports are produced and that necessary steps can be taken to address any issues arising.

**OBJECTIVES AND ACTIVITIES**

The principal activities of the charity are to further or benefit the residents of Colne and surrounding areas, without distinction of 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.

**Public benefit**

In setting out the charity's objectives and planning of activities the trustees have given careful consideration to the Charity Commission's general guidance and section 17(5) of the Charities Act 2011. The trustees are confident that the charity offers services of real and practical use to the local population and therefore complies with the responsibility placed on all charities under the Charities Act 2011 to demonstrate a public benefit.

**ACHIEVEMENTS AND PERFORMANCE**

On Nov 1st 2022- three years funding was granted from the Reaching Communities Fund, National Lottery. This enabled employment of a full-time centre Manager to run, develop and expand our services to the community. Daytime activities in the centre have increased from two days each week to six. We have provided a safe, warm space, low cost, nutritious food as well as a great variety of groups to cater for all abilities, ages and needs.

Visitor numbers have increased steadily from an average of 400 visitors each week to 625 visitors. The number of visitors in crisis or requesting assistance with food support, financial difficulties or mental health issues has increased significantly-possibly exacerbated by the cost-of-living crisis. For this reason we have employed an Assistant Manager part-time to assist with crisis intervention as well as increased activities. Funding was secured to employ a part-time catering assistant to ensure we could cater for increased demand, open on Saturdays for breakfast as well as free up time for management to assist visitors and coordinate centre activities. Visitors in need of additional support are signposted to other agencies such as debt services, housing needs or referred to the Social Prescribing or Integrated Board Team. Volunteer opportunities have increased. We now have 30 volunteers-whereas last year we had 16. Many of our volunteers were previously service users. Training of Volunteers has been provided by Lancashire Adult Learning. All volunteers have received travel or food expenses when appropriate.

Our free, professional counselling service now has 18 Counsellors providing one-to-one sessions. The number of counselling hours provided to our community has doubled to almost 160 hours per month. At the request of local schools we have counsellors working as outreach in some schools. We hold animal and lego therapy sessions which are very popular.

**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2024**

---

**ACHIEVEMENTS AND PERFORMANCE (CONTINUED)**

We facilitate over 20 groups regularly- some of which are provided by other agencies working in partnership including stroke awareness, Integrated care board team who provide Nurse appointments at our centre and health advice, substance misuse services, Narcotics Anonymous , fraud and scam prevention . We ourselves run Art and Craft groups, Mindfulness, Movement to music, peer support groups and many other wellbeing groups.

Rental income has increased. We hire out space at low cost to other services which benefit our community. Various improvements have been made to our premises including new tables and chairs, new Wi-Fi system, new boiler, storage, white goods, installation of planters for growing vegetables and foodbank shed in the garden. We are currently in the process of having an entire reroof and render and have recently installed new windows, to keep energy costs down.

Throughout the year we have held monthly social events- many in the evening/ weekend and to coincide with National or local events such as the King's coronation, Colne Gala, and Colne Blues Festival. This year we celebrate being opening 10 years and we hold a Citadels got Talent event and A Peaky Blinders fundraiser.

We have distributed over £7000 in food support on behalf of Pendle Borough Council to members of our community experiencing financial hardship, in the last 12 months.

It has been a very busy year. Feedback and testimonies from visitors leads us to believe that Service users have felt welcomed, accepted, supported and safe in our centre.

**Future plans**

For the next twelve months we aim to continue our present groups and services.

We will continue to network and build up links with other statutory and community organisations.

We are offering extra support groups in December and we believe a group may be using us to open on Christmas day.

We will continue to source funding and involving our community in planning of future services.

**FINANCIAL REVIEW**

The attached statement of financial activities shows how funds were raised and applied during the year.

This statement separates funds which the charity controls itself (unrestricted funds) from those that have to be spent in a manner determined by the donor (restricted funds).

During the year ended 31<sup>st</sup> August 2024 incoming resources amounted to £157,102 while resources expended amounted to £145,078. The net result for the year was a surplus of £12,024 which was an increase in unrestricted reserves to £32,334.

**Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at levels which equate to an excess of its projected needs for the forthcoming year, thereby providing sufficient funds to cover management, administration and support costs and enable the ongoing development of projects. The trustees believe the net asset position is sufficient to satisfy such requirements although these levels of free reserves are reviewed on a regular basis.

**Risk assessment**

The trustees review the major risks faced by the charity during their regular meetings and confirm there are systems in place to mitigate them. Internal risks are minimised by the segregation of duties and procedures for authorisation of all transactions.

**Acknowledgements**

The trustees would like to express thanks to all the charity's employees and volunteers.

**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2024**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Under charity law, the trustees are responsible for preparing the Report of the Trustees and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable them to ensure that, where any statements of accounts are prepared by them under the Charities Act 2011 and the applicable Charity (Accounts and Reports) Regulations, those statements of accounts comply with the requirements of regulations under those provisions. The trustees also have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

**Charity requirements**

This report has been prepared in accordance with requirements set down by the Charities SORP (FRS 102).

**ON BEHALF OF THE BOARD:**



G Whiteoak - Trustee  
Dated: 9<sup>th</sup> October 2024



J Whiteoak - Trustee  
Dated: 9<sup>th</sup> October 2024

## INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF COLNE CITADEL

---

I report on the accounts of Colne Citadel for the year ended 31<sup>st</sup> August 2024, which are set out on pages 6 to 12.

### **Respective responsibilities of the 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied that the Charity is not subject to an audit under section 144(2) of the 2011 Act and is eligible for independent examination, it is my responsibility 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 Commission 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 Commissioner. 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 the seeking of 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 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, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



---

Mark Sunter FCA  
Ainsworths Limited  
Charter House  
Stansfield Street  
Nelson  
Lancashire  
BB9 9XY

Dated: 9<sup>th</sup> October 2024

COLNE CITADEL

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST AUGUST 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 £	2023 £
<b>INCOMING RESOURCES</b>					
Donations and grants	3	4,717	121,321	126,038	118,862
Rents received		4,049	-	4,049	10,924
Fundraising		2,120	-	2,120	5,501
Other income		24,499	-	24,499	11,611
Interest received		396	-	396	177
<b>Total incoming resources</b>		<b>35,781</b>	<b>121,321</b>	<b>157,102</b>	<b>147,075</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5	52,157	92,921	145,078	121,488
<b>Total resources expended</b>		<b>52,157</b>	<b>92,921</b>	<b>145,078</b>	<b>121,488</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(16,376)</b>	<b>28,400</b>	<b>12,024</b>	<b>25,587</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		48,710	-	48,710	23,123
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>32,334</b>	<b>28,400</b>	<b>60,734</b>	<b>48,710</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.


