

# **Crownway Community Centre CiO**

Charity number 1169056

## **Annual Report and Financial Statements for the year ending 31 March 2022**



Greater Merseyside Community  
Accountancy Service

# **Crownway Community Centre CiO**

## **Annual Report and Financial Statements for the year ending 31 March 2022**

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**Prepared by the Greater Merseyside Community Accountancy Service**

# Crownway Community Centre CiO

## Trustees' report

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The Trustees during the year were:

Name	Position	Dates
Mrs June Jones	Chairperson	
Mrs Helen Marina Fitzgerald	Treasurer	
Mrs Valerie Singleton		
Mrs Maureen Wareing		Till 10th February 2021
Daniel Wakefield	Secretary	
Pam Howard		resigned 27th September 2021
Jo McMahon	Co-Opted	resigned 4th May 2021

### 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**

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### **Chairpersons Annual General Meeting Report 2022**

As Chair of the Management Board, I want to update you on the year ending March 2022.

In May 2021 Crownway obtained a grant from the Lotteries commission enabling us to appoint a Centre Co-ordinator and Project Worker. The grant gave the centre sustainability until the end of August 2024. Carol the current Centre Manager advised the board of her intention to retire. Following a recruitment drive the Management Board appointed a new Centre Co-ordinator, Philomena Zilinski and a Project worker Lilla Toth both of whom started in September 2021.

As the country started to open up following the pandemic, Philomena hit the ground running and with her enthusiasm and knowledge enabled her and Lilla to encourage some of our existing groups to return and to set up new groups which included a walking group, ladies' group, men's group and environment project. We held our first "pop up sale" which is run by Rebuild for Hope (a charitable organisation who help people into employment) the sale included selling High Street clothing, household goods and other goodies at discount prices. Following their success, they are now held every couple of months. This brings in much needed income for the Centre and provides support for them also.

Philomena has made numerous successful grant applications to support the centre and provided other projects which are coming up over the next 12 months. 'Watch this space' All the groups and projects which have been running helped to give the centre both a vibrant and eclectic feel around the centre.

#### **Community Centre Usage**

As the centre has started to open again our foot flow has increased to 14,400 which compared to the previous year has been a positive impact for the Centre.

#### **Staff and Volunteers**

As an organisation we currently employ 5 staff which enables the centre to run smoothly. Our volunteer base has increased to ten and all our volunteers give up their time freely on a regular basis. It is such a pleasure to come into the centre and see them enjoying their role. Their contribution and service to the centre is invaluable.

#### **Trustees**

We currently have 6 Trustees on the Management Board. June Jones -Chair, Helen Fitzgerald – Treasurer, Daniel Wakefield – Secretary, Val Singleton, Terry Maguire, and Andrea Aspinall. I want to take this opportunity too thank them for the time given freely to help to sustain the Centre. Following the pandemic, the centre started to open up and when entering the centre, it is vibrant and welcoming.

#### **Current Threats to the business**

There are however issues beyond our control which will have an impact on the centre. With the cost-of-living crisis and the cost of fuel and utilities going up this will have a big impact on us. We continue to look at ways to make savings and seek running streams, but we want to do this without it impacting on the work we do.

#### **Future**

With the effects of the pandemic continuing to bite and the cost-of-living crisis continuing to affect people, we as an organisation feel it is more important than ever for the community centre to provide a valuable service to the community.

## **Crownway Community Centre CIO**

### **Trustees' report continued**

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Finally, I would like to say a big thank you to Philomena who has hit the ground running since starting the role of Centre Coordinator the work she has undertaken has been invaluable enabling the community centre to grow into a vibrant and welcoming place to come, to Lila our project worker, for joining and being so passionate about the environment and setting up groups to raise awareness in the community. Karen our café assistant who has continued to raise the profile of the cafe and make it a place where people want to come and have chat, a coffee and a bite to eat and for organising the afternoon teas which have been such a success, our caretaker Gordon who is invaluable to the centre and continues to be both an employee and volunteer and to Angela who keeps the centre clean and welcoming.

I want to say a big thank you to all our valuable volunteers who give their time freely to the centre. They are our unsung heroes and without them the centre would not be able to function.

Finally, I would like to thank you all for coming and your support.

