

**Crownway Community Centre CiO**

Charity number 1169056

**Annual Report and Financial Statements**  
**for the year ending 31 March 2023**

**gmcas**

Greater Merseyside Community  
Accountancy Service

## **Crownway Community Centre CiO**

### **Annual Report and Financial Statements for the year ending 31 March 2023**

<b>Contents</b>	<b>Page</b>
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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Mrs June Jones	Chairperson	
Mrs Helen Marina Fitzgerald	Treasurer	
Mrs Valerie Singleton		
Daniel Wakefield	Secretary	
Terry Maguire		
Andrea Aspinall		

### **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**

---

#### **Chairpersons Annual General Meeting Report 2023**

As Chair of the Management board I want to update you on the year ending March 2023.

Last year I reported on obtaining a grant from the Lotteries commission which commenced from September 2021 and continues until August 2024. This is our main source of income and its important that we are able to obtain further funding available to help keep the valuable work the Centre does in the community.

The Centre employs 5 staff:

Philomena who is the Centre Coordinator and does a brilliant job. We have had testing times over the last 12 months with costs to the centre rising enormously. This includes rising food prices to enable us to run our community café and the rising cost of gas and electricity. Philomena has done an enormous amount of work sourcing the best deals for the centre to help keep our costs down. Philomena continues to successfully source grants which help with the running of the centre and setting up new support groups and workshops.

Lila who was the project officer terminated her employment in July 2022 and after advertising the post and interviews, Lydia was appointed as the Project Officer.

Lydia who is very creative has contributed vastly and has successfully set up new groups and she continues to support Philomena and the other staff and volunteers in the centre.

Karen is our Café assistant. She along with our volunteers provides lovely meals snacks and cakes in the café. The café users continues to grow and with the extra activities including afternoon tea and the 'pop up sales' we hope to increase our sales.

Gordon is our caretaker but also volunteers within the centre setting up the room for groups and keeping the outside area and the centre clean and tidy. He is our unsung hero giving a lot of his time freely to benefit the centre.

Angie is someone you very rarely see. She comes in early to keep the centre clean and tidy and is an asset to us. People often come into the centre and comment on how clean and inviting the centre is. She certainly takes a real pride in what she does and the centre is lucky to have her.

#### **Volunteers**

We currently have 7 Volunteers who help in the kitchen and 2 who help with groups. Our volunteers give up their time freely on a regular basis which we are so grateful for the time they give to the centre. Their services are invaluable and I want to take this opportunity to thank them so much for their support.

#### **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 to thank them for their time and support which help to sustain the Centre.

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

We do still have issues beyond our control which have an impact on the centre. The cost of living crisis and the cost of fuel and utilities continue to have an impact on the Centre. Philomena continues to find ways to make savings and continues to seek funding streams for the centre without which we would be unable to sustain the centre and to carry on with the invaluable work we do for the wider community.

#### **Community Centre usage**

Over the last 12 months we have increased our footfall and are now more or less back to pre-pandemic times. The foot flow over the last year was totalled 22,000 visits.

## **Crownway Community Centre CiO**

### **Trustees' report continued**

---

#### **Future**

As well as the groups and service users who have supported us for many years we have new groups being set up which have and are continuing to be very successful.

Our aim over the next few years is to further develop the work we do as the centre.

We are hoping we can make our café as self-sustaining as possible, although the threat to this is the current cost of living crises and the high fuel bills.

We are looking at making the centre more attractive to a wider age group, offering activities for mums and babies, young people as well as activities for those who are at retirement age. We hold men only activities and want to encourage others who are suffering from depression and social isolation to join in our activities.

We have started to offer activities that look at sustainability including the 'Recycle, Repurpose Craft Group which is going from strength to strength.

We held our first meeting with young people and want to encourage our young people in the area to become Eco Ambassadors and we have delivered workshops to support the young people to help with this.