The notes form part of these financial statements

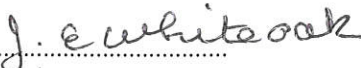
COLNE CITADEL

BALANCE SHEET  
AT 31ST AUGUST 2024

	Notes	2024		2023	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	6		<u>5,896</u>		<u>3,695</u>
			5,896		3,695
<b>CURRENT ASSETS</b>					
Cash at bank		<u>55,666</u>		<u>46,979</u>	
		55,666		46,979	
<b>CREDITORS</b>					
Amounts falling due within one year	7	<u>828</u>		<u>1,964</u>	
<b>NET CURRENT ASSETS</b>			<u>54,838</u>		<u>45,015</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>60,734</u>		<u>48,710</u>
<b>NET ASSETS</b>			<u>60,734</u>		<u>48,710</u>
<b>FUNDS</b>					
Restricted	9		<u>28,400</u>		-
Unrestricted			<u>32,334</u>		<u>48,710</u>
<b>TOTAL FUNDS</b>			<u>60,734</u>		<u>48,710</u>

The financial statements were approved by the Board of Trustees on 9<sup>th</sup> October 2024 and were signed on its behalf by:

  
.....  
G Whiteoak  
Trustee

  
.....  
J Whiteoak  
Trustee

The notes form part of these financial statements

**1. ACCOUNTING POLICIES**

**Statutory information**

Colne Citadel is registered with the Charity Commission in England. The registered charity number and address can be found in the Report of the Trustees on page 1.

**Basis of preparation**

The accounts (financial statements) 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 in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1st January 2015.

**Consolidation**

The charity has elected to take exemption from the requirements to prepare consolidated accounts as permitted by Charities SORP (FRS 102).

**Cash flow**

The charity is exempt from the requirement to prepare a cash flow statement as it qualifies as a small entity.

**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.

Income from donations, legacies, fundraising and similar incoming resources are included in the year in which they are receivable.

Any income received for specific purpose is accounted for as restricted funds when receivable.

**Resources expended**

Expenditure is accounted for on an accruals basis (inclusive of attributable value added tax which cannot be recovered) and has been classified under the principal categories related to the cost.

Costs allocated to activities in the furtherance of the charity's objects are those directly associated with achieving the charity's goals. Governance costs are those incurred in connection with the management of the company's assets, organisational administration and compliance with constitutional and statutory requirements. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the general activities of the charity. Surplus funds can be allocated to restricted projects if the trustees believe they are required.

Restricted funds are funds subject to specific restriction imposed by the donors for the purpose of any appeal in which the funds are raised and can only be used for particular purpose within the objects of the charity.

**Tangible fixed assets**

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

Fixtures and fittings	- 15% reducing balance
-----------------------	------------------------

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2024**

**1. ACCOUNTING POLICIES (CONTINUED...)**

**Taxation**

The trust is a registered charity and is therefore exempt from Income Tax and Corporation Tax under the provisions of Section 505(1) of the Income and Corporation Taxes Act 1988.

**2. NET INCOME AND EXPENDITURE FOR THE YEAR**

Net income and expenditure is stated after charging:

	2024	2023
	£	£
Depreciation	652	652
<i>Independent examiner's remuneration:</i>		
Independent examination fees	300	300
Other accountancy services	1,020	1,020
	<u>          </u>	<u>          </u>

**3. INCOME FROM DONATIONS AND GRANTS**

	2024	2023
	£	£
Donations	4,717	3,055
<i>Grants</i>		
The National Lottery	40,674	44,314
Borough of Pendle	20,300	34,933
Awards for All	20,000	10,000
Lancashire Environmental Fund	10,400	-
Garfield Weston Foundation	10,000	-
The Pennine Trust	7,730	3,240
Eric Wright	5,000	1,000
Community Foundation	2,990	-
Colne Town Council	1,000	-
Lancashire County Council	733	3,680
Jurgens Trust	-	5,000
Duchy Benevolent Fund	-	3,000
J H Rausing Trust	-	2,500
SPX Foundation	-	2,000
Neighbourly Sainsburys	-	1,605
Bauer Radio Cash for Kids	-	1,300
Other general grants	2,494	3,235
	<u>126,038</u>	<u>118,862</u>

Income from donations and grants totaling £121,321 (2023: £115,807) were restricted.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2024

## 4. STAFF COSTS

	2024 £	2023 £
<i>Staff costs:</i>		
Gross wages	56,248	36,232
Social security	-	-
Pensions	2,680	1,560
	<u>58,928</u>	<u>37,792</u>

*The average number of employees during the year were as follows:*

	No	No
Charitable services	3	1
Management and administration	1	1
	<u>4</u>	<u>2</u>

During the year, no employee received remuneration in excess of £60,000

The trustees and key management personal have received neither remuneration nor reimbursement of expenses during the period.

## 5. RESOURCES EXPENDED

	2024 £	2023 £
Staff wages	58,928	37,792
Counsellors	16,060	18,017
Food and consumables	20,966	27,418
Vouchers and donations	17,549	11,882
Miscellaneous expenses	5,034	2,561
Bank charges	139	116
Insurance	862	600
Accountancy fees	1,320	1,320
Advertising	1,006	1,305
Repairs and maintenance	6,921	5,179
Motor and travel	941	2,301
Utilities	7,644	4,790
Post and stationery	3,638	2,052
Professional fees	1,730	1,567
Telephone	1,084	1,081
Training	216	2,855
Depreciation	1,040	652
	<u>145,078</u>	<u>121,488</u>

Resources expended totalling £92,921 (2023: £115,807) were restricted.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2024

