

The Hub-Yeovil Community Support Charity
(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 December 2023

Company Number: 07358159
Charity Registered in England and Wales Number: 1159016

	<u>Page</u>
Reference and Administrative Details	2
Trustee Directors' Report	3 – 13
Independent Examiners' Report	14
Statement of Financial Activities	15
Balance Sheet	16 – 17
Cash flow statement	18
Notes to the Financial Statements	19 – 31

The Hub-Yeovil Community Support Charity

Reference and Administrative Details

For the Year Ended 31 December 2023

Trustees

N A Downton (Chair)
J Bowes
L Eveleigh
J A Matthews
J S McCabe
D Scarratt

Principal Address and Registered Office

13 Buckland Road
Pen Mill Trading Estate
Yeovil
Somerset
BA21 5EA

Chief Executive Officers

K Comber
S Kibby (until 31 March 2023)

Company Registration Number

07358159

Charity Registration Number

1159016

Independent Examiner

Michelle Ferris FCA DChA
Albert Goodman LLP
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent, ME19 4TA

Solicitors

Battens Solicitors
Mansion House
Princes St
Yeovil
Somerset
BA20 1EP

The Hub-Yeovil Community Support Charity

Trustee Directors' Report

For the Year Ended 31 December 2023

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 December 2023. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102-implemented 1 January 2019) have been adopted in preparing the annual report and financial statements of the charity.

Public benefit

The trustees report that the charitable activities, described in the "Mission statement", "Activities" and "Achievements and performance" paragraphs, are for the public benefit. The trustees also confirm that they have complied with section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was established as a company limited by guarantee (incorporated 26 August 2010) and registered as a charity with the Charity Commission (registered 29 October 2014). The affairs of the charity are governed by its memorandum and articles under which the members of the company are its trustees and control of the charity and its property and funds.

The Trustees serving during the year and since the year end are as follows:

- N A Downton
- J Bowes
- L Eveleigh
- J A Matthews
- J S McCabe
- D Scarratt

Recruitment and appointment of trustees

A robust process is in place for the recruitment and appointment of trustees. Trustees carry out a skills gap analysis before recruiting and now advertise widely to find people with the required skills and experience.

Induction and training of trustees

Newly appointed trustees are provided with a comprehensive induction process including the provision of appropriate documentation re roles and responsibilities, a tour of the organisation and mentoring by established trustees.

Arrangements for setting key management personnel remuneration

The trustees employ staff to run the day to day activities of the charity, with strategic decisions being taken at a trustee level.

The Chief Executive Officer and the Operations Manager are considered to be key management personnel.

The Trustees meet at least quarterly and delegate all operational decisions and running of the Hub to the CEO. The trustee board is independent from the management team. The day-to-day management is then delegated onto the Operations Manager.

The Chair carries out an annual appraisal of the Chief Executive Officer and agrees their salary with the other trustees. This review will include benchmarking of salaries with other CEOs of local charities or similar organisations.

Objectives and activities

Object and aims

The objects of the Charity, as set out in the governing document, are:

"Restricted specifically, only for the public benefit to relieve the needs of young people and adults with learning disabilities / difficulties, physical disabilities, and emotional and social difficulties, in particular by providing training, skills and support that will enable them to lead meaningful and independent lives, fulfil their aspirations to work and make positive contributions to society."

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help.

The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes.

In the Summer of 2023, the Board carried out a review of the Charity's Vision, Mission and Values, in consultation with all key stakeholders and developed an updated strategy to reflect the current operations and future direction of the Hub.

Our overall Vision is "Adults with learning disabilities and autism enjoy equal access to leisure, learning and employment, leading fulfilling lives where they can achieve their goals, be part of the community and realise their true potential."

Our Mission is "We work with adults with learning disabilities and autism to provide support, training and life skills that make a meaningful difference to how independently they can live their lives."

