

**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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FOR THE YEAR ENDED 31ST AUGUST 2024**

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

FINANCIAL STATEMENTS AND TRUSTEES' REPORT

The trustees present their annual report and unaudited financial statements of the charity for the year ended 31st 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 1st 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 27th 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 31st 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

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: 9th October 2024



J Whiteoak - Trustee
Dated: 9th October 2024

INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF COLNE CITADEL

I report on the accounts of Colne Citadel for the year ended 31st 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: 9th October 2024

COLNE CITADEL

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

		Unrestricted funds	Restricted funds	2024	2023
	Notes	£	£	£	£
INCOMING RESOURCES					
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
Total incoming resources		35,781	121,321	157,102	147,075
RESOURCES EXPENDED					
Charitable activities	5	52,157	92,921	145,078	121,488
Total resources expended		52,157	92,921	145,078	121,488
NET MOVEMENT IN FUNDS		(16,376)	28,400	12,024	25,587
RECONCILIATION OF FUNDS					
Total funds brought forward		48,710	-	48,710	23,123
TOTAL FUNDS CARRIED FORWARD		32,334	28,400	60,734	48,710

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

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

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



 G Whiteoak
 Trustee



 J Whiteoak
 Trustee

The notes form part of these financial statements

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

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
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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

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
	126,038	118,862

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 £
COST		
At 1 st September 2023	4,347	4,347
Additions	3,241	3,241
Disposals	-	-
At 31 st August 2024	<u>7,588</u>	<u>7,588</u>
DEPRECIATION		
At 1 st September 2023	652	652
Charge for year	1,040	1,040
Eliminated on disposal	-	-
At 31 st August 2024	<u>1,692</u>	<u>1,692</u>
NET BOOK VALUE		
At 31 st August 2024	<u>5,896</u>	<u>3,695</u>
At 31 st 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	<u>275</u>	<u>1,228</u>
	<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 £
Unrestricted funds			
General	48,710	(16,376)	32,334
Restricted funds			
General	-	-	-
Lancashire Environmental Fund	-	8,400	8,400
Awards for All	-	20,000	20,000
TOTAL FUNDS	<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 £
Unrestricted funds				
General	35,781	(52,157)	-	(16,376)
Restricted funds				
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