## 6. TANGIBLE FIXED ASSETS

	Fixtures and fittings	Total £
<b>COST</b>		
At 1 <sup>st</sup> September 2023	4,347	4,347
Additions	3,241	3,241
Disposals	-	-
At 31 <sup>st</sup> August 2024	<u>7,588</u>	<u>7,588</u>
<b>DEPRECIATION</b>		
At 1 <sup>st</sup> September 2023	652	652
Charge for year	1,040	1,040
Eliminated on disposal	-	-
At 31 <sup>st</sup> August 2024	<u>1,692</u>	<u>1,692</u>
<b>NET BOOK VALUE</b>		
At 31 <sup>st</sup> August 2024	<u>5,896</u>	<u>3,695</u>
At 31 <sup>st</sup> August 2023	<u>3,695</u>	<u>3,695</u>

## 7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Social security and other taxes	553	736
Other creditors	275	1,228
	<u>828</u>	<u>1,964</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2024

## 8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total Funds £
Fixed assets	5,896	-	5,896	3,695
Current assets	27,266	28,400	55,666	46,979
Current liabilities	(828)	-	(828)	(1,964)
	<u>32,334</u>	<u>28,400</u>	<u>60,734</u>	<u>48,710</u>

## 9. MOVEMENT IN FUNDS

	At 1.9.23 £	Net movement in funds £	At 31.8.24 £
<b>Unrestricted funds</b>			
General	48,710	(16,376)	32,334
<b>Restricted funds</b>			
General	-	-	-
Lancashire Environmental Fund	-	8,400	8,400
Awards for All	-	20,000	20,000
<b>TOTAL FUNDS</b>	<u>48,710</u>	<u>12,024</u>	<u>60,734</u>

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

	Incoming resources £	Resources expended £	Recognised gains/(losses) £	Movement in funds £
<b>Unrestricted funds</b>				
General	35,781	(52,157)	-	(16,376)
<b>Restricted funds</b>				
General	90,921	(90,921)	-	-
Lancashire Environmental Fund	10,400	(2,000)	-	8,400
Awards for All	20,000	-	-	20,000
	<u>157,102</u>	<u>(145,078)</u>	<u>-</u>	<u>12,024</u>

The notes form part of these financial statements

**COLNE CITADEL**

England & Wales - Charity number 1158372

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# Accounts

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**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2023  
FOR  
COLNE CITADEL**

Ainsworths Limited  
Chartered Accountants  
Charter House  
Stansfield Street  
Nelson  
Lancashire  
BB9 9XY

**COLNE CITADEL**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2023**

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Report of the Trustees	1 to 4
Independent Examiner's Report to the Members of Colne Citadel	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 12

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COLNE CITADEL

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST AUGUST 2023**

---

**FINANCIAL STATEMENTS AND TRUSTEES' REPORT**

The trustees present their annual report and unaudited financial statements of the charity for the year ended 31<sup>st</sup> August 2023.

The financial statements comply with the Charities Act 2011 and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2015) – (Charities SORP (FRS 102)).

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1158372

**Registered office**

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Market Place  
Colne  
BB8 0HY

**Trustees and key management**

G Whiteoak  
J Whiteoak  
R Douglas  
G Melling  
A F Haworth

**Role**

Chairperson

**Independent Examiner**

M Sunter FCA  
Ainsworths Limited  
Chartered Accountants  
Charter House  
Stansfield Street  
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**Bankers**

Santander  
3 Church Street  
Colne  
BB8 0EB

**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2023**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational status**

Colne Citadel was registered as a charity on 27<sup>th</sup> August 2014 under the provisions of the Charities Act (Charity number: 1158372) and is governed by a trust deed.

**Organisational structure**

The Board currently consists of the trustees and is responsible for key policy decisions and the effective governance of the organisation overall. The trustees take care of the day to day running and legal requirements of the charity and the Board meets on a regular basis.

**Recruitment and appointment of new trustees**

Trustees are appointed to reflect the skills required to support the Board and its range of activities. The trustees themselves appoint new trustees to the Board and provide appointees with a full orientation on the services provided, the decision-making processes of the charity and the roles and responsibilities of a trustee, including their legal obligations under applicable laws.

**Risk management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to ensure that regular reports are produced and that necessary steps can be taken to address any issues arising.

**OBJECTIVES AND ACTIVITIES**

The principal activities of the charity are to further or benefit the residents of Colne and surrounding areas, without distinction of 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.

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In setting out the charity's objectives and planning of activities the trustees have given careful consideration to the Charity Commission's general guidance and section 17(5) of the Charities Act 2011. The trustees are confident that the charity offers services of real and practical use to the local population and therefore complies with the responsibility placed on all charities under the Charities Act 2011 to demonstrate a public benefit.

**ACHIEVEMENTS AND PERFORMANCE**

On Nov 1st 2022- three years funding was granted from the Reaching Communities Fund, National Lottery. This enabled employment of a full-time centre Manager to run, develop and expand our services to the community. Daytime activities in the centre have increased from two days each week to six. We have provided a safe, warm space, low cost, nutritious food as well as a great variety of groups to cater for all abilities, ages and needs.

Visitor numbers have increased steadily from an average of 400 visitors each week to 625 visitors. The number of visitors in crisis or requesting assistance with food support, financial difficulties or mental health issues has increased significantly-possibly exacerbated by the cost-of-living crisis. For this reason we have employed an Assistant Manager part-time to assist with crisis intervention as well as increased activities. Funding was secured to employ a part-time catering assistant to ensure we could cater for increased demand, open on Saturdays for breakfast as well as free up time for management to assist visitors and coordinate centre activities. Visitors in need of additional support are signposted to other agencies such as debt services, housing needs or referred to the Social Prescribing or Integrated Board Team. Volunteer opportunities have increased. We now have 30 volunteers-whereas last year we had 16. Many of our volunteers were previously service users. Training of Volunteers has been provided by Lancashire Adult Learning. All volunteers have received travel or food expenses when appropriate.

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**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2023**

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**ACHIEVEMENTS AND PERFORMANCE (CONTINUED)**

In response to suggestions and needs of our community we have added sessions including elderly lunch and social afternoon, parent and child group, I,T training, assistance with form filling. Nattershack, Man-kind, Binge cycle and me, walk and talk on Sundays and three craft groups for different abilities. We facilitate over 20 groups regularly- some of which are provided by other agencies working in partnership including stroke awareness, Integrated care board team who provide Nurse appointments at our centre and health advice, substance misuse services, Narcotics Anonymous , fraud and scam prevention .

Rental income has increased. We hire out space at low cost to other services which benefit our community. Various improvements have been made to our premises including new tables and chairs, new Wi-Fi system, new boiler, storage, white goods, installation of planters for growing vegetables and foodbank shed in the garden.

