

MONKCHESTER COMMUNITY ASSOCIATION CIO

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2024

Charity Number 1160426

MONKCHESTER COMMUNITY ASSOCIATION CIO
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2024

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MONKCHESTER COMMUNITY ASSOCIATION CIO
TRUSTEES ANNUAL REPORT
For the year ended 31 March 2024

The trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the year ended 31 March 2024.

The financial statements comply with the Charities Act 2022, the Memorandum and Articles of Association, and 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 October 2019)

1. Objectives and Activities

Monkchester Community Association CIO provides a range of community resources for local people in its purpose-built community centre, offering a welcoming venue with facilities that include: a large meeting space, a smaller multi-purpose meeting room, two office spaces (one for the CIO the other on long-term let, a fully equipped catering kitchen, IT suite (currently under re-development), and outside areas with play facilities and seating areas.

Activities over the year included:

- Youth club
- Summer and school holiday play schemes for local children and families
- Extra curriculum support and homework clubs provided by Into University Monday to Friday
- Community kitchen projects including FoodCycle.

The facilities were also hired out for a variety of activities, including ward council meetings, local councillor surgeries, as a polling station during elections, and ongoing by regular groups such as dog training classes and an independent church, plus one-off hire for children's parties and special events.

This is a well-respected and well-used community centre, and the trustees have ambitions to develop the facilities and the range of activities once the Community Asset Transfer of the Centre building from Newcastle City Council/Your Homes Newcastle has been completed.

Funds received during the year ended 31 March 2024:

We received £1500 from R.W. Mann to help towards running our Summer playscheme.

We received £1000 from Hedley Foundation to purchase new arts and crafts for our Youth club/Family Hub

We received £3000 from the Barbour foundation towards our Summer program.

We received £3750 to participate in the Street games program getting children out and Active as well as providing a healthy meal.

Ward committee give us £3000 to have a jubilee party for the local community and money towards our Summer playscheme.

We received £2500 to purchase a Ride on lawnmower for the 106 money.

We received £300 from Newcastle Children's mission to have a Christmas party for the children who attend the community Centre.

We got £1400 from the Ward Committee to put towards buying a new commercial fryer for our kitchen.

J.H. Burn give us £300 to buy arts and crafts for the Youth club/Family Hub

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Shepherd's Offshore give us £250 to help start our fundraising off towards repairs we need on the community Centre's roof.

2. Public Benefit Statement

The trustees have paid due regard to the Charity Commission guidance on public benefit and are confident that the CIO's aims, objectives and activities are in accordance with the guidance on public benefit.

Our activities and achievements as outlined above demonstrate our commitment to ensuring that the organization's resources and activities maximise the potential benefit to our local community and others accessing the Community Centre.

3. Achievements and Performance

2023/24 has been a good year for Monkchester Community Association CIO, it has.
Continued to serve the needs of local people.

In particular:

- The CIO has made considerable progress in strengthening its governance, policies and procedures and in future planning.
- Further progress has been made in regularising arrangements with Into University, as they would be a key tenant; however, we are in a 5-year agreement with them to rent both office space and main hall and they are currently into their 2nd year of this.
- The CIO recognises it will need to plan ahead to achieve and maintain optimum and appropriate usage of the facilities, to meet local need, to cover costs and generate income.

4. Financial review

Review of the year

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements.

During the year the Charity had income of £57,548 of which £4,200 was restricted (2023: £96,836 of which £46,936 was restricted) and expenditure of £43,405 of which £1,700 was restricted (2023: £97,595 of which £42,874 was restricted). There was an operating surplus of £14,143 of which a surplus of £2,500 was restricted (2023: deficit of £759 of which a surplus of £4,062 was restricted).

At 31 March 2024, the Charity had cash funds of £86,964 of which £6,802 was restricted (2023: £72,821 of which £4,302 was restricted).

Reserves policy

The Trustees consider the level of reserves, £80,162 (2023: £68,519), prudent for the Charity at this time taking into account potential liabilities in the event that the charity ceased. Our Reserves Policy is reviewed annually. Part of the reserves for the year ended 31 March 2024 is designated for repairs and maintenance to the community centre at a value of £10,000 (2023: £10,000).

