

Crownway Community Centre CiO

Charity number 1169056

Annual Report and Financial Statements for the year ending 31 March 2021



Greater Merseyside Community
Accountancy Service

Crownway Community Centre CiO

Annual Report and Financial Statements for the year ending 31 March 2021

Contents	Page
Trustees' report	2 to 4
Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 to 10

Prepared by the Greater Merseyside Community Accountancy Service

Crownway Community Centre CiO

Trustees' report

The Trustees during the year were:

Name	Position	Dates
Mrs June Jones	Chairperson	
Mrs Helen Marina Fitzgerald	Treasurer	
Mrs Valerie Singleton		
Mrs Maureen Wareing		
Daniel Wakefield	Secretary	
Pam Howard		
Jo McMahon	Co-Opted	

Method of appointment

Trustees are elected by the members at the AGM

Principal address

Crownway Community Centre
Crown Street
Newton-Le-Willows
Merseyside
WA12 9DA

Bankers

Lloyds TSB Bank plc
Hardshaw Street
St Helens
WA10 1BQ

Governing document

Charitable Incorporated Organisation - Foundation registered 6 September 2016

Objects of the organisation

To further or benefit the residents of Earlestown and Newton-Le-Willows, St Helens, Merseyside 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.

Independent examiner

on behalf of:

Greater Merseyside Community Accountancy Service

Beacon Building
College Street
St Helens
WA10 1TF

Crownway Community Centre CiO

Trustees' report continued

Chairperson's Annual Report 1st April 2020 to 31 March 2021

As Chair of the Management board, I want to update you on the year ending March 2021.

As you all know for the last 12 months the Country has been in lockdown for most of the time. This has had a very large impact on the Centre as there has been little income coming in. The groups have been unable to use the building for the activities which has had a large impact for our income stream. The lotteries deferred our application for further funding that would have enabled us to carry on running the centre.

Funding for the Centre Manager and Development Worker ended in July 2020, and we were unable to secure continuation funding prior to the Covid-19 pandemic. The Development Worker left in July 2020 when the contract ended for the post. The 2 caretakers were put on long-term Furlough and the cleaner retired in November 2020. With the award of short term Covid funding we were able to retain the Centre Manager post until the end of March 2021.

Covid funding grants were received from Steve Morgan Foundation, LCR Cares, National Lottery Community Fund (Community Support Grant) and the CAF Resilience Fund. We also received funding from John Moores Foundation towards the salary of the Café Worker.

Carol and Karen continued to work at the centre throughout the pandemic which enabled us to provide parcels to our elderly and vulnerable in the Earlestown and Newton areas. These were greatly appreciated by the recipients.

As the Café was unable to open it was decided to provide meals with a deliver service to our elderly and vulnerable. They are made fresh and then frozen and delivered every Thursday, with the recipients ordering them at the beginning of the week. This has helped provide some funding streams for the Centre.

Thanks to the Rotary Club for providing much needed food essentials, Tesco who donated 500 carrier bags plus a £50 voucher towards the shopping and Manchester Paper Box who donated over 500 boxes for our food parcels. The church provided volunteers to the Centre, delivering the meals and cleaning the building.

Community Centre Usage

Due to lockdowns the last 12 months has seen a vast drop in the number of adults and children accessing the Centre. In total we had a foot flow of 151 adults and 140 children compared to the previous year which was 29,280 in total which has had a big impact for us.

Staff and Volunteers

As an organisation we currently employ 3 staff. We currently have 15 volunteers who provide their services on a regular basis although during the lockdown period only 6 trustees were active, others were either in lockdown or isolating.

Trustees

We currently have 6 trustees on the Management Board. June Jones - Chair, Helen Fitzgerald - Treasurer, Daniel Wakefield - Secretary, Val Singleton, Pam Howard, and Jo McMahon.

Crownway Community Centre CIO

Trustees' report continued

Current Threats to the business

As everyone knows due to the Covid-19 pandemic the Country was in lockdown for large periods and when the Country started to open, we were unable to open the Centre due to many restrictions. This had a massive impact on our income streams. Due to our lottery grant being deferred along with the lack of income the last year has been very difficult. The Management Board have met on numerous occasions via Zoom to discuss the implications facing the Centre as an organisation. Following the lottery bid being deferred we were able to secure a 6-month Covid-19 grant from them to cover some of the salary costs which ended in April 2021. A lottery application has been prepared and sent off again to them which will hopefully be successful.