Thank You

# **Crownway Community Centre CiO**

## **Trustees' report continued**

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### **Centre Coordinators report.**

I joined Crownway in September 2021 and I was able to work along side Carol for 4 weeks. Carol explained how difficult it had been for the centre when the country was in lock down as the centre was closed and the main activity had been making meals to be delivered to the elderly and vulnerable.

### **Big Lottery Funding**

The good news came in June 2021 that the Lottery Community Fund had agreed to fund the Reaching Communities application for a period of 3 years. So, when I joined the organisation in September it was important that we began to deliver immediately the activity outlined in the application and to assist all the groups who had been using the centre before the pandemic to return. Some of the community members returned to the centre as soon as they were able, while others were still very cautious of returning to mixing with groups of people. Therefore, it took some time before the centre was busy again.

### **New Activity**

I was keen to start activity that was led by the community centre, together with the activity delivered by those renting rooms from us. The first group to be developed was the Ladies Friendship group, this was inspired by feedback from ladies who had found lock down a very lonely time, as predominately they live alone. The group meets monthly and aims to bring ladies together to share in group activity, but more importantly to develop friendships so they can share activity outside of the centre, such as going to the cinema or meeting up coffee. I also invited St Helens wellbeing to deliver a walking group starting from the centre, as I thought those who may be still cautious about returning to indoor activity may feel more confident in doing a walk outside. The group has grown steadily, and now regularly return to our café after their walk and have lunch together.

One of the main objectives in the Lottery application is to improve the health and wellbeing of our community members. We launched the delivery a series of Wellbeing Wednesday workshops covering topics such as the 5 ways to wellbeing, benefits of exercise and Guide to better sleep.

We have also started an Upcycling Craft group using funding from Rainford Trust where people come together to learn traditional crafts utilising wool, fabrics and materials that would otherwise been thrown away, the group has grown, and new people have brought new skills, so we all continue to learn and enjoy socialising.

I also started a men's Social Group as I was aware that most of our activities are very female dominated. So, after being successful in getting funding from Arnold Clark and Coalfields trust we started a men's social afternoon, offering a variety of activity.

### **Cafe**

We have had several events to increase the use of the café including regular Pop-Up sales working with Rebuild with Hope, Afternoon Tea, and a fabulous Jubilee luncheon which everyone really enjoyed. Going forward we will continue with the development of the Café and the centre

Philomena Zilinski  
Centre Coordinator

**Crownway Community Centre CiO**  
**Independent examiner's report on the accounts of**  
**Crownway Community Centre CiO**  
**for the year ending 31 March 2022**

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I report on the accounts of the charity set out on pages 7 to 11

**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*

Jane Williams  
MAAT

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

20th September 2022

# Crownway Community Centre CiO

## Receipts and payments account for the year ending 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Receipts</b>					
Receipts from Charitable Activities	(2)	22,670	62,090	84,759	106,938
Voluntary Receipts	(3)	21	-	21	26
<b>Total receipts</b>		<u>22,691</u>	<u>62,090</u>	<u>84,780</u>	<u>106,964</u>
<b>Payments</b>					
Salaries & NI		24,384	39,448	63,832	63,859
Payroll costs		622	47	669	887
Training		-	75	75	300
Café Expenses		2,295	2,349	4,644	-
Centre Equipment		334	-	334	1,170
Insurance		1,287	-	1,287	1,788
Utilities		398	1,696	2,094	4,515
Telephone		1,283	287	1,570	1,480
Printing, postage and stationery		3,067	5	3,072	3,518
Cleaning & Materials		1,751	819	2,570	1,527
Repairs & Maintenance		2,948	647	3,595	2,600
Subscriptions & Fees		1,697	177	1,874	1,261
Resources		1,364	1,082	2,446	167
Food provision		1,860	1,489	3,349	18,188
Marketing & Publicity		-	-	-	-
Independent Examination		225	-	225	-
Volunteer Expenses		521	-	521	155
Bank Charges		183	12	195	148
<b>Total payments</b>		<u>44,219</u>	<u>48,133</u>	<u>92,352</u>	<u>101,563</u>
<b>Net receipts / (payments)</b>		<u>(21,529)</u>	<u>13,957</u>	<u>(7,572)</u>	<u>5,401</u>
<b>Transfers between Funds</b>		<u>(70)</u>	<u>70</u>		
<b>Cash fund balances brought forward</b>		<u>52,553</u>	<u>30,761</u>	<u>83,314</u>	<u>77,913</u>
<b>Cash fund balances carried forward</b>		<u>30,954</u>	<u>44,788</u>	<u>75,742</u>	<u>83,314</u>