Achievements

Demand continues to grow for our services. In 2023 we increased from 66 trainees (service users) to 72 trainees (9.1%) attending, our highest number ever. In addition the number of trainees days per week has also increased from 156 to 170 (9.0% increase) with the knock-on effect of increased income.



One of our key successes in 2023 was obtaining National Lottery funding of £98,197 spread over three years. This funding enabled the Hub to appoint a full-time Wellbeing Co-ordinator. The new post gets to know trainees as they start at the Hub, provides responsive support to trainees, adds value to the service already provided and supports trainees to have a more positive experience. He reduces anxieties and helps to improve the mental wellbeing of trainees, their families and carers. He also has a significant impact on the Work Coaches and support staff at the Hub who no longer have to juggle working with their small groups against providing additional support for a group member who is unable to fully participate in the session and is disturbing the environment for other people.

The Hub-Yeovil Community Support Charity

Trustee Directors' Report

For the Year Ended 31 December 2023

The Wellbeing Co-ordinator supports two main groups of people:

1. People joining the Hub for the first time, who can find the transition a challenging and anxiety provoking time, which often triggers behaviour that they would not regularly demonstrate. For example, they may simply be anxious or upset; others run; some scream; some self-harm; some rock; others pace up and down; a few may lash out; etc. The Wellbeing Co-ordinator is key in managing this process - they meet with potential new referrals and support them during tours and taster sessions at the Hub before they join. This support continues during their early days/weeks at the Hub to make the transition as stress-free as possible.
2. Existing trainees are also known to exhibit heightened behaviour as a result of new trainees joining, changes in delivery or staff, or as a result of situations outside of the Hub activities. Providing additional support to cope and adapt to the changes not only supports the individual but results in other trainees experiencing a calmer and more managed environment.

Case Study

Trainee A joined the Hub in early 2023. During her induction and first few days, she spoke about her difficulty with mental health, previous instances of self-harm and suicidal thoughts.

In the months that followed she met once per Hub day with the Wellbeing Co-ordinator and they discussed strategies to manage her anxiety. The Wellbeing Co-ordinator contacted her previous setting (Kingston Maurward College) and spoke with her mother to better understand how best she should be supported. The Wellbeing Co-ordinator also introduced Trainee A to like-minded trainees to encourage a buddy system. These all worked well and Trainee A's confidence grew.

The previous support that was given to Trainee A by the Wellbeing Co-ordinator has helped to create trust and openness. Trainee A frequently seeks the Wellbeing Co-ordinator out for advice and help when she is worried or troubled by things either at the Hub or in her personal life.

Due to the support, she has received her confidence has grown resulting in:

- Moving into supported living,
- Joining another day service as well as the Hub,
- Taking part in work experience at the Hub which led to her applying for and being offered a part-time barista job,
- Support and guidance whilst coming off her anti-depressants

The meetings between the Wellbeing Co-ordinator and Trainee A continue to this day and support continues around topics such as familial friction, job applications and relationships.

In the last twelve months we have continued to improve our relationships with Social Services, special educational needs schools, colleges, the NHS, etc. We also have much better two-way communication with parents and carers. We have become so much more than just a day-service provider with increased support for the trainees' families.

Our reputation for providing varied and excellent sessions for our trainees continues to grow. We strive to provide sessions that will stretch individuals, in a safe environment, to reach their full potential and to become as independent as possible. We have given greater emphasis in 2023 on sports and activities for our trainees. Trainees said they wanted a football team, and we established The Hub All Stars, an inclusive team that joined the Somerset Football Association Disability Counts League.



Our community café and scrapstore footfall and sales have continued to increase significantly in 2023. In 2022 the income from the café and scrapstore was £78,149 but this has risen to £123,710 in 2023 (158%). The café and scrapstore have become valued in the local community with lots of regular customers and groups.