Throughout the year we have held monthly social events- many in the evening/ weekend and to coincide with National or local events such as the King's coronation, Colne Gala, and Colne Blues Festival. At Christmas 2022 a collection was organised which enabled us to support 60 local families in need with food parcels and presents.

We have distributed over £30,000 in food support on behalf of Pendle Borough Council to members of our community experiencing financial hardship.

It has been a very busy year. Feedback and testimonies from visitors leads us to believe that Service users have felt welcomed, accepted, supported and safe in our centre.

**Future plans**

For the next twelve months we aim to continue our present groups and services.

We will continue to network and build up links with other statutory and community organisations.

We plan to hold a Social Santa event at Christmas for our vulnerable families including a free meal and presents and also hold a free Seniors Christmas event in December. To address isolation we plan to open Christmas morning providing free food to our service users.

We aim to complete repairs to our roof by the end of this year.

We will continue to source funding and involving our community in planning of future services.

**FINANCIAL REVIEW**

The attached statement of financial activities shows how funds were raised and applied during the year.

This statement separates funds which the charity controls itself (unrestricted funds) from those that have to be spent in a manner determined by the donor (restricted funds).

During the year ended 31<sup>st</sup> August 2023 incoming resources amounted to £147,075 while resources expended amounted to £121,488. The net result for the year was a surplus of £25,587 which was an increase in unrestricted reserves to £48,710.

**Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at levels which equate to an excess of its projected needs for the forthcoming year, thereby providing sufficient funds to cover management, administration and support costs and enable the ongoing development of projects. The trustees believe the net asset position is sufficient to satisfy such requirements although these levels of free reserves are reviewed on a regular basis.

**Risk assessment**

The trustees review the major risks faced by the charity during their regular meetings and confirm there are systems in place to mitigate them. Internal risks are minimised by the segregation of duties and procedures for authorisation of all transactions.

**Acknowledgements**

The trustees would like to express thanks to all the charity's employees and volunteers.

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**REPORT OF THE TRUSTEES (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2023**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Under charity law, the trustees are responsible for preparing the Report of the Trustees and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable them to ensure that, where any statements of accounts are prepared by them under the Charities Act 2011 and the applicable Charity (Accounts and Reports) Regulations, those statements of accounts comply with the requirements of regulations under those provisions. The trustees also have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

**Charity requirements**

This report has been prepared in accordance with requirements set down by the Charities SORP (FRS 102).

**ON BEHALF OF THE BOARD:**



.....  
G Whiteoak - Trustee  
Dated: 10<sup>th</sup> October 2023



.....  
J Whiteoak - Trustee  
Dated: 10<sup>th</sup> October 2023

## INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF COLNE CITADEL

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I report on the accounts of Colne Citadel for the year ended 31<sup>st</sup> August 2023, which are set out on pages 6 to 12.

### **Respective responsibilities of the 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied that the Charity is not subject to an audit under section 144(2) of the 2011 Act and is eligible for independent examination, it is my responsibility 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 Commission 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 Commissioner. 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 the seeking of 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 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, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Sunter FCA  
Ainsworths Limited  
Charter House  
Stansfield Street  
Nelson  
Lancashire  
BB9 9XY

Dated: 10<sup>th</sup> October 2023

COLNE CITADEL

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST AUGUST 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 £	2022 £
<b>INCOMING RESOURCES</b>					
Donations and grants	3	3,055	115,807	118,862	40,021
Rents received		10,924	-	10,924	7,859
Fundraising		5,501	-	5,501	-
Other income		11,611	-	11,611	8,264
Interest received		177	-	177	-
<b>Total incoming resources</b>		<u>31,268</u>	<u>115,807</u>	<u>147,075</u>	<u>56,144</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5	5,681	115,807	121,488	45,331
<b>Total resources expended</b>		<u>5,681</u>	<u>115,807</u>	<u>121,488</u>	<u>45,331</u>
<b>NET MOVEMENT IN FUNDS</b>		25,587	-	25,587	10,813
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>23,123</u>	-	<u>23,123</u>	<u>12,310</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>48,710</u>	<u>-</u>	<u>48,710</u>	<u>23,123</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.


The notes form part of these financial statements

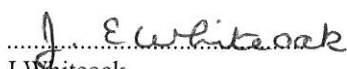
COLNE CITADEL

BALANCE SHEET  
AT 31ST AUGUST 2023

	Notes	2023 £	£	2022 £	£
<b>FIXED ASSETS</b>					
Tangible assets	6		<u>3,695</u>		<u>-</u>
			<b>3,695</b>		<b>-</b>
<b>CURRENT ASSETS</b>					
Cash at bank		<u>46,979</u>		<u>23,123</u>	
		<b>46,979</b>		<b>23,123</b>	
<b>CREDITORS</b>					
Amounts falling due within one year	7	<u>1,964</u>		<u>-</u>	
<b>NET CURRENT ASSETS</b>			<u><b>45,015</b></u>		<u><b>23,123</b></u>
<b>TOTAL ASSETS LESS CURRENT LIABILITES</b>			<u><b>48,710</b></u>		<u><b>23,123</b></u>
<b>NET ASSETS</b>			<u><b>48,710</b></u>		<u><b>23,123</b></u>
<b>FUNDS</b>					
Restricted	9		-		-
Unrestricted			<u>48,710</u>		<u>23,123</u>
<b>TOTAL FUNDS</b>			<u><b>48,710</b></u>		<u><b>23,123</b></u>

The financial statements were approved by the Board of Trustees on 10<sup>th</sup> October 2023 and were signed on its behalf by:

  
.....  
G Whiteoak  
Trustee

  
.....  
J Whiteoak  
Trustee

The notes form part of these financial statements

**1. ACCOUNTING POLICIES**

**Statutory information**

Colne Citadel is registered with the Charity Commission in England. The registered charity number and address can be found in the Report of the Trustees on page 1.

**Basis of preparation**

The accounts (financial statements) 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 in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1st January 2015.

**Consolidation**

The charity has elected to take exemption from the requirements to prepare consolidated accounts as permitted by Charities SORP (FRS 102).

**Cash flow**

The charity is exempt from the requirement to prepare a cash flow statement as it qualifies as a small entity.

**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.

Income from donations, legacies, fundraising and similar incoming resources are included in the year in which they are receivable.

Any income received for specific purpose is accounted for as restricted funds when receivable.