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5. Plans for future periods

Monkchester Community Association CIO recognizes the need to continue developing its capacity, procedures and practices across a range of its activities in the coming year, to be ready for the responsibilities of taking over the building on behalf of the local community.

These include:

- Continuing to support new and incoming trustees
- Developing systems and capacity to meet the more rigorous financial and administrative requirements of being a CIO
- Updating and/or developing appropriate policies, procedures and practices suitable for a CIO following the asset transfer of the building from the Local Authority
- Developing a more strategic approach to service delivery, budgeting, fundraising, reporting and monitoring, and service development

6. Reference and administrative details of the charity, its trustees and advisors

Registered charity name	Monkchester Community Association CIO
Charity number	1160426
Registered office	48 Lightfoot drive Walker Newcastle upon Tyne NE6 3BY
Trustees and Members of the Board	S Bell C McLaughlin C Brumwell
Independent Examiner	Doug Maltman FMAAT Connected Voice Business Services One Strawberry Lane Newcastle upon Tyne. NE1 4BX.
Bankers	Lloyds Bank

7. Structure, governance and management

Recruitment and Appointment of the Board

Under the requirements of the Memorandum and Articles of Association, at the Annual General Meeting one-third of the Directors, who are subject to retirement by rotation, shall retire. Retiring Directors can be re-appointed at the Annual General Meeting.

Trustees are selected on the basis of specialist skills and commitment to the objectives and aims of the organisation.

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Board Induction and Training

New Board Members are introduced to the work of the organisation and informed of their legal roles and responsibilities at an induction meeting. The induction and training programme for new Board Members includes:

- A briefing by the Chair.
- An explanation of roles and responsibilities as a Board Member
- Copies of the main company documents including the Memorandum and Articles of Association and the Financial Statements
- Copies of recent board papers.

8. Statement of Trustee Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity SORP requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of incoming resources and application of resources, including the receipts and payments of the charity for that year. In preparing those financial statements, the trustees are required to:

- 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 accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records that 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 reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 17.10.2024 and signed on their behalf by:

S Bell
Trustee

MONKCHESTER COMMUNITY ASSOCIATION CIO

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2024

I report on the financial statements of Monkchester Community Association CIO for the year ended 31 March 2024, which are set out on pages 6 to 14.

Respective responsibilities of 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 of the Charities Act 2022 ("the Charities Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than if the requirements that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I 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.

Doug Maltman FMAAT
Fellow Member of the Association of Accountancy technicians
Connected Voice Business Services
One Strawberry Lane
Newcastle upon Tyne
NE1 4BX
Date: 17.10.2024

STATEMENT OF RECEIPTS AND PAYMENTS

For the year ended 31 March 2024

	Notes	Unrestricted /Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<u>Receipts:</u>					
Voluntary Receipts					
Donations, gift aid and legacy	3	592	-	592	4,897
Charitable activities					
Grants and contracts	4	52,508	4,200	56,708	91,139
Other trading activities	5	248	-	248	800
Total receipts		53,348	4,200	57,548	96,836
<u>Payments:</u>					
Charitable activities					
Operation of the charity	6	41,705	1,700	43,405	97,595
Total payments		41,705	1,700	43,405	97,595
Surplus/(deficit) for the year and movement of funds		11,643	2,500	14,143	(759)
<u>Reconciliation:</u>					
Opening cash at bank and in hand		68,519	4,302	72,821	73,580
Surplus/(deficit) for the year and movement of funds		11,643	2,500	14,143	(759)
Closing cash at bank and in hand		80,162	6,802	86,964	72,821

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 8 to 14 form an integral part of these accounts.

STATEMENT OF ASSETS AND LIABILITIES

As at 31 March 2024

	Notes	Unrestricted /Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Cash funds:					
Cash at bank and in hand	11	80,162	6,802	86,964	72,821
Assets retained for charity's own use	10			43,336	41,560
Liabilities	*			678	666

These financial statements were approved by the Board on: 17.10.2024

and are signed on its behalf by: S Bell
Trustee

The notes on pages 8 to 14 form an integral part of these accounts.