Our staffing numbers have increased from an average monthly head count of 18 in 2022 to 22 in 2023. The most pleasing element of our recruitment in 2023 is that we have appointed two of our trainees to work part-time in the café kitchen and we are looking to increase the number of paid trainees in 2024. In March 2023 Steve Kibby who shared the CEO role resigned and now Ken Comber is the sole CEO (24 hours per week). We now have an organisational structure that is deliberately light on management roles and a very high proportion of staff working directly with our trainees.

As stated in the 2022 Trustees report our financial business model introduced in 2021 is financially viable and sustainable. Trainee income plus income from the café and scrapstore is sufficient to cover our normal operating costs, etc. This means we are no longer as reliant on donations and grants to fund our core activities and where opportunities for additional funding exist or donations are received, we are using these to increase our impact and expand our programme.

The Hub-Yeovil Community Support Charity

Trustee Directors' Report

For the Year Ended 31 December 2023

We continue to provide challenging, fun, exciting and varied sessions to our trainees to help them become more independent, gain confidence, learn new skills, improve their social engagement and reach their full potential. This may result in trainees moving on from the Hub, including into employment.



Fundraising disclosures

The Charity did not have any fundraising events in 2023.

Use of volunteers

The Charity has a small number of dedicated and much valued volunteers. The volunteers support the running of the scrapstore and organising events.

Achievements and performance

Key financial performance indicators

Trainee numbers and trainee days are measured and compared monthly. As previously stated, demand continues to grow for our services. In 2023 we increased from 66 trainees to 72 trainees (9.1%) attending and demand has continued to grow into 2024. More significant is that the number of trainees days per week has also increased from 156 to 170 (9.0% increase) with the knock-on effect of increased income

A detailed monthly Profit & Loss account is prepared with commentary on activities and this is sent to the Trustees. At the same time the Trustees receive projections of future months' cash flow and actual performance v projections. Cashflow is monitored on a weekly basis.

Key non-financial performance indicators

Trainees are set goals and their performance against goals measured. Those working in the cafe get the opportunity to attain bronze, silver and gold certificates re catering and food hygiene and barista training.

We also have comprehensive records in place relating to all our trainees including All About Me Forms, Support Plans, Incident and Behaviour Reports. Incident and Behaviour Reports are reviewed monthly.

Plans for the future

Over the next 3 years we will continue to do more to support the wellbeing, independent living and employment opportunities of people with learning disabilities and autism in Somerset and Dorset.

Our ambition is still to have a second facility dedicated to independent living skills. Whilst seeking funding we will continue to develop our programme to enhance independent living skills at the Hub. We are very keen to support trainees and their families with the transition into independent living, which often can be a difficult time for all involved. The additional facility is becoming more critical as we get closer to the capacity of our premises and demand for our services is not diminishing.

Our goal is to be able to provide comprehensive support to trainees and employers to create opportunities that work for people with autism and learning disabilities and we will seek to create the income to establish new programmes around employment. This will include increasing paid work opportunities for trainees at the Hub. In addition, we will pilot new ways of delivering work skills for trainees, for example, developing programmes using and expanding our digital facilities. We will also join the National Autistic Employment Network that is being launched in 2024. This will give us the opportunity to consult with our peers and learn from those organisations who have been successful in establishing employment opportunities.

Another goal will be to continue to expand our support for parents/carers, to help them understand and access the services they need and build long lasting trusting relationships. This will include helping parents/carers improve their own resilience and providing advice on funding, benefits and getting 1:1 support where needed. We want to support our trainees' families, not just the trainees, due to the ever reducing support available in the community. We will be exploring training workshops and potentially setting up peer support groups.

The Hub-Yeovil Community Support Charity

Trustee Directors' Report

For the Year Ended 31 December 2023

We will work together with other organisations that work with adults with learning disabilities from across our area. We have recently joined a newly established forum for local day service providers.