Future

As an organisation we have a lot of hope for the Community Centre. We had identified the need for the Centre following the Covid-19 threats which have had a negative effect on the community but, we believe we have an important role to play following the negative effects the pandemic has had on the community.

I want to say thank you to Carol and Karen for working throughout the pandemic, providing meals and parcels for the elderly and vulnerable, to the volunteers who came in to deliver the parcels and meals and helped to keep the kitchen going and to Gordon who continued working as a volunteer keeping the cogs in the wheel running in the centre.

Thank you all for coming and for your support.

Centre Manager's Report

As June mentioned in her report like many community-based charities and groups, Crownway Community Centre had to close and faced many challenges because of the current pandemic. We also faced increased demands for support from our local community and in response diversified the way we worked. We worked with local community groups to operate a food bank and delivery of essential items to vulnerable people and families experiencing poverty. Crownway provided a take-away meal service (delivery to shielding people) that was positively received, and demand increased. Staff also provided welfare phone calls and responded to individual requests for support.

During the first twelve months of the Covid 19 pandemic Crownway Community Centre delivered 990 individual food parcels, 47 Christmas hampers, 50 bags of fresh fruit and vegetables, 24 Christmas dinners and provided Christmas cards and chocolates for the residents of a local care home. Crownway supported the 2 local schools with 153 food parcels for families in need and offered a telephone Befriending service for the local community.

Karen, the café worker worked extremely hard over this period, besides doing shopping, and helping with the food parcels she cooked over 2,500 individual food items for our takeaway orders.

8 new volunteers helped to deliver the food parcels, Christmas hampers and Christmas dinners and supported the delivery of the takeaway meals to the elderly and most vulnerable.

For the short period of time when lockdown rules eased, 151 adults and 140 children accessed health and well-being classes and/or dance classes.

We have ensured that the centre meets all the Government guidelines around Covid-19 prevention and protection enabling support groups and children's groups to continue when restrictions allowed.

We are currently sourcing new funding streams for the sustainability of the Centre and look forward to the future development of the community centre once Covid restrictions have been lifted.

Crownway Community Centre CiO
Independent examiner's report on the accounts of
Crownway Community Centre CiO
for the year ending 31 March 2021

I report on the accounts of the charity set out on pages 6 to 10

Respective responsibilities of the Management Committee and the examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to examine the accounts using procedures laid down in the General Directions given by the Charity Commission and to state whether matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 41 of the Act; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jane Williams
MAAT


Greater Merseyside Community Accountancy Service
Beacon Building
College Street
St Helens
WA10 1TF

21/10/21

Crownway Community Centre CiO

Receipts and payments account for the year ending 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Receipts from Charitable Activities	(2)	27,169	79,769	106,938	129,232
Voluntary Receipts	(3)	26	-	26	59
Total receipts		<u>27,195</u>	<u>79,769</u>	<u>106,964</u>	<u>129,291</u>
Payments					
Salaries & NI		12,022	51,837	63,859	78,732
Payroll costs		575	312	887	833
Training		300	-	300	554
Luncheon Club Expenses		-	-	-	2,241
Buffets & Parties Expenses		-	-	-	2,572
Café Expenses		-	-	-	3,486
Centre Equipment		478	692	1,170	1,958
Insurance		1,788	-	1,788	1,682
Utilities		2,284	2,231	4,515	4,526
Telephone		1,078	402	1,480	1,590
Printing, postage and stationery		3,518	-	3,518	3,061
Cleaning & Materials		1,178	349	1,527	2,918
Repairs & Maintenance		2,528	72	2,600	2,261
Subscriptions & Fees		1,261	-	1,261	1,169
Resources		167	-	167	3,897
Food provision		969	17,219	18,188	-
Marketing & Publicity		-	-	-	527
Front entrance doors		-	-	-	10,655
Volunteer Expenses		59	96	155	429
Bank Charges		148	-	148	227
Total payments		<u>28,353</u>	<u>73,210</u>	<u>101,563</u>	<u>123,318</u>
Net receipts / (payments)		<u>(1,158)</u>	<u>6,559</u>	<u>5,401</u>	<u>5,973</u>
Cash fund balances brought forward		<u>53,711</u>	<u>24,202</u>	<u>77,913</u>	<u>71,940</u>
Cash fund balances carried forward		<u>52,553</u>	<u>30,761</u>	<u>83,314</u>	<u>77,913</u>