**Resources expended**

Expenditure is accounted for on an accruals basis (inclusive of attributable value added tax which cannot be recovered) and has been classified under the principal categories related to the cost.

Costs allocated to activities in the furtherance of the charity's objects are those directly associated with achieving the charity's goals. Governance costs are those incurred in connection with the management of the company's assets, organisational administration and compliance with constitutional and statutory requirements. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the general activities of the charity. Surplus funds can be allocated to restricted projects if the trustees believe they are required.

Restricted funds are funds subject to specific restriction imposed by the donors for the purpose of any appeal in which the funds are raised and can only be used for particular purpose within the objects of the charity.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2023

1. ACCOUNTING POLICIES (CONTINUED...)

**Tangible fixed assets**

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

Fixtures and fittings - 15% reducing balance

**Taxation**

The trust is a registered charity and is therefore exempt from Income Tax and Corporation Tax under the provisions of Section 505(1) of the Income and Corporation Taxes Act 1988.

2. NET INCOME AND EXPENDITURE FOR THE YEAR

Net income and expenditure is stated after charging:

	2023	2022
	£	£
Depreciation	652	-
<i>Independent examiner's remuneration:</i>		
Independent examination fees	300	300
Other accountancy services	1,020	-
	<u>1,672</u>	<u>300</u>

3. INCOME FROM DONATIONS AND GRANTS

	2023	2022
	£	£
Donations	3,055	-
<i>Grants</i>	44,314	-
The National Lottery		
Borough of Pendle	34,933	-
Awards for All	10,000	-
Jurgens Trust	5,000	-
Lancashire County Council	3,680	-
The Pennine Trust	3,240	-
Duchy Benevolent Fund	3,000	-
J H Rausing Trust	2,500	-
SPX Foundation	2,000	-
Neighbourly Sainsburys	1,605	-
Bauer Radio Cash for Kids	1,300	-
Eric Wright	1,000	-
Other general grants	3,235	40,021
	<u>118,862</u>	<u>40,021</u>

Income from donations and grants totaling £115,807 (2022: £40,021) were restricted.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2023

## 4. STAFF COSTS

	2023 £	2022 £
<i>Staff costs:</i>		
Gross wages	36,232	-
Social security	-	-
Pensions	1,560	-
	<u>37,792</u>	<u>-</u>

*The average number of employees during the year were as follows:*

	No	No
Charitable services	1	-
Management and administration	1	1
	<u>2</u>	<u>1</u>

During the year, no employee received remuneration in excess of £60,000

The trustees and key management personal have received neither remuneration nor reimbursement of expenses during the period.

## 5. RESOURCES EXPENDED

	2023 £	2022 £
Staff wages	37,792	-
Counsellors	18,017	12,360
Activity expenses	-	264
Food and consumables	27,418	19,749
Vouchers and donations	11,882	-
Miscellaneous expenses	2,561	5,476
Bank charges	116	90
Insurance	600	753
Accountancy fees	1,320	300
Advertising	1,305	-
Repairs and maintenance	5,179	1,893
Motor and travel	2,301	639
Utilities	4,790	3,807
Post and stationery	2,052	-
Professional fees	1,567	-
Telephone	1,081	-
Training	2,855	-
Depreciation	652	-
	<u>121,488</u>	<u>45,331</u>

Resources expended totalling £115,807 (2022: £40,021) were restricted.

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2023

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings	Total £
<b>COST</b>		
At 1 <sup>st</sup> September 2022	-	-
Additions	4,347	4,347
Disposals	-	-
At 31 <sup>st</sup> August 2023	<u>4,347</u>	<u>4,347</u>
<b>DEPRECIATION</b>		
At 1 <sup>st</sup> September 2022	-	-
Charge for year	652	652
Eliminated on disposal	-	-
At 31 <sup>st</sup> August 2023	<u>652</u>	<u>652</u>
<b>NET BOOK VALUE</b>		
At 31 <sup>st</sup> August 2023	<u>3,695</u>	<u>3,695</u>
At 31 <sup>st</sup> August 2022	<u>-</u>	<u>-</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Social security and other taxes	736	-
Other creditors	1,228	-
	<u>1,964</u>	<u>-</u>

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST AUGUST 2023

## 8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total Funds £
Fixed assets	3,695	-	3,695	-
Current assets	46,979	-	46,979	23,123
Current liabilities	(1,964)	-	(1,964)	-
	<u>48,710</u>	<u>-</u>	<u>48,710</u>	<u>23,123</u>

## 9. MOVEMENT IN FUNDS

	At 1.9.22 £	Net movement in funds £	At 31.8.23 £
<b>Unrestricted funds</b>			
General	23,123	25,587	48,710
<b>Restricted funds</b>			
General	-	-	-
<b>TOTAL FUNDS</b>	<u>23,123</u>	<u>25,587</u>	<u>48,710</u>

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

	Incoming resources £	Resources expended £	Recognised gains/(losses) £	Movement in funds £
<b>Unrestricted funds</b>				
General	31,268	(5,681)	-	25,587
<b>Restricted funds</b>				
General	115,807	(115,807)	-	-
	<u>147,075</u>	<u>(121,488)</u>	<u>-</u>	<u>25,587</u>

The notes form part of these financial statements

**COLNE CITADEL**

England & Wales - Charity number 1158372

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# Accounts

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## COLNE CITADEL TRUSTEES ANNUAL REPORT 2021- 2022

### **Charitable objects**

TO FURTHER OR BENEFIT THE RESIDENTS OF COLNE AND SURROUNDING AREAS, WITHOUT DISTINCTION OF 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.

#### 1. TRUSTEES

HAYLEY MURPHY IS TO RESIGN AS TRUSTEE 31<sup>ST</sup> OCT 2022 DUE TO POSITION OF PAID ACTING MANAGER BEING GIVEN FROM 1<sup>ST</sup> NOVEMBER. WE THANK HAYLEY FOR HER SUPPORT AND COMMITMENT AS A TRUSTEE.