We will seek to fund a communities and partnerships role in the organisation to raise more money, increase grant funding, achieve greater engagement with local businesses and organisations and host more events at the Hub to drive local engagement and retail revenue. We will expand our partnerships with other organisations in our area so we can play a holistic role in the wellbeing of our trainees. We want to build on existing relationships and create new ones. This will include building deeper relationships with corporate partners. Leonardo UK and Yeovil Town Football Club are examples of organisations who are very keen to build on our respective partnerships and do even more going forward.

We will continue to lobby and champion the issues of adults with learning disabilities and autism. We will strive, alongside parents, to ensure that they get the support they require with particular emphasis on working with NHS learning disabilities and autism specialists. We will raise the issues of mental health support at appropriate forums as this is an area that is often underserved. The Hub has trainees who are bi-polar, have border-line personality disorder, schizophrenia, self-harm, anxiety, etc but their mental health often seems to be disregarded by the authorities.

Financial review

During the year ended 31 December 2023, the Charity had total income of £696,936 (2022: £538,274) and total expenditure of £633,571 (2022: £583,775). The income and expenditure (including transfers) relating to restricted funds was £37,551 (2022: £43,900) and £40,747 (2022: £21,206). The Charity was in receipt of Government grant income in relation to Coronavirus of £0 (2023: £3,900).

Total funds at 31 December 2023 were £133,941 (2022: £70,661). This is split between unrestricted £129,317 and restricted £4,539. Total free reserves as at 31 December 2023 were surplus of £56,075 (2022: deficit of £23,923).

Policy on reserves

This policy exists to describe The Hub's approach to managing its cash reserves.

Our principles

- We need reserves so that if we're not hitting our financial targets, we have enough time to make and implement a corrective plan that's not under undue financial pressure, we believe this should be based around a 6-month timeframe.
- It's very unlikely that due to our commercial model that all revenue would drop dramatically month to month and for that reason we do not believe that our reserves policy needs to work on the basis of 3 or 6 months full costs - instead working to a modelled 6-month worst case income scenario.
- We will review the reserve amount at least annually or at any time there's a significant change in the business. Our scale and operating costs at any given time will affect the appropriate level of reserves we should have.

Our approach

When deciding our level of reserves, we've used our model based on the analysis below:

- December is typically the worst month for financial performance. We've used historic data to estimate likely worst-case losses in this month.
- Where non-December loss making months have occurred the recent worst case is an £8k loss we feel this is representative of a likely worse case for all months except December.
- If we were to have 5 loss making months in the run up to a loss-making December this 6 month period would see a loss of £55k. We consider this extremely unlikely.
- The Hub is on a firmer financial footing but remains vulnerable to short term ups and downs in our revenue.
- We believe setting the reserve level above the worst-case model is prudent at this time.

For our 23/24 financial year the reserve amount should be £75,000

Principal funding sources

The principal funding sources for the Charity are currently by way of skills development training paid via direct payments, commissioned services by the Local Authority or self-funders. This is supplemented by income from the Hub's café and scrapstore.

In addition, the Charity receives funding via grants and donations.

Major risks and management of those risks

The Charity's main source of income is fees from trainees. The Local Authorities set up a daily rate for day services and this amount is charged to the individual dependent upon how many days they attend the Hub each month. If the Local Authority reduces the daily rate for day services or changes its policy/methodology, this is a risk to the Charity. It is, however, pleasing to note that in April 2024 Somerset Council increased the day rate by 3.2%.

To mitigate this risk the Charity wants to become less reliant on Local Authority income and plans to continue to increase other sources of income such as grant funding and café and scrapstore income.

Reputational risk

The Charity works with vulnerable adults with learning disabilities and autism. It is essential that the Charity provides professional services in a safe and secure environment.

The Charity has comprehensive safeguarding, whistle-blowing and other policies in place and staff are appropriately vetted and trained.

Government Policy

The Government could change their policies in how they see services for vulnerable adults delivered. The Charity keeps up to date with any Government press releases, changes in legislation and maintains effective relationships with key stakeholders.

