

CHARITY NUMBER 1159141

# THE CLARKE LISTER FEEL GOOD CENTRE

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TRUSTEES REPORT AND FINACIAL STATEMENTS

FOR THE YEAR ENDED

31<sup>st</sup> March 2022

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## **TRUSTEES REPORT AND GENERAL INFORMATION**

### **Legal and Administration Information**

#### Management Committee

	Date appointed	Date resigned.
Christopher Piercy	November 2014	
Mrs Julie E. Martin	November 2014	
Ms Dawn M Culley	June 2015	

#### **Manager (volunteer)**

Mrs Carole Lister	November 2014
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#### **Registered Office**

Earl House, Earl Street, Seaham, Co. Durham. SR7 0DH

#### **Bankers**

Barclays Bank plc, Leicester, LE87 2BB

### **Independent Examiners**

AccuTax Accounting  
1 Beech Terrace  
Horden  
Peterlee  
County Durham

This report was approved by the management committee on 28<sup>th</sup> March 2023.....

Mr Christopher Piercy.....

Mrs Julie Martin.....

All email signatures are attached at the back of this report

NOTED: THESE ACCOUNTS ARE OVERDUE AS STATED WITHIN THE CHARITY COMMISSIONERS SITE

# The Clarke Lister Feel Good Centre Seaham

## Management report

The management committee present their report and accounts for the year end March 31<sup>st</sup> 2022.

In November 2014 the Clarke Lister Feel Good Centre received charitable status as a CIO.

In December 2014 the charity signed a 30year lease and asset transfer of Earl House in Seaham Co. Durham

Having worked closely with Durham County council and their representatives in the learning and understanding of the principles of managing a centre and acquiring a prefeasibility, evidencing the need, the council approved the asset transfer.

***The primary aim for The Clarke Lister Feel Good Centre is to manage and direct the centre for the benefit of all users, providing added value. Also to actively promote full inclusion for all, supporting people who have a neurological condition as well as the wider community in helping to combat isolation and loneliness, creating a friendly space where people can socialise, make friends and feel safe. This will be done by offering social settings with 'home cooked food' as well as exercise, and therapy sessions the centre will create a place where people will 'feel good' improving their wellbeing.***

Since acquiring the building in 2014 major refurbishment, has taken place, in small stages until now in 2022. Windows /doors /exit doors and heating has been replaced, a new toilet block has been built, an uplift took place in the main hall including a new floor and kitchen has been replaced, a new roof /ceiling and electric lights/sockets was also replaced in the entrance hall. The building had an alarm and camera system installed. A massive garden makeover was carried out by local firm Jewson Builders, and secure fencing was erected.

## 20-21 Year of the Pandemic

Working within Government Covid guidelines the centre closed its doors to our community users on the 17<sup>th</sup> March 2021, and re-opened in September 2022 when it was safe to do so. This was done working within government guidelines and restricted numbers attending.

### Grants restricted.

We were awarded restricted grants for a cook assistant, which has been carried forward to 2022 @ £8640.

We were also awarded a £500 grant to buy a fogging machine to ensure being covid clean throughout our premises.

We also received a grant of £7246 towards the cost of a kitchen refit, and main hall updates including electrics. Which took place behind closed doors when tradesmen, could return to work in a safe place. The centre was closed for this duration of the refurbishment.

During 2022 all of the above tasks were completed

### Grants Unrestricted

We received unrestricted grants of £11500 from Durham County council to help financially with the restart of our community centre and the loss of incomes. This will help immensely in providing a service to encourage our service users back, overtime.

## **Outcome - Returning group users.**

A return to normal has been challenging, with many who lack confidence not returning.

### **Plans for 2022 – 2023. Feel Good Sessions will include:**

Monthly cabaret – inviting like for like groups, promoting social interaction, in a social setting, enhancing their wellbeing.

Exercise in chairs/or standing. This will be for a mix of abilities, with the aim, of increasing circulation, and acquiring the 'FEEL GOOD' factor

Community Bingo with high tea

MONDAY'S FEEL GOOD – session. Not only do we have a 'feel good' day of activity on Mondays at our centre, but we also invite our members to days out. We have a saying in our group, we don't use the word disabled, we quote the phrase "differently abled" proving that everyone has a different ability and each person is an individual. Our Monday Group is growing from strength to strength.

### **Wednesday sessions are planned – following our success of Mondays.**

#### **2 YEAR PLAN –phase 2**

Assisted exercise suite. To prepare a robust business plan and its costings and seek funding.

The building still needs to be reconfigured to develop more areas/rooms to be able to increase activity. However now that Phase 1 is complete with the new toilets built, and now with the new refurbishment of the kitchen and main hall, it is time to plan phase 2 which is to reconfigure the rest of the down stairs floor are to accommodate an Assisted Exercise suite.

