

HILLFIELDS FAMILY AND COMMUNITY TRUST
ACCOUNTS

YEAR ENDED 31 MARCH 2021

Registered Charity Number 1165795

HILLFIELDS FAMILY AND COMMUNITY TRUST
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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HILLFIELDS FAMILY AND COMMUNITY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2021

Full Name: Hillfields Family and Community Trust

Registered Charity Number: 1165795

Address: Hillfields Community Hub
Thicket Avenue
Fishponds
Bristol
BS16 4EH

Trustees:

Angela Harrison	Chair
Zoe Fry	
Jazz Bridgwater-Court	
Craig Cheney	
Tina Hunt	
Anna Keen	resigned March 21
Victoria Robinson	resigned April 21
Sharon Bowyer	appointed Dec 19
Harry Evans	appointed Nov 21

Independent Examiner: Geoff Archer
Bristol Community Accountants CIC
The Park,
Daventry Road,
Knowle
Bristol BS4 1DQ

Bankers: Triodos Bank
Deanery Road
Bristol
BS1 5AS

HILLFIELDS FAMILY AND COMMUNITY TRUST

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

The Trustees present their report and accounts for the year ended 31st March 2021.

Structure, Governance and Management

Hillfields Family & Community Trust is a Charitable Incorporated Organisation (CIO), was formerly known as Hillfields Young Mothers Group. The CIO is registered with the Charity Commission and governed according to its constitution, adopted 29 February 2016. On the 8th June 2018 the charity amended its constitution which included updating its objects to reflect more accurately the purpose of the charity.

Members and Trustees

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members. A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated.

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day to day basis by the development managers who are overseen by the trustee board, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

Appointment of Trustees

Trustees may be appointed by the existing trustees or by the decision of the members at the annual general meeting.

In accordance with the terms of the constitution, there must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee. The maximum number of Charity trustees that may be appointed to the CIO is twelve.

Public benefit

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

HILLFIELDS FAMILY AND COMMUNITY TRUST

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

Objectives and activities

Objects of the Charity

The objects of the CIO are

1. To meet the needs of young parents and their children in the Hillfields area, in particular the relief of poverty and the advancement of education by:
 - a. Raising awareness of the issues that affect young parents and their children, particularly by disseminating information to the public.
 - b. Working with statutory authorities, voluntary organisations and local residents in a common effort to establish projects and activities and exchange information and advice with them.
2. Provide or assist in the provision of education and training opportunities for young parents and their children to establish projects and activities in the furtherance of this purpose.
3. To further or benefit the residents of Hillfields and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

Charitable purpose

HF&CT is the only third sector organisation in Hillfields and the Hub is the only user led non-denominational community building. Together they are key to positively engaging with a local community that has historically seen very little regeneration. The Hub building raises revenue to financially sustain itself by leasing space to local residents, community groups, businesses with a community focus, who provide youth services, sports, social events, health related activities, therapeutic work, adult education and engagement for members of the Hillfields community.

The focus of HF&CT is on developing community spirit by communicating with and involving local residents, expanding services and driving growth and opportunity in Hillfields.

HF&CT has eight trustees who meet on a regular basis to share information, keep updated on events that impact on the community and plan local events and the future of the project in line with its priorities and objects. The project directly employs two Development Managers and a community led housing project manager. It also employs 6 junior club youth workers as well as the cleaning staff. HF&CT regularly has volunteers supporting the junior club and other volunteers from the community who are invaluable to the service.

HILLFIELDS FAMILY AND COMMUNITY TRUST

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

Activities undertaken for the public benefit and achievements during the year

This year HF&CT has been granted 3 years funding from the lottery via Learning Partnership West, to continue with the junior club, focusing on play. The funding has supported work with young people in the community during the Covid 19 shutdown, via Zoom as well as providing parcels of activities weekly to young people in the community. From July when the building re-opened, HF&CT began facilitating a junior youth group on Monday and Friday evenings.

HF&CT has also been granted funding from Quartet for salary for management staff, to enable them to improve the Community Hub building and land around it and lowering the environmental impact, and prolonging the life of the facility for the benefit the local community. In addition to developing community spirit by communicating with and involving local residents, businesses, private, public and voluntary partners through membership of the organisation.

HF&CT has secured funding to enable it to respond to the changing needs of the community during The Covid crisis. It is unclear how the pandemic will affect people living in the community over the long term as yet, however, the charity now has the funds to be able to respond to these needs successfully.