Financial instruments

Objectives and policies

The Charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk.

Cash flow risk

The Charity's activities expose it primarily to the financial risks of changes in interest rates. The Charity does not currently hold any interest-bearing assets or liabilities. Cash flow is monitored on a daily basis.

Credit risk

The Charity's principal financial assets are bank balances and cash, trade and other receivables.

The Charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The Charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

The Charity's liquidity risk is attributable to its level of cash and credit lines available.

Statement of Trustees Responsibilities

The trustees (who are also the directors of The Hub-Yeovil Community Support Charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

The Hub-Yeovil Community Support Charity

Trustee Directors' Report

For the Year Ended 31 December 2023

- select suitable accounting policies and apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departure 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 25.09.2026 and signed on its behalf by:

N A Downton

Trustee

J S McCabe

Trustee

Independent examiners report to the Trustees of The Hub-Yeovil Community Support Charity

I report to the charity trustees on my examination of the accounts of The Hub-Yeovil Community Support Charity ("the Company") for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Michelle Ferris FCA DChA

Albert Goodman LLP
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 26.09.2024

The Hub-Yeovil Community Support Charity

Statement of Financial Activities (including an Income and Expenditure account)

For the Year Ended 31 December 2023

	Notes	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Income and endowments from:							
Donations and legacies	2	18,516	37,551	56,067	8,178	43,900	52,078
Charitable activities	3	517,053	-	517,053	408,021	-	408,021
Other trading activities	4	123,710	-	123,710	78,149	-	78,149
Interest		106	-	106	26	-	26
Total income		659,385	37,551	696,936	494,374	43,900	538,274
Expenditure on:							
Raising funds	5	51,785	-	51,785	38,052	2,499	40,551
Charitable activities	6	541,039	40,747	581,786	524,517	18,707	543,224
Total expenditure		592,824	40,747	633,571	562,569	21,206	583,775
Other gains/(losses)		(85)	-	(85)	-	-	-
Net income/(expenditure)		66,476	(3,196)	63,280	(68,195)	22,694	(45,501)
Transfers between funds	17	(41)	41	-	15,000	(15,000)	-
Net movement in funds		66,350	(3,155)	63,280	(53,195)	7,694	(45,501)
Reconciliation of funds							
Total funds brought forward		62,967	7,694	70,661	116,162	-	116,162
Total funds carried forward		129,317	4,539	133,941	62,967	7,694	70,661

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

The statement of financial activities incorporates the income and expenditure account.

The Hub-Yeovil Community Support Charity- Company Registration Number: 07358159**Balance Sheet**

As at 31 December 2023

		2023	2022
		£	£
	Notes		
Fixed assets			
Tangible fixed assets	11	73,327	86,890
Current assets			
Stocks	12	1,000	1,000
Debtors	13	2,775	8,014
Cash at bank and in hand	14	77,450	2,906
		81,225	11,920
Creditors:			
Creditors falling due within one year	15	(20,611)	(28,149)
Net current assets		60,614	(16,229)
Total net assets		133,941	70,661
The funds of the charity:			
Restricted funds	17	4,539	7,694
Unrestricted funds	17	129,402	62,967
Total charity funds		133,941	70,661

The Hub-Yeovil Community Support Charity- Company Registration Number: 07358159

Balance Sheet

As at 31 December 2023

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Board of Trustees for issue on 25.09.2024 and signed on their behalf by:

