

Charity Number

1164587

TRINITY COMMUNITY PROJECT

ANNUAL REPORT AND FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

Trinity Community Project

Trustees' Report

For the period to end of 31 March 2024

REFERENCE AND ADMINISTRATIVE INFORMATION

Registered charity name	Trinity Community Project
Charity registration number	1164587
Registered Office	St Albans United Reformed Church Homewood Road St Albans AL1 4BH

Board of Trustees

The trustees who served the charity during the period were as follows:

Dr Nicholas Brown (Chair)
Mrs Sheila Knopp
Mrs Jenny Roberts (Treasurer)
Mr Michael Sherriff (Company Secretary) –
(Resigned with effect from 30/9/2024)
Mr Philip Hinchliff
Mr Zaichen Mallace-Lu (Company Secretary with
Effect from 30/9/2024)

Independent Examiner	Mrs Kate Brown, ACA ATII
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Bankers	HSBC
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The trustees have pleasure in presenting their report and the financial statements for the charity for the period 1st April 2023 to year ended 31st March 2024.

The trustees confirm that the financial statements comply with current statutory requirements.

OUR AIMS, OBJECTIVES AND ACTIVITIES

Purpose and aims

Our charity's purpose as set out in the objects contained in the Constitution are:

THE ADVANCEMENT OF EDUCATION AND RELIEF OF THOSE IN NEED IN PARTICULAR BY REASON OF THEIR MENTAL HEALTH AND OR LEARNING DIFFICULTIES WITHOUT DISTINCTION OF AGE, EDUCATION, GENDER, SEXUAL ORIENTATION, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS BY THE PROVISION OF SOCIAL AND REHABILITATIVE PROGRAMS TO DEVELOP SKILLS, UNDERSTANDING, SELF-CONFIDENCE AND ENCOURAGE SOCIAL INDEPENDENCE

The Trustees have developed the charity as an organisation promoting health and well-being, working with vulnerable people to make connections to reduce their social isolation and improve health & well-being through social groups, activities & events. Our work is based on the Hertfordshire Connected Lives model, enabling, and supporting people with a learning disability and/or mental health concerns.

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Public Benefit

During the reporting period the trustees have considered section 17 of the Charities Act 2011 and Charity Commission guidance on public benefit. We have sought to ensure that the charity is fulfilling its charitable purpose to benefit the public by offering a range of day services, opportunities and support to people experiencing mental health issues and/or living with a learning disability.

In January 2023 we successfully re-located from the Trinity United Reformed Church building to the United Reformed Church building on Homewood Road. On Thursdays we provide the service from the Friends Meeting House on Upper Lattimore Road. Feedback from our members and volunteers suggest that this transition was successfully managed. We continue to aim to encourage people to participate in a range of social activities within the service and out in the community, which offer choice and promote people's skills, independence, and self-confidence, while maintaining their dignity and safety.

We have achieved the following outcomes from our work:

- 33 beneficiaries have received a day service providing activities and reducing social isolation.
- 52 people have taken part in activities designed to enable them to develop their interests and skills. These activities included art, dance, peer support, cookery, yoga, drumming.
- We now provide services from 2 locations and provide a new lunch club.
- Feedback from members shows that the beneficiaries of our service feel safe and have good relations with staff, volunteers and other members. One member said "Every session is a break from home and a pleasure to attend. It really gives me purpose in life and is the high point of my week."
- Feedback from volunteers shows that they like the inclusive atmosphere and being part of a team. They felt that the move to the Homewood Road premises had gone well. They said that relevant training was offered and referred to developing confidence and listening skills.
- Our staff and volunteers have received training, including care and manual handling
- We have secured new funding to support our work.
- We have amended our constitution to reflect the new arrangements.
- We are a recognized provider for Hertfordshire County Council and our service is now recognized as "good" by them.
- We held a successful annual meeting with members and supporters and a well-attended Christmas lunch.

Grant making

Trinity Community Project does not currently award grants to others.

Volunteers

Volunteers are essential to the delivery and running of Trinity Community Project. In addition to our trustees, during the reporting period we have had a team of 7 volunteers assisting with the delivery of our services. Volunteers have been recruited through networks including the local Volunteer Centre, churches, and word of mouth. Some volunteers are people who themselves have experienced mental health issues.