Funding needs to be sought for the provision of equipment, and salaries to run the assisted exercise suite.

Partnership working with the AAP to assist us, as well as and other funders are being sought.

## **STAFF**

Although retired Carole continues to cover the work of a centre manager on a voluntary basis. The position of a manager is vital in taking the charity forward. It is recognised that as a sole worker on a project of this size, cannot continue, and therefore it is a key priority to seek the funding based on lessons learned and success so far. Carole is to work with the AAP who are confident that a funder/s can be found and have said they would work with the charity in support.

### **Volunteers and staff training**

To ensure we can deliver our plans, the need for volunteers has never been more apparent. Volunteers will offer a valuable and significant difference in the service to our community, beneficiaries and play a vital role in the management of our centre.

Carole is to speak with Durham Community Action to assist in the recruitment of volunteers.

Further training sessions are to be attended with staff and volunteers to increase the knowledge

Of Facebook and social media, as a marketplace. Other training sessions for staff are: safe guarding:

Food safety: first aid: health and safety in the work place

## **The Clarke Lister Feel Good Centre**

### **Balance Sheet Year Ending 31/03/2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Current assets</b>		
Cash at bank	58,135.00	49,062.00
<b>Total</b>		
<b>Current Assets</b>	58,135.00	49,062.00
<b>Current liabilities</b>		
Creditors: due within one year	500.00	500.00
<b>Net Current Assets</b>		
<b>Total</b>	57,635.00	48,562.00
<b>The Funds of the charity</b>		
<b>Unrestricted funds brought forward</b>	39,922.00	24,644.00
Excess of income/expenditure for the year	12,639.00	15,278.00
<b>Unrestricted funds carried forward</b>	52,561.00	39,922.00
<b>Restricted funds brought forward</b>	8,640.00	-
Spent during year	- 3,566.00	-
Received in year		8,640.00
<b>Restricted funds carried forward</b>	5074	8,640.00
<b>Total</b>	57,635.00	48,562.00

# THE CLARKE LISTER FEEL GOOD CENTRE

INCOME AND EXPENDITURE ACCOUNT      ENDING MARCH 31ST 2022

				Total		
INCOME	2022	2022	2022	2021	2021	2021
U= UNRESTRICTED	U	R	TOTAL	U	R	£
R = RESTRICTED						
Room hire	2,220.00			-		-
Catering	11,083.67			-		-
Fundraising	80.00			-		-
dcc grants                various	11,500.00			22,238.00		22,238.00
dcc local cook grant/wages		-		-	8,640.00	8,640.00
dcc local 'kitchen refit' grant		-			7,246.00	7,246.00
believe housing covid clean grant		-			500.00	500.00
donations	25.00			40.00		40.00
CREDITS - VARIOUS	16.80			532.00		532.00
Bereavement	174.00					
	25,099.47	-	25,099.47	22,810.00	16386	39,196.00
EXPENDITURE						
Cleaning	364.95			246.00		246.00
Catering	4,377.44			25.00		25.00
Fundraising	830.00			-		
Utilities	3,302.16			1,882.00		1,882.00
Maintenance	2,327.09			1,416.00		1,416.00
Miscellaneous	1,149.46			301.00		301.00
dcc local cook grant/wages		3,565.50			-	
Print and stationery	27.25			184.00		184.00
Insurance/Accountant	34.98			1,006.00		1,006.00
Training/class facilitating	47.35			539.00		539.00
dcc local 'kitchen refit'				915.00	7,246.00	8,161.00
believe housing - covid clean				1,018.00	500.00	1,518.00
Total	12,460.68	3,565.50	16,026.18	7,532.00	7746	15,278.00
C/F        restricted funds cook		- 3,565.50	-3565.5	15,278.00		15,278.00
	12,638.79		12638.79		8640	8,640.00
Excess of income over expenditure			9,073.29	15,278.00	8,640.00	23918.00

## Statement of management committee's responsibilities

The management committee are required to prepare financial statements for the year, which give a true and fair state of affairs of the charity and its results for the period. In preparing those financial statements the statements the committee is required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) Prepare the financial statements on an ongoing concern basis unless it is inappropriate to assume that the charity will continue in business.

The management committee is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking any responsible steps for the prevention and detection of fraud and other regularities.

### Approval

This report was approved by the management committee attending a virtual meeting.

Date: 28<sup>th</sup> March 2023

All email signatures are attached at the back of this report

Signature/s

Chairman Chris Piercy

Treasurer Julie Martin

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## **NOTES to the accounts for year ended 31<sup>st</sup> March 2022**

### Accounting policies

#### Basis of Preparation of the accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the management committee report and all of which are continuing. The charity has taken advantage of the exemption in Financial Reporting Standard No1 from the requirements to prepare a cash flow statement on the grounds that it qualifies as a small charity.