N A Downton

Trustee

J S McCabe

Trustee

The Hub-Yeovil Community Support Charity

Cash flow statement

For the Year Ended 31 December 2023

		Total 2023 £	Total 2022 £
	Notes		
Cash flows from operating activities			
Net movements in funds for the year		63,280	(45,501)
Adjustments to cash flows from non-cash items			
Depreciation and amortisation	11	15,324	22,506
Profit/(loss) on disposal of fixed asset		85	-
		<hr/>	<hr/>
		78,689	(22,995)
Working capital adjustments			
(Increase) / decrease in debtors	13	5,239	(4,778)
(Decrease) / increase in creditors	15	7,462	(2,867)
		<hr/>	<hr/>
Net cash flow from operations		91,390	(30,640)
Cash flows from investing activities			
Acquisitions of tangible assets	11	(1,846)	(19,441)
		<hr/>	<hr/>
Net cash flows from investing activities		(1,846)	(19,441)
Cash flows from financing activities			
Advancement of loans and borrowings		-	15,000
Repayment of loans and borrowings		(15,000)	-
		<hr/>	<hr/>
Net increase in cash and cash equivalents		74,544	(35,081)
		<hr/>	<hr/>
Reconciliation of net debt			
Cash and cash equivalents at the beginning of the reporting period		2,906	37,987
Net increase in cash and cash equivalents		74,544	(35,081)
		<hr/>	<hr/>
Total cash & cash equivalents at the end of the reporting period		77,450	2,906
		<hr/>	<hr/>

1 Accounting Policies

1.1 General information and basis of accounting

The Hub-Yeovil Community Support Charity is a company limited by guarantee incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is limited to £10. The address of the registered office is given on page 2. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 3-13.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)- (Charities SORP (FRS 102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Income from gift aid is included in the Statement of Financial Activities at the same time as the donation to which they relate.

Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.

Income from charitable activities is recognised when the charity is entitled to the income. Other trading activities income includes income relating to café and scrap sales and is included in the Statement of Financial Activities at point of sale. Investment income is included when receivable.

1.4 Government grants

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

1.5 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. All expenditure is gross of VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Raising funds expenditure comprises of costs incurred by the charity in relation to the running of the café and scrapstore.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

1.6 Fixed assets

Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives at the following rate:-

Leasehold improvements – depreciated over the life of the lease

Furniture and equipment – 25% per annum straight line basis

Motor vehicles- 25% reducing balance

Fixed assets are valued at cost less depreciation. No assets are capitalised under £50. Fixed assets are reviewed annually for impairment.

1.7 Stocks

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

1.8 Debtors

Accrued income comprises amounts due from funders and is recognised when the charity is entitled to the grant, receipt is probable and the amount can be measured reliably. Prepayments are valued at the amount prepaid.

1.9 Cash at bank and in hand

Cash at bank and in hand comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

1.10 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

1.11 Taxation

The company is a registered charity and is therefore not liable to corporation tax to the extent that income and gains are applied to the charitable objectives of the charity.

1.12 Pension contributions

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

1.13 Fund accounting

General funds are unrestricted funds receivable or generated for the objects of the Bureau without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criterion is charged to the fund, together with a fair allocation of management and support costs.

1.14 Operating leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease. The charity has an operating lease for the premises in which they operate, as well as photocopier and telephone leases. The title of the leased premises and equipment remains with the lessor.

1.15 VAT

The charity is not VAT registered and therefore all costs are inclusive of VAT.

1.16 Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

2 Donations and legacies

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Donations and gifts	13,516	1,000	14,516	7,178	-	7,178
Grant income	5,000	36,551	41,551	1,000	40,000	41,000
Exceptional government funding						
Other Covid grants*	-	-	-	-	3,900	3,900
Total	18,516	37,551	56,067	8,178	43,900	52,078

The charity has been eligible to claim additional funding in year from government support schemes in response to the coronavirus outbreak. The funding received is shown above under "exceptional government funding".