Crownway Community has been a part of the community for almost 18 Years and hope to become a Community centre reflective of the needs and desires of our local community, not just a building offering rooms to rent. We continue to ask our service users their views and what they think the community would benefit from to enable us to support the needs of the local community.

Finally I would like to thank you all for coming and for your invaluable support for the centre.  
Thank you everyone.

## **Crownway Community Centre CIO**

### **Trustees' report continued**

---

Crownway Community centre continues to develop providing a full range of activities to meet the needs of the community. We have developed some good working partnerships this year which has further advanced what we can offer people.

#### **Activity**

Over the past 12 months the centre recorded 22,000 visits and saw the delivery of 982 sessions of activity delivered by Crownway staff and seventeen other organisations. In the last twelve months we have also seen room hire increase by Training companies, allotment societies and Newton Garden Association.

The most popular adult activities are those that focus on wellbeing and having fun, including Games Afternoon and Upcycle crafts. Other popular activities are those that focus on addressing social isolation bringing people together who may spend a large part of their time alone including over 60's social, Ladies Friendship group and Men's Social group.

This year the building has been internally and external decorated and now looks bright and colourful and no more rusty railings. The church has installed televisions in our meeting rooms, so we are able to offer the latest technology for organisations hiring our rooms. The quality is a lot better than using projectors and more efficient to use.

Lydia O'Neill joined us in September 2022, she has a background working with young people so she quickly began to deliver Eco Ambassador workshops with the young people in our community highlighting climate change and ecological issues, so they can act for the planet, and motivate others to follow a more sustainable lifestyle.

#### **Volunteers**

Over the year we have welcomed new volunteers to help in the community café, and we are incredibly grateful to the long-term volunteers who returned after lock-down and have continued to support us and help train the new volunteers, without the volunteers the café would not be able to operate. We continue to support the volunteers and this year they were all offered training in Level 2 Food Hygiene.

#### **Café**

Our community Café is extremely popular and has regular customers who also attend the group that run in the centre. Over the past year we have welcomed new users who have heard about the lovely cakes and excellent value snacks and pop in to eat in the café then are able to discover what else the centre has to offer.

The café has maintained the five stars rating following our inspection by Environmental health in February. Karen and the volunteers have ensured all food hygiene procedures are always adhered to and records are kept up to date weekly.

It's been a difficult year as June mentioned, with the dramatic rise in the costs of Gas and Electric, and the massive increase in the price of food. The café had to seriously look at prices and the number of options they offered on the menu had to be cut right back, otherwise it was unlikely that the Community Café would be able to survive without running at a loss.

We have continued to run monthly events to increase the income of the café, we have held several Afternoon Teas and we had a party for the Kings Coronation

The delivery of Pop-up Sales in partnership with Rebuild with Hope have become a regular occurrence we have been having one every other month and they remain popular and give the café the opportunity to have special offers to bring in much needed income.