MONKCHESTER COMMUNITY ASSOCIATION CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

The accounts have been prepared using the receipts and payments basis. An audit is not required by the Charity's constitution and has not been requested by the Trustees.

MONKCHESTER COMMUNITY ASSOCIATION CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of receipts

	Unrestricted /Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
3 Donations, gift aid and legacy				
Donations and gifts	592	-	592	4,897
	<u>592</u>	<u>-</u>	<u>592</u>	<u>4,897</u>
4 Charitable activities				
Activities	38,858	-	38,858	33,728
Youth Club - Playscheme	11,600	-	11,600	1,475
Newcastle City Council Grant - Christmas Party	-	300	300	300
Newcastle City Council Grant - Easter Party	-	-	-	551
Newcastle City Council Grant - Computers	-	-	-	4,062
Newcastle City Council Grant - Dishwasher	-	-	-	689
Newcastle City Council Grant - Cooker	-	-	-	2,000
Newcastle City Council Grant - Community Fund	-	-	-	1,000
Newcastle City Council Grant - Playscheme	-	-	-	2,300
Newcastle City Council Grant - Youth Club	-	-	-	300
Biffa Awards - New toilets	-	-	-	38,334
Greatham Hospital - Playscheme	-	-	-	3,000
Arnold Clark - Playscheme	-	-	-	1,000
ASDA - Youth Club	-	-	-	400
R W Mann	1,500	-	1,500	-
Newcastle City Council Grant - Lawn Mower	-	2,500	2,500	-
Newcastle City Council Grant - Fryer	-	1,400	1,400	-
Shephard Ltd	250	-	250	-
J H Burn Trust Grant	300	-	300	-
Newcastle City Council Grant	-	-	-	2,000
	<u>52,508</u>	<u>4,200</u>	<u>56,708</u>	<u>91,139</u>
5 Other trading activities				
Other receipts	248	-	248	800
	<u>248</u>	<u>-</u>	<u>248</u>	<u>800</u>

MONKCHESTER COMMUNITY ASSOCIATION CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of payments on charitable activities

	Unrestricted /Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
6 Charitable activities				
<u>Direct costs</u>				
Youth Club - Playscheme	9,943	300	10,243	19,077
Licences	-	-	-	399
<u>Support costs</u>				
Admin support	8,459	-	8,459	9,928
Office costs	1,850	-	1,850	642
Utility costs	10,546	-	10,546	5,459
Telephone/internet	1,073	-	1,073	1,845
Equipment	58	-	58	41,620
Repairs and maintenance	3,841	-	3,841	12,282
Water	1,507	-	1,507	4,485
Insurance	1,399	-	1,399	1,046
Other payments	2,399	1,400	3,799	182
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	630	-	630	630
	<u>41,705</u>	<u>1,700</u>	<u>43,405</u>	<u>97,595</u>

7 Fees for examination of the accounts

	2024 £	2023 £
Independent examiner's fees for reporting on the accounts	678	666
	<u>678</u>	<u>666</u>

There were no other fees paid to the examiner (2023: £nil)

8 Analysis of staff costs and the cost of key management personnel

The key management personnel of the charity, comprise the trustees. The total employee benefits of the key management personnel of the charity were £nil (2022: £nil)

9 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

MONKCHESTER COMMUNITY ASSOCIATION CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Transaction(s) with related parties

The following detail the related party transactions in the reporting period.