* denotes amounts received from government grants

3 Incoming from charitable activities

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Trainee funding	516,453	-	516,453	408,021	-	408,021
Rental income	600	-	600	-	-	-
Total	517,053	-	517,053	408,021	-	408,021

4 Income from other trading activities

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Café and scrap sales	123,710	-	123,710	78,149	-	78,149
Total	123,710	-	123,710	78,149	-	78,149

5 Expenditure on raising funds

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Café and shop costs	51,785	-	51,785	38,052	2,499	40,551
Total	51,785	-	51,785	38,052	2,499	40,551

6 Expenditure on charitable activities

	Note	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Staff costs		384,478	33,050	417,528	385,880	10,112	395,992
Rent and rates		48,109	-	48,109	48,980	-	48,980
Heat and light		23,433	-	23,433	10,505	-	10,505
Repairs and maintenance		13,349	3,155	16,504	12,980	3,293	16,273
Insurance costs		5,786	-	5,786	5,392	-	5,392
Motor expenses		2,628	-	2,628	2,792	-	2,792
Postage and stationery		3,228	-	3,228	3,883	-	3,883
Other charitable expenditure		28,030	4,542	32,572	19,361	3,900	23,261
Sundry expenses		6,231	-	6,231	2,447	-	2,447
Depreciation		15,324	-	15,324	22,506	-	22,506
Bank charges		367	-	367	275	-	275
Legal & professional fees		2,711	-	2,711	5,316	1,402	6,718
Accountancy fees		6,118	-	6,118	3,000	-	3,000
Governance costs	7	1,247	-	1,247	1,200	-	1,200
Total		541,039	40,747	581,786	524,517	18,707	543,224

7 Analysis of governance costs

Governance costs

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Independent Examination fees	1,247	-	1,247	1,200	-	1,200
	1,247	-	1,247	1,200	-	1,200

8 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2023	2022
	£	£
Operating leases - plant and machinery	1,152	1,152
Operating leases - other assets	48,000	48,000
Depreciation of fixed assets	15,324	22,506
Independent examination fees - current examiner	1,247	1,200
Other accountancy services - current examiner	6,118	3,000

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year (2022: none).

No trustees have received any reimbursed expenses from the charity during the year (2022: none).

No trustee received payment for professional or other services supplied to the charity (2022: £nil).

10 Staff costs

Number of employees

The average monthly head count was 22 staff (2022: 18 staff).

Employment costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Wages and salaries	380,281	362,818
Social security costs	29,484	25,906
Pension costs	7,763	7,268
	<u>417,528</u>	<u>395,992</u>

The key management personnel of the charity comprise the two chief executive officers, one of whom resigned in March 2023 and the operations manager (with effect from 1 January 2023). The total employee benefits (includes gross pay, employer pension and employer national insurance) of the key management personnel were £85,607 (2022: £50,046).

There were no individuals who received remuneration of £60,000 or more in either year.

Pension costs

The company operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £7,763 (2022: £7,268).

There were no contributions payable to the scheme at the end of the year (2022: £nil).

11 Tangible fixed assets

	Property Improvements £	Furniture & Equipment £	Motor Vehicles £	Total £
Cost				
At 1 January 2023	103,140	70,359	21,490	194,989
Additions	-	1,846	-	1,846
Disposals	-	(2,037)	-	(2,037)
At 31 December 2023	103,140	70,168	21,490	194,798
Depreciation				
At 1 January 2023	39,113	60,611	8,375	108,099
Charge for the year	9,905	3,546	1,873	15,324
Eliminated on disposal	-	(1,952)	-	(1,952)
At 31 December 2023	49,018	62,205	10,248	121,471
Net book value				
At 31 December 2023	54,122	7,963	11,242	73,327
At 31 December 2022	64,027	9,748	13,115	86,890

12 Stock

	2023 £	2022 £
Stocks	1,000	1,000

13 Debtors

	2023 £	2022 £
Trade debtors	2,775	8,014

14 Cash and cash equivalencies

	2023	2022
	£	£
Cash in hand	100	100
Cash at bank	77,350	2,806
	<u>77,450</u>	<u>2,906</u>

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	13,714	8,956
Other creditors	-	42
Loan	-	15,000
Accruals	6,897	4,151
	<u>20,611</u>	<u>28,149</u>

The loan was repaid in equal instalments from January 2023 and ended 31 December 2023. The loan was interest free and unsecured.