Due to the lockdown in the UK the community led housing project was not able to go ahead with the community events that we had planned. The events included an opportunity for local residents to meet with the architects and choose the team who would be designing the new housing. However, we were able to undertake a large proportion of the work online. Each architect provided short video about their approach to ideas and we published these online. People were invited to vote to choose the architectural team in consultation with local residents.

The community chose to engage with Agile Designs who have a great track record of community led housing. We had received funding from Power to Change for this work.

The low-cost therapy service has not taken on any further clients this year. The service has grown and our therapists working with young parents and the children of young parents have full caseloads.

The refurbishment of the hub has been put on hold for the time being due to the COVID-19 pandemic. The refurbishment is being funded by CIL and Sports England and will include the replacement of the Hall roof and floor as well as building work within the main area and replacement of the kitchen. All funding has been secured for this work. Hillfields family and Community Trust will be working with the project manager from 360 Real Estate to manage this project. The brief for the work has been drawn up, but we need it to be agreed by the board before work can go ahead, after considering the risk that the pandemic poses to the work has passed.

Reserves Policy and Risk Management

HF&CT reviewed its reserve policy this year due to the potential issues with the age and general repair of the Hub building. Moving forward the trustees plan for the reserves to have a component for repair and replacement of essential fittings and fixtures to the fabric of the building such as windows, doors, heating etc. This will ensure that the hub remains functional and operative. The aim will be for approximately 20% of non-grant income to be put aside for maintenance. This figure will be based on historical maintenance fees against historical income.

The trustees will also aim to retain reserves that will contain 6 months running costs of the charity in the event of a failure of funding or finance.

HILLFIELDS FAMILY AND COMMUNITY TRUST

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

In response to the government guidelines the Hub closed its doors in March 2020 and opened again in July of this year. The groups and organisations that normally rented space at the hub to provide services for the people of Hillfields were no longer able to operate from the building. As a result, the Hub has suffered a loss of income. However, HF&CT was able to secure 6 months backfill funding to help to fill the gap left by the lack of income. Groups were beginning to return to the hub and have booked space from September 2020 onwards, however, we shut down again in line with government guidance in November 2020 and had no bookings until after April 2021 when we reopened for the 3rd time.

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed, and systems will continue to be established to mitigate those risks.

Going concern

The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The Hub and HF&CT are still a going concern financially due to the funding outlined above and a healthy reserve.

Related parties

The trustees consider that there are no related parties to the charity

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity at any time and enable the trustees to prepare financial statements for each financial year. 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 or other irregularities.

The trustees declare that they have approved the trustees' report above.

Approved by the trustees and signed on their behalf by:

T. J. How

[Signature] chairperson 26/1/22.

Date 25/1/ 2022

HILLFIELDS FAMILY AND COMMUNITY TRUST
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2021

Independent examiner's report to the trustees of Hillfields Family and Community Trust ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

It should be noted that Bristol Community Accountants provide bookkeeping services to Hillfields Family and Community Trust. I confirm that my duties are segregated, and I am not involved in the day to day bookkeeping matters of the charity.



Geoff Archer
Bristol Community Accountants CIC
The Park
Daventry Road,
Knowle
Bristol BS4 1DQ

Date 26/01/22

HILLFIELDS FAMILY AND COMMUNITY TRUST

RECEIPTS & PAYMENTS ACCOUNT

YEAR ENDED 31 MARCH 2021

	Unrestricted Fund £	Restricted Funds £	TOTAL 2021 £	Total 2020 £
Receipts				
Gifts and Donations	195	-	195	5,944
Building Hire	5,779	-	5,779	30,501
JRS Grant	3,800	-	3,800	-
Grants	17,000	79,962	96,962	110,000
Insurance claim	1,725	-	1,725	-
Bank Interest	58	-	58	14
Total receipts	28,557	79,962	108,519	146,459
Payments				
Activities	124	7,678	7,802	3,167
Refreshments	-	2,306	2,306	50
Stationery & Postage	310	788	1,098	1,521
Cleaning	1,176	1,126	2,302	3,061
Telephone	877	208	1,085	831
Repairs and Maintenance	10,633	8,992	19,625	4,947
Utilities	6,939	-	6,939	7,489
Website, Marketing and Publicity	167	100	267	2,103
Memberships and Subscriptions	284	190	474	731
Training	100	1,046	1,146	291
Equipment	1,654	1,056	2,710	41
Resources	120	129	249	267
Insurance	514	-	514	523
Salaries	23,693	41,519	65,212	46,976
DBS	52	298	350	-
Supervision	1,755	-	1,755	1,835
Accountancy	1,272	-	1,272	1,251
Payroll Fees	439	-	439	575
Legal and Professional Fees	4,203	6,674	10,877	204
Meeting Costs	-	-	-	141
Covid Grants Awarded	-	32,410	32,410	-
Bank Fees	47	-	47	23
Total payments	54,359	104,520	158,879	76,027
Surplus / (Deficit)	(25,802)	(24,558)	(50,360)	70,432
Transfer between funds	26,418	(26,418)	-	-
Funds brought forward	41,829	99,301	141,130	70,698
Total Funds Carried Forward	42,445	48,325	90,770	141,130