TRUSTEES ARE IN AGREEMENT FOR REBECCA DOUGLAS WHO IS AN EXPERIENCED BOOKEEPER TO JOIN COLNE CITADEL BOARD OF TRUSTEES IN THE NEAR FUTURE AND WELCOME HER. WE HAVE TAKEN ON TWO TRUSTEES THIS YEAR TO ENSURE DIVERSITY AND EXPERIENCE. FOUR TRUSTEES HAVE UNDERGONE TRAINING FOR TRUSTEES DELIVERED BY NCVO. THE TRUSTEES HELD AN ANNUAL GENERAL MEETING AND REVIEWED THE CHARITABLE OBJECTS OF COLNE CITADEL. ALL TRUSTEES FEEL THAT THE CHARITY IS WORKING TOWARDS ACHIEVING IT'S AIMS AND FOR THE PUBLIC BENEFIT.

#### 2. MANAGER

OUR PREVIOUS CENTRE CO-ORDINATOR RESIGNED DEC 2021 . THE POST OF MANAGER HAS BEEN ADVERTISED. HAYLEY MURPHY HAS BEEN APPOINTED AS ACTING MANAGER TO COMMENCE 1<sup>ST</sup> NOVEMBER 2022 PENDING INTERVIEWS OF APPLICANTS FOR PERMANENT POSITION. WE HAVE BEEN FORTUNATE TO RECEIVE 3 YEARS FUNDING FROM THE NATIONAL LOTTERY REACHING COMMUNITIES FUND. THIS WILL FUND THE POST OF CENTRE MANAGER, PAYROLL, NATIONAL INSURANCE AND PENSION COSTS.

#### 3. ACCOUNTS

TRUSTEES MET AND DISCUSSED 2021/22 ACCOUNTS AND THE BUDGET FOR COMING YEAR. WE ARE PLEASED TO REPORT SIGNIFICANT INCREASE IN INCOME FROM FUNDING, RENTAL INCOME AND OVER COUNTER SALES. ALTHOUGH COSTS HAVE INCREASED AND WILL CONTINUE TO INCREASE DURING THE NEXT YEAR- WE FEEL CONFIDENT WE WILL BE ABLE TO MEET OUR OUTGOINGS. THE TRUSTEES WILL CONTINUE TO MONITOR FINANCIAL SITUATION CLOSELY AT REGULAR MEETINGS. BOOKEEPING IS CARRIED OUT WEEKLY TO ENABLE CLOSE MONITORING OF INCOME AND EXPENDITURE.

WE ARE FORTUNATE TO HAVE FUNDING TOWARDS CORE COSTS INCLUDING ENERGY WHICH WILL HELP ADDRESS INCREASES DUE TO COST OF LIVING CRISIS AND INTENDED INCREASED OPENING HOURS NEXT YEAR. WE WILL LOOK AT HAVING MORE DETAILED ACCOUNTS PREPARED NEXT YEAR AS OUR FUNDING WILL INCREASE SIGNIFICANTLY.

#### 4. FUNDING

WE ARE FORTUNATE TO HAVE SEVERAL FUNDING POTS AT PRESENT TOWARDS OUR COUNSELLING SERVICE, MANAGER POST, LEGO THERAPY, ANIMAL ASSISTED THERAPY, SELF HARM PREVENTION /BINGE CYCLE GROUP, INCREASED ENERGY COSTS, ADVERTISING, INCREASED FOOD COSTS, VOLUNTEER EXPENSES AND TO FUND A MANAGEMENT PLAN. WE HAVE RECEIVED SEVERAL SMALL FUNDS FROM LOCAL BUSINESSES, ERIC WRIGHT TRUST, PRINCES TRUST, ASDA SUPERMARKET. WE WILL CONTINUE TO SEEK FUNDING FOR ACTIVITIES AND RENOVATIONS. FUNDING HAS BEEN APPLIED FOR TO REPLACE THE GAS BOILER WHICH WILL INCREASE EFFICIENCY. WE

ARE LOOKING AT WAYS TO ENSURE WE CAN ACCURATELY MONITOR EACH FUNDING RECEIVED.

5. VOLUNTEERS

AT PRESENT WE HAVE 15 REGULAR VOLUNTEERS AND ALSO RECEIVE VOLUNTEERS FROM A LOCAL RESIDENTIAL RECOVERY PROJECT- ELISHA HOUSE C.I.C ON A ROTA BASIS. THIS ASSISTS THEIR RESIDENTS TO RE-INTEGRATE INTO THE COMMUNITY AND GAIN VALUABLE EXPERIENCE. WE HAVE AN ARRANGEMENT WITH LANCASHIRE ADULT LEARNING WHO ARRANGE TRAINING IN HOUSE FOR OUR VOLUNTEERS. THIS YEAR 3 VOLUNTEERS UNDERTOOK 6 HALF DAYS VOLUNTEER TRAINING. WE SUCCESSFULLY FILLED EMPTY TRAINING SPACES WITH PARTICIPANTS FROM ANOTHER COMMUNITY ORGANISATION. FOOD HYGIENE AND FIRST AID TRAINING IS BOOKED FOR EARLY NEXT YEAR. TWO VOLUNTEERS HAVE UNDERTAKEN FIRST AID TRAINING DELIVERED BY BRITISH RED CROSS.

VOLUNTEERS ARE REIMBURSED FOR TRAVEL EXPENSES AND MEALS WHILST ON DUTY AS WE BELIEVE VOLUNTEERS SHOULD NOT BE OUT OF POCKET FOR GIVING THEIR TIME.

WE ARE ASSISTING A VOLUNTEER IN SUPPORTED LIVING WHO WISHES TO OPEN HER OWN CAFÉ EVENTUALLY BY ALLOWING HER TO TRIAL HER RECIPES IN OUR CENTRE.

6. ACTIVITIES/ GROUPS

IN ADDITION TO GROUPS PREVIOUSLY MENTIONED COLNE CITADEL PROVIDES A VENUE FOR OTHER COMMUNITY GROUPS WHICH BENEFIT OUR COMMUNITY AND ARE IN LINE WITH OUR CHARITABLE OBJECTS - RECOVERY ORGANISATIONS, SUPPORT FOR FAMILIES/ FRIENDS OF THOSE IN ADDICTION, SUPPORT FOR SINGLE PARENTS AND FAMILIES AND NARCOTICS ANONYMOUS. THE CRAFT FRIENDSHIP GROUP WHICH ORIGINALLY STARTED VIA ZOOM DURING LOCKDOWN NOW MEETS IN CENTRE EVERY WEEK. THIS GROUP IS VERY WELL ATTENDED AND IS NOW FACILITATED BY A PREVIOUS ATTENDEE. WE HAVE MIXED ABILITIES IN THIS GROUP WHICH IS INCLUSIVE OF MEMBERS OF OUR COMMUNITY DIAGNOSED WITH LEARNING DIFFICULTIES. NATTERSACK -A SOCIAL GROUP ALSO MEETS WEEKLY. A LADY WHO PREVIOUSLY ATTENDED OUR BINGO FOR SENIOR CITIZENS NOW TEACHES EMBROIDERY AND KNITTING.