As at 31 March 2024

Name of the trustee or related party	Relationship to charity	Description of the transaction	Amount £	Balance at period end £	Amounts written off £
C Connelly	Related to a Trustee	Admin Support	8,459	8,459	-

As at 31 March 2023

Name of the trustee or related party	Relationship to charity	Description of the transaction	Amount £	Balance at period end £	Amounts written off £
C Connelly	Related to a Trustee	Admin Support	6,415	6,415	-

9 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

10 Assets retained for charities own use

	2024 £	2023 £
Dishwasher	1,034	1,034
Cooker	2,192	2,192
Toilet	38,334	38,334
Fryer	1,776	-
	43,336	41,560

11 Cash at bank and in hand

	2024 £	2023 £
Cash at bank	86,115	71,940
Cash in hand	849	881
	86,964	72,821

12 Liabilities (payable within 1 year)

	2024 £	2023 £
Accruals		
Independent examination of accounts	630	630
Other accruals	48	36
	678	666

MONKCHESTER COMMUNITY ASSOCIATION CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

13 Events after the end of the reporting period

No other significant events affecting the Charity since the year end.

14 Analysis of charitable funds

Analysis of movements in unrestricted funds

For the year ended 31 March 2024.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	58,519	53,348	(37,864)	(3,841)	70,162
Designated funds					
Building repairs and maintenance	10,000	-	(3,841)	3,841	10,000
Totals	68,519	53,348	(41,705)	-	80,162

Analysis of movements in unrestricted funds

For the year ended 31 March 2023.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	54,553	49,900	(42,439)	(3,495)	58,519
Designated funds					
Building repairs and maintenance	18,787	-	(12,282)	3,495	10,000
Totals	73,340	49,900	(54,721)	-	68,519

Purpose of unrestricted funds

General unrestricted fund

The free reserves of the charity.

Designated funds:

- Building repairs and maintenance

Funds allocated for repairs and maintenance of the premises.

MONKCHESTER COMMUNITY ASSOCIATION CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of movement in restricted funds For the year ended 31 March 2024.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Newcastle City Council - Solicitor	240	-	-	-	240
Newcastle City Council - Christmas Party	-	300	(300)	-	-
Newcastle City Council - Computers	4,062	-	-	-	4,062
Newcastle City Council - Lawn mower	-	2,500	-	-	2,500
Newcastle City Council - Fryer	-	1,400	(1,400)	-	-
Totals	4,302	4,200	(1,700)	-	6,802

Analysis of movement in restricted funds For the year ended 31 March 2023.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Newcastle City Council - Solicitor	240	-	-	-	240
Newcastle City Council - Christmas Party	-	300	(300)	-	-
Newcastle City Council - Computers	-	4,062	-	-	4,062
Newcastle City Council - Dishwasher	-	689	(689)	-	-
Newcastle City Council - Easter Party	-	551	(551)	-	-
Newcastle City Council - Cooker	-	2,000	(2,000)	-	-
Biffa Awards - New toilet	-	38,334	(38,334)	-	-
Newcastle City Council - Community Foundation	-	1,000	(1,000)	-	-
Totals	240	46,936	(42,874)	-	4,302

MONKCHESTER COMMUNITY ASSOCIATION CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Newcastle City Council - Solicitor	Funds for the solicitor costs for the property change of use.
Newcastle City Council	Funds for Christmas Party.
Newcastle City Council	Funds to purchase computer equipment.
Newcastle City Council	Funds to purchase Lawn mower.
Newcastle City Council	Funds to purchase Fryer.
Newcastle City Council	Funds to purchase Dishwasher
Newcastle City Council	Funds for Easter Party.
Newcastle City Council	Funds to purchase cooker.
Biffa Awards	Funds to purchase new toilets.
Newcastle City Council - Community Foundation	Funds for Youth Club and Playscheme activities.

As at 31 March 2024

Transfers between funds

	Reason for transfer	Amount £
Between unrestricted and designated funds	Transfer of funds to property repairs and maintenance fund.	3,841

As at 31 March 2023

Transfers between funds

	Reason for transfer	Amount £
Between unrestricted and designated funds	Transfer of funds to property repairs and maintenance fund.	3,495

15 Guarantee

There have been no guarantees given by the charity at 31 March 2024.

16 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2024.

17 Governing document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 11 February 2015 as a body corporate under part 11 of the Charities Act 2022.

18 Capital commitments

As at 31 March 2024, the charity had no capital commitments (2023 -£nil)