**Crownway Community Centre CiO**  
**Statement of assets and liabilities**  
**as at 31 March 2022**

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Community Centre Account	22,268	-	22,268	34,187
Community Café Account	10,327	-	10,327	6,732
Deposit Account	42,443	-	42,443	42,439
Cash in hand	704	-	704	- 43
<b>Total cash funds</b>	<b>75,742</b>	<b>-</b>	<b>75,742</b>	<b>83,314</b>
<b>Assets retained for the organisation's own use</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixtures and fittings	20,141	-	20,141	20,141
Equipment	14,353	7,280	21,633	21,633
	<b>34,494</b>	<b>7,280</b>	<b>41,774</b>	<b>41,774</b>
<b>Liabilities</b>			<b>£</b>	<b>£</b>
HMRC			-	-
Pension contributions			-	-
Accountancy			-	-
			<b>-</b>	<b>-</b>

**Approval of the accounts**

The annual report and accounts were approved at a meeting of the Trustees held on 20th September 2022

*June Jones*

June Jones

on behalf of the Trustees

# **Crownway Community Centre CiO**

## **Notes to the accounts**

**for the year ending 31 March 2022**

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### **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 2022

<b>2 Receipts from Charitable Activities</b>	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	
BiG Lottery	-	-	-	17,357
National Lottery Community Fund	-	43,932	43,932	-
Café Income	-	4,906	4,906	394
Luncheon Club	-	-	-	354
Room Hire	17,300	-	17,300	4,987
Other Income	-	3,841	3,841	7,921
St Helens MBC: CBILS	4,458	-	4,458	10,000
John Moores Foundation	-	-	-	11,000
LCR Cares	-	-	-	5,000
HMRC: CJRS	-	1,131	1,131	7,113
The Steve Morgan Foundation	-	-	-	5,000
COVID TNLC Fund	-	-	-	22,000
CAF	-	-	-	14,739
PH Holt Foundation	-	7,280	7,280	-
Arnold Clarke Community Fund	-	1,000	1,000	-
Donations	912	-	912	1,073
	<u>22,670</u>	<u>62,090</u>	<u>84,759</u>	<u>106,938</u>

<b>2a Restricted funds summary</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BiG Lottery	7,981	-	7,981	-	-
National Lottery Community Fund	-	43,932	21,407	-	22,525
Cafe	4,174	8,747	373	-	12,548
Luncheon Club	1,919	-	-	-	1,919
Buffets & Parties	3,814	-	-	-	3,814
John Moores Foundation	6,578	-	6,517	-	61
LCR Cares	251	-	221	-	30
PH Holt	-	7,280	4,389	-	2,891
Arnold Clarke	-	1,000	-	-	1,000
HMRC CJRS	-	1,131	1,131	-	-
The Steve Morgan Fdtn	(22)	-	-	(22)	-
COVID TNLC Fund	3,781	-	3,785	(4)	-
CAF	2,285	-	2,329	(44)	-
	<u>30,761</u>	<u>62,090</u>	<u>48,133</u>	<u>(70)</u>	<u>44,788</u>

#### Purpose of restricted funds

On 11th June 2021 The National Lottery Community Fund awarded a grant of £144,904 over 3 years, which funds our Meeting Community Needs Project. At 31st March 2022 the balance of funds was £100,972.

PH Holt Foundation provided funding for our Community Café Assistant.

The John Moores Foundation provided funding towards our Café Worker.

<b>3 Voluntary Receipts</b>	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Office Services & Photocopying	17	-	17	15
Bank Interest	4	-	4	11
	<u>21</u>	<u>-</u>	<u>21</u>	<u>26</u>

# **Crownway Community Centre CiO**

## **Notes to the accounts continued**

### **for the year ending 31 March 2022**

<b>4 Staff costs and numbers</b>	2022	2021
	£	£
Gross salaries	62,876	62,894
Social security costs	174	-
Pension	783	966
Other Wages	-	-
	<u>63,832</u>	<u>63,859</u>

The average number of employees during the year was 2.2 (2021:2.2)

#### **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