WE CONTINUE TO ASK OUR VISITORS WHAT THEY FEEL IS NEEDED AND ADAPT OUR SERVICES WHENEVER POSSIBLE.

OUR FREE, PROFESSIONAL COUNSELLING SERVICE CONTINUES TO BE VERY SUCCESSFUL. WE HAVE 8 VOLUNTEER COUNSELLORS SUPERVISED AND CO-ORDINATED BY A VERY EXPERIENCED COUNSELLOR. WE HAVE A DEDICATED COUNSELLING TELEPHONE NUMBER -ALL CALLS ARE TRIAGED BY OUR LEAD COUNSELLOR. WAITING TIMES ARE APPROXIMATELY 8 WEEKS. REFERRALS ARE RECEIVED FROM INDIVIDUALS, OTHER COMMUNITY AND STATUTORY ORGANISATIONS AND NHS MINDSMATTER.

7. FUTURE PLANS

WE HAVE PLANS AND FUNDING IN PLACE TO RELAUNCH OUR SOCIAL AFTERNOON FOR SENIOR CITIZENS WHO NOW FEEL CONFIDENT TO SOCIALISE FOLLOWING COVID RESTRICTIONS. WE PLAN TO OFFER SLOW COOKER COOKERY SESSIONS TO HELP THOSE IN OUR COMMUNITY COOK AFFORDABLE, NUTRITIOUS MEALS. SOCIAL EVENINGS WILL BE INTRODUCED TO ASSIST THOSE WHO ARE ISOLATED TO SOCIALISE IN AN ALCOHOL-FREE ENVIRONMENT. OUR CENTRE WILL OPEN MORE FREQUENTLY THIS NEXT YEAR TO PROVIDE A WARM, SAFE SPACE TO OUR COMMUNITY. WE PLAN TO ENGAGE THE SERVICES OF A PROFESSIONAL TO ASSIST US TO FORM A BUSINESS PLAN FOR THE FUTURE OF OUR CHARITY.

BUILDING

8. OUR BUILDING IS IN GOOD CONDITION AND DECORATIVE ORDER. WE PLAN TO REPLACE SOME FURNITURE, RENEW OUR BOILER AND HAVE THE ROOF CHECKED IN THE COMING MONTHS. IDEALLY THE KITCHEN COULD BE MODERNISED AND WE PLAN TO LOOK FOR FUNDING NEXT YEAR. THE WIFI CAN BE A PROBLEM WHEN THE CENTRE IS VERY BUSY. WE HAVE OBTAINED QUOTES TO EXTEND THE WIFI AND HAVE APPLIED FOR FUNDING.

9. ACHIEVEMENTS THIS YEAR

THE TRUSTEES FEEL WE HAVE RECOVERED WELL SINCE COVID RESTRICTIONS ENDED .NUMBERS OF ATTENDEES HAS GRADUALLY RETURNED TO PRE-PANDEMIC NUMBERS OVER THE YEAR AND IS BECOMING BUSIER. WE ARE PLEASED TO REPORT THAT SOME OF THE SUCCESSFUL METHODS ADOPTED DURING COVID TO KEEP OUR COMMUNITY CONNECTED HAVE CONTINUED AS REQUESTED FOR THE CONVENIENCE OF COMMUNITY MEMBERS- USE OF ZOOM FOR COUNSELLING SESSIONS, MEETINGS AND TRAINING. THE CRAFT FRIENDSHIP GROUP ORIGINALLY DELIVERED ONLINE DURING COVID IS NOW A THRIVING GROUP IN CENTRE FACILITATED BY A MEMBER. THIS MEMBER SUPPORTED ANOTHER ATTENDEE TO FACILITATE A 'NATTERSHACK ' GROUP UNTIL CONFIDENT TO MANAGE THIS INDEPENDANTLY. WE ARE CONTINUING TO SEE MEMBERS OF OUR COMMUNITY ATTEND AS VISITORS PREVIOUSLY ISOLATED WHO GO ON TO BECOME VOLUNTEERS THEMSELVES WHICH IMPROVES SELF CONFIDENCE AND WELL BEING. THIS IS VERY REWARDING BOTH FOR THE COMMUNITY, OURSELVES AND THE VOLUNTEERS. ONE COMITTED VOLUNTEER PREVIOUSLY ON LONG TERM SICKNESS GAINED FULL TIME EMPLOYMENT, HAS STARTED HIS OWN PEER SUPPORT GROUP FOR MEN AND HAS BECOME A TRUSTEE. TWO VOLUNTEER COUNSELLORS HAVE GAINED FULL TIME EMPLOYMENT.

WE HAVE INCREASED PARTNERSHIP WORKING WITH OTHER COMMUNITY AND STATUTORY ORGANISATIONS SUCH AS INTEGRATED NEIGHBOURHOOD TEAM AND COMMUNITY CONNECTORS. WE ARE NOW ABLE TO MAKE DIRECT REFERRALS ON BEHALF OF CLIENTS WHO REQUIRE FURTHER SUPPORT.