16 Obligations under leases and hire purchases contracts

The total value of future minium lease payments was as follows:	2023	2022
	£	£
Land and Buildings		
Within one year	48,000	48,000
In two to five years	192,000	192,000
In over five years	528,000	576,000
	<u>768,000</u>	<u>816,000</u>

17 Funds

	Opening Balance 01.01.23 £	Income £	Expenditure £	Transfers £	Closing Balance 31.12.23 £
Unrestricted funds					
General					
Unrestricted	62,967	659,385	(592,909)	(41)	129,402
Total Unrestricted funds	62,967	659,385	(592,909)	(41)	129,402
Restricted funds					
The National Lottery Community Fund - RC South West Region	-	33,050	(33,050)	-	-
Screwfix Grant	3,146	-	-	-	3,146
SASP	-	3,501	(3,539)	38	-
Tesco	-	1,000	(1,003)	3	-
Founders for Good	4,548	-	(3,155)	-	1,393
Total Restricted funds	7,694	37,551	(40,747)	41	4,539
Total funds	70,661	696,936	(633,656)	-	133,941

17 Funds (continued) – prior year

	Opening Balance 01.01.22 £	Income £	Expenditure £	Transfers £	Closing Balance 31.12.22 £
Unrestricted funds					
General					
Unrestricted	116,162	494,374	(562,569)	15,000	62,967
Total Unrestricted funds	116,162	494,374	(562,569)	15,000	62,967
Restricted funds					
Somerset Community Foundation	-	15,000	(15,000)	-	-
Screwfix Grant	-	5,000	(1,854)	-	3,146
Somerset County Council - Covid Relief	-	1,900	(1,900)	-	-
Dorset County Council - Infection Control	-	2,000	(2,000)	-	-
Clothworks Foundation	-	15,000	-	(15,000)	-
Founders for Good	-	5,000	(452)	-	4,548
Total Restricted funds	-	43,900	(21,206)	(15,000)	7,694
Total funds	116,162	538,274	(583,775)	-	70,661

The specific purposes for which material funds are to be applied are as follows:

The unrestricted funds are available to be used at the trustees discretion to further the objects of the charity.

The Somerset County Council (Covid relief) and the Dorset County Council (Infection control) was used towards additional cleaning costs and PPE associated with the coronavirus pandemic.

The Somerset Community Foundation grant was awarded for the CEO attending and passing Somerset Social Entrepreneurs Accelerator Programme and was unrestricted funds which were spent on salaries and marketing of the Hub.

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2023

The Screwfix (2022) grant was awarded as a contribution towards installing a changing room facility at the Hub. This has not gone ahead due to escalation in costs.

The Clothworkers Foundation provided an eight- seater vehicle to transport the Hub's trainees to external activities and events.

The Founders for Good grant funded the installation of a digital suite for our trainees within the Hub's premises.

The National Lottery Community Fund grant was awarded to fund The Hub Approach project and has been used to pay for a new employee.

The SASP grant was awarded to purchase equipment for delivering activities in a small space.

The Tesco grant was awarded to purchase IT equipment.

Funds have been transferred in accordance with the SORP followings acquisition of capital items.

18 Analysis of net assets between funds

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Tangible assets	73,327	-	73,327	86,890	-	86,890
Current assets	76,686	4,539	81,225	4,226	7,694	11,920
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	150,013	4,539	154,552	91,116	7,694	98,810
Creditors due within one year	(20,611)	-	(20,611)	(28,149)	-	(28,149)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	129,402	4,539	133,941	62,967	7,694	70,661
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

19 Related party transactions

During the year the charity had no transactions with related parties (2022: one trustee donated £5,000).