OUR ACHIEVEMENTS AND PERFORMANCE

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Our achievements are monitored at regular trustee meetings at which a report on progress is considered. During the reporting period we have given particular attention to ensuring that the arrangements at the new premises are effective, following up recommendations from an inspection, planning for financial sustainability including review of charges, and plans for recruiting new trustees.

From trustee visits to the centre, compliments and complaints from users, and questionnaires we received feedback about volunteer and service user experience. Service users reported that the centre provides a friendly safe environment and that they enjoy the activities they take part in. Volunteers reported that the service provides a friendly and inclusive atmosphere and that they have gained new skills through volunteering.

FINANCIAL REVIEW

The Statement of Financial Activities shows total income for the reporting period of £62,492 and total expenditure of £79,497. Our total funds stand at £41,476.

The charity is dependent on the support of its funders and income from the fees paid by service users. We also raise some funds from donations. We have successfully applied for grants for our work including from Hertfordshire Community Foundation, St Alban's District Council, Hertfordshire County Councils' Community Opportunities Programme (extended for a third year), two smaller Hertfordshire County Council grants, and Bedfordshire and Luton Community Foundation. These cover costs related to Support Workers and our programme of activities. We raised £16,219 from grants during this period.

The charity reported a deficit of £17,005, which was in line with our expectations and decisions taken for the reporting period. We have continued to make successful applications to local funders, but we took the decision to not increase member fees in order to maintain affordability for members and beneficiaries and not add to the pressures from increased cost of living. We plan to keep this under review and to continue to try to increase the number of fee-paying service users and raise additional funds from grant applications, donations, and fundraising events. We are diversifying our grant applications to regional and national funders, for longer-term sustainability.

Reserves

The charity currently holds free reserves of £34,996, or approximately 5.2 months of operating costs. Trinity Community Project's reserves policy is to aim for free reserves between 5 to 6 months of annual expenditure in the long term. This is designed to enable us to deal with unforeseen emergencies or other circumstances e.g. employing temporary staff to cover a long-term sickness absence. Our reserves enable us to manage the consequences of less predictable income sources such as one-off grant funding. In the event of us having to close or reduce the level of service provided we aim to be able to give our service users sufficient notice to enable alternative arrangements to be put in place and give our staff and volunteers reasonable notice that their services are no longer required and cover any associated costs related to termination of staff employment contracts.

Going concern

The trustees confirm that Trinity Community Project is a going concern.

Principal risks and uncertainties

During the year, the trustees kept under review the risks faced by the charity in relation to service delivery and development, personnel, finance, property, health and safety, governance, and management. Plans to mitigate these risks were developed and reviewed

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Trustees' Report

For the period to end of 31 March 2024

including regular discussion of health and safety, service user feedback, and safeguarding concerns at trustee meetings. We collected feedback from service users and volunteers to ensure that these risks had been managed effectively.

Another risk relates to cost of living pressures for our beneficiaries, and increasing operating costs for Trinity Community Project. This year we reviewed the arrangements for collecting fees and considered options for diversifying funding sources.

Finally, we have considered trustee recruitment to increase our capacity and diversity. We have advertised for new trustees through local business, volunteer recruitment platforms and local churches.

PLANS FOR FUTURE PERIODS

2023/24 was our eighth full year of operation as an independent charitable incorporated organisation. Prior to November 2015 the service existed as an integral part of Trinity United Reformed Church. We continue to maintain a strong relationship with St Albans United Reformed Church.

As a charitable incorporated organisation, we have engaged trustees, who are not directly associated with the Church, but who have a commitment to the aims and objectives of the project. They have helped with successful grant applications and with developing our use of digital technologies and business planning. In the future we aim to recruit new trustees through our links with the Church and from the wider St Albans community. We are also interested in closer collaboration with other organisations that have similar objectives.

We will continue to review our arrangements with the Hertfordshire Framework Agreement as we have received very few referrals from their brokerage scheme, which mainly provides for people with higher care and support needs than those that our service is designed to assist with.

We continue to try to increase our fee income and to attract new income. Our top priority for future funding bids is contribution to core service costs.

We plan to continue to develop our services and activities in close collaboration with a range of local organisations providing services to people with learning disabilities and mental health concerns.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is constituted as a charitable incorporated organisation and is governed by its constitution. The charity was registered on 26th November 2015.

The provisions of the governing document have been complied with during the reporting period under review.