Crownway Community Centre CIO
Statement of assets and liabilities
as at 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Cash funds				
Community Centre Account	34,187	-	34,187	28,783
Community Café Account	6,732	-	6,732	6,509
Deposit Account	42,439	-	42,439	42,428
Cash in hand	- 43	-	- 43	192
Total cash funds	83,314	-	83,314	77,913

Assets retained for the organisation's own use	£	£	£	£
Fixtures and fittings	20,141	-	20,141	20,141
Equipment	14,353	7,280	21,633	21,633
	34,494	7,280	41,774	41,774

Liabilities	£	£
HMRC	-	-
Pension contributions	-	-
Accountancy	-	-
	-	-

Approval of the accounts

The annual report and accounts were approved at a meeting of the Trustees held on *28th September 2021*


June Jones

on behalf of the Trustees

Crownway Community Centre CiO

Notes to the accounts

for the year ending 31 March 2021

1 Accounting Policies

a Basis of accounting

The Trustees have taken advantage of section 144 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

b Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

c Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Crownway Community Centre CIO

Notes to the accounts continued

for the year ending 31 March 2021

2 Receipts from Charitable Activities	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds
BiG Lottery	-	17,357	17,357	68,759
Café Income	-	394	394	7,262
Luncheon Club	-	354	354	2,949
Room Hire	4,987	-	4,987	32,079
Other Income	3,996	3,925	7,921	5,516
St Helens MBC: CBILS	10,000	-	10,000	-
John Moores Foundation	-	11,000	11,000	-
LCR Cares	-	5,000	5,000	-
HMRC: CJRS	7,113	-	7,113	-
The Steve Morgan Foundation	-	5,000	5,000	-
COVID TNLC Fund	-	22,000	22,000	-
CAF	-	14,739	14,739	-
Sefton CVS	-	-	-	500
Enovert Community Trust	-	-	-	10,805
Donations	1,073	-	1,073	1,362
	<u>27,169</u>	<u>79,769</u>	<u>106,938</u>	<u>129,232</u>

2a Restricted funds summary	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BiG Lottery Two	18,968	17,357	28,344	-	7,981
Cafe	3,780	394	-	-	4,174
Luncheon Club	1,565	354	-	-	1,919
Buffets & Parties	(111)	3,925	-	-	3,814
John Moores Foundation	-	11,000	4,422	-	6,578
LCR Cares	-	5,000	4,749	-	251
The Steve Morgan Fdtn	-	5,000	5,022	-	(22)
COVID TNLC Fund	-	22,000	18,219	-	3,781
CAF	-	14,739	12,454	-	2,285
	<u>24,202</u>	<u>79,769</u>	<u>73,210</u>	<u>-</u>	<u>30,761</u>

Purpose of restricted funds

On 11th June 2015 The BiG Lottery awarded a grant of £340,388 over 5 years, which includes £15,000 to help the organisation build it's skills, knowledge and confidence so that it delivers outcomes to beneficiaries more effectively and sustainably. At 31st March 2021 the balance of funds was nil.

3 Voluntary Receipts	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Office Services & Photocopying	15	-	15	38
Bank Interest	11	-	11	21
	<u>26</u>	<u>-</u>	<u>26</u>	<u>59</u>

Crownway Community Centre CiO

Notes to the accounts continued

for the year ending 31 March 2021

4 Staff costs and numbers	2021	2020
	£	£
Gross salaries	62,894	74,609
Social security costs	-	2,772
Pension	966	1,351
Other Wages	-	-
	<u>63,859</u>	<u>78,732</u>

The average number of employees during the year was 2.2 (2020:2.2)

5 Trustee remuneration and expenses

No trustees received any remuneration or expenses during the accounting period.

6 Related party transactions

There were no related party transactions during the accounting period