**Colne Citadel**  
**Period 01.09.2021 to 31.08.2022**

**Income and Expenditure**

	<b>2022</b>	<b>2021</b>
<b>INCOME</b>		
Rent Received	7,859	885
Funding	40,021	17,107
Miscellaneous Income	8,264	7,087
<b>Total</b>	<b>56,144</b>	<b>25,079</b>
 <b>EXPENDITURE</b>		
Counsellors	12,360	5,080
Activity Expenses	264	3,535
Citadel / Office Sundries	19,749	1,001
Miscellaneous Expenses	5,476	5,716
Bank Charges	90	98
Insurance	753	450
Accountancy fees	300	300
Rent & Rates	1,058	226
Repairs & Maintenance	1,893	450
Television	639	693
Utilities	2,749	2,211
Motor vehicles - donated from Elisha		
<b>Total</b>	<b>45,331</b>	<b>19,760</b>
 <b>SURPLUS FOR YEAR</b>	 <b>10,813</b>	 <b>5,319</b>
 <b>BALANCE AT BANK</b>		
Current Account	3,101	1,877
Savings Account	20,022	10,433
<b>Total</b>	<b>23,123</b>	<b>12,310</b>
 Unrestricted reserves b/f	 12,310	 6,992
Unrestricted reserves in year	10,813	5,318
<b>Unrestricted reserves c/f</b>	<b>23,123</b>	<b>12,310</b>

The above financial statements have been independently verified and signed by:

Andrew Davies FCA  
 On behalf of Kneeshaws 2018 Ltd

Signed



Date

31/08/2022

**Colne Citadel**  
**Period 01.09.2021 to 31.08.2022**

**Income and Expenditure**

	<b>2022</b>	<b>2021</b>
<b>INCOME</b>		
Rent Received	7,859	885
Funding	40,021	17,107
Miscellaneous Income	8,264	7,087
<b>Total</b>	<b>56,144</b>	<b>25,079</b>
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 On behalf of Kneeshaws 2018 Ltd

Signed



Date

31/08/2022

**COLNE CITADEL**

England & Wales - Charity number 1158372

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# Accounts

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## **MINUTES TRUSTEES ANNUAL GENERAL MEETING 23/5/22**

### **WELCOME**

### **PRESENT;**

**HAYLEY MURPHY**

**ALEX HOWARTH**

**GREG WHITEOAK**

**JULIE WHITEOAK**

### **AGENDA;**

1. FINANCES
2. APPOINTMENT OF NEW TRUSTEES
3. RESIGNATION OF CENTRE CO-ORDINATOR SECONDED FROM ELISHA HOUSE
4. CURRENT SERVICES- ARE WE MEETING THE NEEDS OF OUR COMMUNITY ?
5. PLANS FOR THE FUTURE INCLUDING STAFF AND SERVICE
6. COUNSELLING SERVICE
7. VOLUNTEERS /TRAINING
8. PREMISES
9. FUNDING

### **DISCUSSION;**

1. Trustees discussed last years accounts, unrestricted reserves, income and expenditure. Discussion included ways of increasing income to meet increasing utility bills-rental income and over the counter sales, At present income is covering our core costs. We will need to seek funding to expand our services. We have secured fixed gas/ electricity contracts for next four years. We are already prudent with expenditure – there is little room for any further savings. We have arranged servicing of the heating system free of charge which will hopefully prolong the life of the boiler but need to be mindful that it is now over 10years old- we need to reserve and build upon funds for it's replacement.
2. The Trustees approved the addition of three Trustees to increase diversity.
3. Nicola Blizzard -seconded to Colne Citadel as centre co-ordinator from a local C.I.C left her post Dec2021.

We are currently seeking core funding to enable the employment of a centre Manager. Meanwhile Julie/ Hayley will oversee the administration of the community centre, Volunteers and our services. Trustees Alex, Greg and Julie approved the addition of Hayley Murphy to the charities bank account to assist in financial management.

4. Current activities are well attended and received. We would like to recommence activities for older residents which were paused during lockdown – elderly visitors have been nervous about mixing socially but have started to attend the centre more regularly.
5. As mentioned previously we hope to employ a centre Manager if we are successful in securing funding. We will continue to survey Visitors to anticipate which services we can provide/ adapt to meet the needs of our community. The Counselling team have expressed their wishes to utilise their experience and training to offer more types of counselling and group therapies to include families and at times suitable for those who work during the day. We will continue to build upon relationships with local businesses, charities and statutory services.
6. We currently have 8 voluntary counsellors- two qualified and six student placements who are completing their 100 hours of practice. Hayley Murphy supervises, mentors and co-ordinates the counselling services. Counsellors are currently working in centre and via zoom/ telephone. Lego therapy for which we received funding will commence shortly, We also operate mindfulness groups and intend to trial animal assisted therapy.
7. We currently have 19 Volunteers. We receive Volunteers on a rotational basis also from Elisha House C.I.C ( residential recovery project ) as part of their second stage programme. This is proving very successful. We are currently receiving Volunteer training from Lancashire Adult Learning. The Counselling team have received suicide prevention and bereavement training as well as attending an annual training day in centre delivered by accord services.
8. The premises is currently in a good state of repair. We have breakdown cover for our heating system which is serviced annually. The roof is to be checked shortly for loose slates etc. Gas, fire and PAT testing is upto date.
9. We have been fortunate to have received £19,300 so far this year in funding for services and projects. We are currently applying to the National Lottery Community fund for 3 years funding to cover the salary of a centre Manager.


The Trustees are happy to report all relevant policies are in place and upto date.

6 mths lockdown

**Colne Citadel**  
**Period 01.09.2020 to 31.08.2021**  
**Income and Expenditure**

	<b>2021</b>	<b>2020</b>
<b>INCOME</b>		
Rent Received	885	2,171
Funding	17,107	2,100
Miscellaneous Income	7,087	11,134
<b>Total</b>	<b>25,079</b>	<b>15,405</b>
 <b>EXPENDITURE</b>		
Counsellors	5,080	418
Activity Expenses	3,535	2,634
Citadel / Office Sundries	1,001	480
Miscellaneous Expenses	5,716	5,983
Bank Charges	98	90
Insurance	450	271
Accountancy fees	300	390
Rent & Rates	226	-
Repairs & Maintenance	450	665
Television	693	799
Utilities	2,211	2,564
Motor vehicles - donated from Elisha		4,620
<b>Total</b>	<b>19,761</b>	<b>18,914</b>
 <b>SURPLUS FOR YEAR</b>	 5,318	 - 3,509
 <b>BALANCE AT BANK</b>		
Current Account	1,877	2,895
Savings Account	10,433	4,097
<b>Total</b>	<b>12,310</b>	<b>6,992</b>
Unrestricted reserves b/f	6,992	10,501
Unrestricted reserves in year	5,318	- 3,509
<b>Unrestricted reserves c/f</b>	<b>12,310</b>	<b>6,992</b>

Signed  
Director

  
15/12/21


**Kneeshaws 2018 Ltd**  
Fourth Floor, St James House  
St James's Row  
Burnley, BB11 1DR  
Tel: 01282 332091

6 mths lockdown

**Colne Citadel**  
**Period 01.09.2020 to 31.08.2021**  
**Income and Expenditure**

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Director

  
15/12/21

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