The trustees serve on a Board of Trustees. They consist of at least four and no more than seven appointed trustees, of which a minimum of two are to be Elders or members at St Albans United Reformed Church. Apart from the first charity trustees, every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

At present there are 6 trustees. The trustees keep under review gaps in experience and expertise represented on the board. Trustees have completed Hertfordshire County Council safeguarding vulnerable adults training.

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Trustees' Report

For the period to end of 31 March 2024

The charity is organised through the Board of trustees to whom the Service Manager is accountable. The Chair, Secretary and Treasurer are appointed from amongst the trustees.

The Service Manager is responsible for the management of staff and during the reporting period this has included the Activities Coordinator, 2 Part-Time Support Workers, sessional staff providing activities, and an active team of volunteers. The Service Manager during this reporting period was Kama Langham.

The Charity is a member of Communities First. This membership provides information and resources that help us with our work and support us with volunteer and trustee recruitment.

The salaries of the charity's paid staff are determined by the trustees, taking account of salaries paid by charities undertaking similar work.

STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with UK law, Charities Act 2011, Generally Accepted Accounting Practice and Accounting Standards.

The Charities Commission required the trustees to prepare financial statements for each financial year. These must give a true and fair view of the state of affairs of the charity at the end of the year and of its Income and Expenditure for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice (SORP) (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards and SORP (FRS102) have been followed. Ensure that 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with requirements of the Charities Act 2011. The trustees 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.

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

The trustees have no beneficial interest in the charity.

STATEMENT AS TO THE DISCLOSURE TO OUR INDEPENDENT EXAMINER

In so far as the trustees are aware:

Trinity Community Project

Trustees' Report

For the period to end of 31 March 2024

- there is no relevant information of which the charity's Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

INDEPENDENT EXAMINER

Mrs Kate Brown was re-appointed as the independent examiner of the charity for the current year and has expressed her willingness to continue in that capacity.

The trustees' report has been approved by the trustees on 10 January 2025 and signed on their behalf by:

Zaichen Mallace-Lu
Company Secretary

Registered office:
St Albans United Reformed Church
Homewood Road
St Albans
AL1 4BH

TRINITY COMMUNITY PROJECT

ACCOUNTS

year ended 31 March 2024

TRINITY COMMUNITY PROJECT

ACCOUNTS

year ended 31 March 2024

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TRINITY COMMUNITY PROJECT

Report of the Independent Examiner to the Trustees of the Trinity Community Project

I report on the Accounts for the year to 31 March 2024

Respective Responsibilities of Trustees and Independent 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 the year under review, under S144(2) of the Charities Act 2011, and that an independent examination is required.

It is my responsibility to:

- 1 Examine the accounts under S145 of the Charities Act 2011.
- 2 To follow the procedures laid down in the general directions given by the Charity Commission under S145(5)(b) of the Charities Act 2011.
- 3 To state whether there any matters of concern that need be highlighted

Basis of Independent Examiners Report

My examination was carried out in accordance with the 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 to those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees on these matters. The procedures undertaken do not provide all the evidence that would be required of any 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 below.

Independent examiners statement

In the course of my examination no material matters have come to my attention which gives cause to believe that in any material respect the following requirements have not been met:

- a. To keep proper accounting records in accordance with S130 of the Charities Act 2011.
- b. To prepare accounts which are in accordance with the accounting records and comply with the accounting requirements of the Charities Act 2011.
- c. To comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and reports) Regulations 2008, other than the requirement that the accounts should give a true and fair view which is not a matter considered as part of an independent examination.

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

KATE BROWN

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 Kate Brown Independent Examiner
 81 Gurney Court Road, St Albans AL1 4 QX
 Dated 16-Jan-25