HILLFIELDS FAMILY AND COMMUNITY TRUST

STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 MARCH 2021

	Unrestricted Fund £	Restricted Funds £	TOTAL 2021 £	Total 2020 £
Cash Funds:				
Cash at Bank	42,445	48,325	90,770	141,130
	<u>42,445</u>	<u>48,325</u>	<u>90,770</u>	<u>141,130</u>

	Fund to which asset/liability relates	TOTAL £
Other monetary assets		
Debtors	Unrestricted	8,187
Liabilities		
Trade Creditors	Unrestricted	245
Independent Examination	Unrestricted	515
		<u>760</u>

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:

T. J. H. W.

Z. P. chairperson 26/1/22.

HILLFIELDS FAMILY AND COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1 Accounting policies

- a) The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.
- b) The Charitable Incorporated Organisation (CIO)1165795 was registered on 29 February 2016, to take forward the work of the Unincorporated organisation, Hillfields Young Mothers Group.
- c) Income and expenditure has been analysed in the accounts using natural classification.
- d) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

- e) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

2 Trustee benefits, payments and expenses

Other than re-imbursement for items purchased on behalf of the charity, there were no payments, remuneration or expenses made to trustees during the period.

3 Transfer of assets and liabilities from Hillfields Young mothers Group

In the 2019/20 financial year Hillfields Young Mothers Group donated the remainder of its assets and funds to Hillfields Family and Community Trust, a Charitable Incorporated Association established to continue the activities of Hillfields Young Mothers Group. This was to provide continuation of the activities of Hillfields Young Mothers Group but in a new legal form.

HILLFIELDS FAMILY AND COMMUNITY TRUST
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

4 Analysis Of Charitable Funds

	At 01-Apr 2020	Incoming resources	Outgoing resources	Transfers	At 31-Mar 2021
	£	£	£	£	£
Restricted Funds					
John James Trust	2,710	-	(2,710)	-	-
Quartet Comm' Foundation 19-20	11,200	-	(11,200)	-	-
Quartet Comm' Foundation Uplift	-	25,424	(5,338)	(20,086)	-
Quartet Comm' Foundation Covid 19	-	5,000	(4,521)	(479)	-
Learning Partnership West	-	12,338	(12,662)	(3,789)	(4,113)
Feeding Bristol	-	4,200	(2,726)	(1,474)	-
Community Investment Levy	44,870	-	(2,001)	-	42,869
Bristol City Council	-	33,000	(32,410)	(590)	-
Power to Change	37,433	-	(30,952)	-	6,481
Junior Club - Fundraising	2,936	-	-	-	2,936
Hillfields Community Trust	152	-	-	-	152
Total Restricted Funds	99,301	79,962	(104,520)	(26,418)	48,325
Unrestricted Funds					
General funds	41,829	28,557	(54,359)	26,418	42,445
Total Funds	141,130	108,519	(158,879)	-	90,770

Learning Partnership West fund in deficit due to 4th Quarter payment not being received until April 2021.

The transfer between funds reflects the rental cost of the Hub by the Junior Club

Purpose of restricted funds:

John James Trust	Painting and refurbishment of building
Quartet Comm' Foundation	Funding the Future grant programme towards staff to manage educational, health and recreational opporunities at the hub.
Quartet Comm' Foundation Uplift	Covid 19 response fund to alignwith the work of Funding the Future grant programme.
Quartet Comm' Foundation Covid 19	Towards coordinating support in the local community during the Coronavirus outbreak.
Learning Partnership West	Playful Bristol - Sustainable play sessions in Hillfields
Feeding Bristol	Healthy Holidays Summer 2020
Community Investment Levy	Refurbishment of Community Building
Bristol City Council	Covid 19 Emergency Assistance grant to assist low income households who are struggling to afford food and other essentials.
Power to Change	Pre development cost to develop 10-15 new homes for community led housing
Junior Club - Fundraising	Playwork with 8 to 11 year olds
Hillfields Community Trust	Community Activities