#### Income

Voluntary Income and donations are accounted for as being received by the charity. The income from Fund raising ventures is shown gross, with the associated costs included in fundraising costs.

#### Value Added Tax

Value Added Tax is not recoverable by the charity, however, such VAT is included in the relevant cost in the income and expenditure account.

#### Fund Raising Costs

Fund raising expenditure comprises incurred in inducing people and organisation to contribute financially to the work of the charity. This includes the cost of advertising for donations and the staging of special fund-raising events.

Administration expenditure includes all expenditure not directly to the charitable activity or fund-raising venture. This includes costs of branch contributions.

## **AccuTax Accounting**

Independent Examiners Report on behalf of The Clarke Lister Feel Good Centre

### **Independent Examiners Report**

Wesley Hepburn from AccuTax Accounting reports the yearend financial accounts for The Clarke Lister Feel Good Centre for the period of 1<sup>st</sup> April 2021 - 31<sup>st</sup> March 2022.

### **Respective Responsibilities of Trustees and Examiner**

The Trustees of The Clarke Lister Feel Good Centre (registered Charity) are responsible for the preparation of the accounts; they consider that the audit requirement under section 144 of the Charities Act 2011 does not apply. I have been appointed under the Charities Act 211 and report in accordance with the regulations made under section 145. It is my responsibility to examine the accounts and statement, with no audit required, and to report information and findings to the Trustees.

### **Basis of Examiners Statement**

This report is in respect of an examination carried out in accordance with the directions given by the Charity Commissioners under the Act. An examination includes a review of the accounting records kept by the charity Trustees and a comparison of the accounts presented with those records. It also includes a review of the accounts and making such enquires as are necessary for the purpose of this report. The procedures undertake do not constitute an Audit.

### **Examiner's Statement**

Based on my examination, at no point has any matter come to my attention which gives reasonable cause to believe that in any material respect, accounting records have not been in accordance with section 130 of the Charities Act 2011. I am satisfied that the accounts presented are in accordance with section 130 of the Charities Act and comply with the accounting requirements of the Charities Act 2011. No material has given me doubt of incompliance with the required accounting procedural requirements.

Wes Hepburn ACCA, AATQB  
AccuTax Accounting  
Accutaxaccounting.co.uk  
07528113601

AccuTax Accounting is satisfied and happy to confirm the 01/04/2021 – 31/03/2022 year-end accounts preparation is fully complete and ready for submission to the Charity Commission.

The accounts consist of invoices, payments and receipts via bank transactions with receipts as evidence. I am happy to confirm the bank account and cash book has been reconciled fully confirming that all transactions have been fully accounted for according to the Accounting framework with the IASB (International Accounting Standards Board).

All paperwork provided by The Clarke Lister Feel Good Centre has been signed/initialled by myself, Wesley Hepburn (AATBQ & ACCA), AccuTax Accounting, stating I am fully satisfied with the integrity of the paperwork and the documents have been captured and recorded correctly to make up the year-end financial statements.

Along with this cover letter the Balance Sheet and Income and Expense are displayed on pages 7 & 8 respectively.

I am fully satisfied that no recommendations need to be given to The Clarke Lister Feel Good Centre with regards to their financial accounting methods. Invoices are available and every bank/cash transaction has evidence as back up.

Please take this report as confirmation of my signature. Wes Hepburn

Signature; Wes Hepburn

Date 28/03/2023

Wes Hepburn (ACCA/AATQB)

AccuTax Accounting

accutaxaccounting.co.uk

07528113601

## Trustees email confirmation and signatures

-----Original Message-----

From: Chris Piercy <chris.piercy1@btinternet.com>

Sent: 28 March 2023 17:20

To: Carole Lister <carole@clarkelisterfeelgoodcentre.org.uk>

Subject: Todays meeting and discussion re the accounts

Hi Carole thank you for meeting with Julie, Brian and I this morning. We had a really helpful discussion about the accounts and confirm my agreement to the accuracy of the text as well as the actual accounts.

We also had the opportunity to discuss future plans for the charity.

We agreed to meet again on Tuesday 25th April.

Kind regards

Chris

Sent from my iPhone

-----Original Message-----

**From:** Julie Martin <juliemartin146@gmail.com>

**Sent:** 28 March 2023 12:26

**To:** Carole Lister <carole@clarkelisterfeelgoodcentre.org.uk>

**Subject:** Re: FINAL DRAFT

Hi Carole,

Following a virtual discussion with the trustees and charity manager on 28 March 2023, I have read and agree the reports content.

Please take this email as confirmation of my signature

Julie Martin

Treasurer

Sent from my iPad