**TRINITY COMMUNITY PROJECT
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024**

	NOTES	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
INCOME					
Fees from charitable activities					
Client fees less refunds		36,195	0	36,195	31,344
Course contribution		7,553	0	7,553	4,284
Other income					
Grants	2	0	16,219	16,219	40,504
Interest		280	0	280	59
Donations	3	2,245	0	2,245	1,637
TOTAL INCOME		46,273	16,219	62,492	77,828
EXPENDITURE					
Staffing Cost					
Salaries, NI & pensions		45,312	12,613	57,925	54,445
Training, mentoring & Subscriptions		1,088	0	1,088	145
HR costs		1,443	0	1,443	1,809
		47,843	12,613	60,456	56,399
Activities Costs					
Education, equipment & trips		1,066	8,739	9,805	7,349
Transport & motor expenses		0	0	0	51
Equipment		0	0	0	2,444
Refreshments		332	0	332	(192)
		1,398	8,739	10,137	9,652
Property					
Rental of Church		2,798	0	2,798	6,000
Administration					
Telephone		742	0	742	986
Insurance		1,314	0	1,314	2,956
Printing, postage & stationery		19	0	19	8
Repairs and Renewals		1,046	0	1,046	0
Subscriptions		0	0	0	80
		3,121	0	3,121	4,030
Finance and IT costs					
Accountancy & payroll		1,600	0	1,600	1,475
Computer Equipment		10	1,000	1,010	0
Bank charges		159	0	159	161
		1,769	1,000	2,769	1,636
Miscellaneous					
Xmas cards and gifts		216	0	216	275
		216	0	216	275
TOTAL EXPENDITURE		57,145	22,352	79,497	77,992
DEFICIT for the year		-10,872	-6,133	-17,005	(164)

TRINITY COMMUNITY PROJECT

BALANCE SHEET
AS AT 31 MARCH 2024

	NOTE	2024	2023
Current assets			
Bank account no 1		26,274	43,464
Bank Reserve account		16,474	16,194
Total Funds at Bank		42,748	59,658
Petty cash		23	15
		42,771	59,673
Less: Current liabilities			
Accountancy		-1,100	-1,000
Pension creditor		-195	-192
NET ASSETS			
		41,476	58,481

Represented by Funds:	4			2024	2023
		Free	Restricted	Total	Total
Bought forward		45,868	12,613	58,481	58,645
Deficit for the year		-10,872	-6,133	-17,005	-164
Carried forward		34,996	6,480	41,476	58,481

APPROVED

Trustee: *S KNOPP*
.....
S KNOPP

Secretary: *Z MALLACE-LU*
.....
Z MALLACE-LU

Date: 10 January 2025

**TRINITY COMMUNITY PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

1 ACCOUNTING POLICIES

Accounting Convention

The accounts have been prepared under the historical cost convention and in accordance with The Charities Statement of Recommended Practice (SORP) (FRS102) and the Charities Act 2011.

Income Recognition

Income from fundraising, donations, legacies and one off grants are not recognised until the amount is known and receipt is reasonably certain, consequently recognition is generally on receipt.

Statutory funding and grants are recognised in the year in which they are made, except where the awarding body designates them to a specific fund, when the part relating to future accounting periods will be deferred.

Any grants, donations, and other income that is received for a specific designated purpose is allocated to the appropriate restricted fund in the Charity's accounts and is only subsequently used to fund activities that meet the designated objectives.

Income that is provided to support the Charity's overall objectives, without any specific restrictions is allocated to the general unrestricted fund.

Restricted Funds and Reserves

There are shown in more detail in note 4 to the accounts.

Pension cost and post retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the Charity's pension scheme are charged to the profit and loss in the period to which they relate.

**TRINITY COMMUNITY PROJECT
NOTES TO THE ACCOUNTS CONT'D
FOR THE YEAR ENDED 31 MARCH 2024**

	2024	2023
2 Grants		
HCC Xmas	500	0
HCC Social	300	0
Beds and Luton Community Foundation	7,060	8,485
Herts No 1 - additional amount	1,179	0
DWP - R Liddle	1,000	0
Herts Comm No 1	6,180	12,613
Camp Road Trust	0	5,000
Main Grants	0	9,436
SADC	0	4,970
Total Restricted Funds	16,219	40,504

3 Donations

Golden Giving	120	727
Donation Cell Barnes Trust	0	900
Miscellaneous Donations under £100	0	10
Jackman	100	0
Savvides	2,000	0
Communities First	25	0
	2,245	1,637

	Bought forward	Additions in year	Support workers	IT Equipmen	Activities in year	Carried forward
4 GRANTS						0
Beds &Luton Foundation		7,060			-7,060	0
HCC Christmas		500			-500	0
HCC Social		300				300
DWP R Liddle		1,000		-1,000		0
Herts Comm inflation		1,179			-1,179	0
Herts Community No 1	12,613	0	-12,613			0
Herts County No1 Account		6,180				6,180
	12,613	16,219	-12,613	-1,000	-8,739	6,480