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 2023**

---

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  
MAAT

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

19th September 2023

**Crownway Community Centre CiO**  
**Receipts and payments account**  
**for the year ending 31 March 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Receipts</b>					
Receipts from Charitable Activities	(2)	28,694	85,508	114,202	84,759
Voluntary Receipts	(3)	2,096	-	2,096	21
<b>Total receipts</b>		<b>30,790</b>	<b>85,508</b>	<b>116,298</b>	<b>84,780</b>
<b>Payments</b>					
Salaries & NI		14,982	54,901	69,883	63,832
Payroll costs		851	245	1,096	669
Recruitment		245	-	245	-
Training		-	420	420	75
Café Expenses		1,697	7,078	8,775	4,644
Centre Equipment		295	618	913	334
Insurance		2,001	-	2,001	1,287
Utilities		8,759	1,662	10,421	2,094
Telephone		1,134	12	1,146	1,570
Printing, postage and stationery		3,049	64	3,113	3,072
Cleaning & Materials		2,156	28	2,184	2,570
Repairs & Maintenance		6,213	-	6,213	3,595
Subscriptions & Fees		1,175	24	1,199	1,874
Resources		1,533	622	2,155	2,446
Food provision		3	-	3	3,349
Independent Examination		-	225	225	225
Volunteer Expenses		-	-	-	521
Bank Charges		206	-	206	195
<b>Total payments</b>		<b>44,299</b>	<b>65,899</b>	<b>110,198</b>	<b>92,352</b>
<b>Net receipts / (payments)</b>		<b>(13,509)</b>	<b>19,609</b>	<b>6,100</b>	<b>(7,572)</b>
<b>Transfers between Funds</b>		<b>278</b>	<b>(278)</b>	<b>-</b>	<b>-</b>
<b>Cash fund balances brought forward</b>		<b>30,954</b>	<b>44,788</b>	<b>75,742</b>	<b>83,314</b>
<b>Cash fund balances carried forward</b>		<b>17,723</b>	<b>64,119</b>	<b>81,842</b>	<b>75,742</b>



## **Crownway Community Centre CIO**

### **Statement of assets and liabilities**

**as at 31 March 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Community Centre Account	-	21,614	21,614	22,268
Community Café Account	-	17,557	17,557	10,327
Deposit Account	17,640	24,884	42,524	42,443
Cash in hand	83	65	148	704
<b>Total cash funds</b>	<b>17,723</b>	<b>64,119</b>	<b>81,842</b>	<b>75,742</b>
<b>Assets retained for the organisation's own use</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>			£	£
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 19th September 2023

  
June Jones

on behalf of the Trustees

# **Crownway Community Centre CiO**

## **Notes to the accounts**

**for the year ending 31 March 2023**

---

### **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 2023

### 2 Receipts from Charitable Activities

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds
National Lottery Community Fund	-	50,574	50,574	43,932
Café Income	-	11,114	11,114	4,906
Room Hire	21,094	-	21,094	17,300
Other Income	-	-	-	3,841
St Helens MBC: CBILS	-	-	-	4,458
St Helens MBC: Self Isolation	4,160	-	4,160	-
Coalfields Regeneration Trust	-	11,870	11,870	-
LCR Community Environment Fund	-	4,950	4,950	-
HMRC: CJRS	-	-	-	1,130
The Rainford Trust	1,500	-	1,500	-
Halton & St Helens VCA	-	1,000	1,000	-
Community Foundation	-	5,000	5,000	-
PH Holt Foundation	-	-	-	7,280
Arnold Clarke Community Fund	-	1,000	1,000	1,000
Donations	1,940	-	1,940	912
	<u>28,694</u>	<u>85,508</u>	<u>114,202</u>	<u>84,759</u>

2a Restricted funds summary	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
National Lottery Community Fund	22,525	50,574	41,796	-	31,303
Cafe	12,548	11,114	5,159	279	18,224
Luncheon Club	1,919	-	1,919	-	-
Buffets & Parties	3,814	-	-	-	3,814
John Moores Foundation	61	-	61	-	-
LCR: Community Environment Fund	30	4,950	1,801	-	3,179
PH Holt	2,891	-	2,892	-	(1)
Arnold Clarke	1,000	1,000	1,133	(1)	868
Coalfields Regeneration Trust	-	11,870	5,989	-	5,881
Halton & St Helens VCA	-	1,000	420	-	580
Community Foundation	-	5,000	4,729	-	271
	<u>44,788</u>	<u>85,508</u>	<u>65,899</u>	<u>278</u>	<u>64,119</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 2023 the balance of funds was £50,398.

Liverpool City Region Combined Authority provided funding for our Eco Ambassadors.

Coalfields Regeneration Trust provided funding towards our Café Worker.

### 3 Voluntary Receipts

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Office Services & Photocopying	2015	-	2,015	17
Bank Interest	81	-	81	4
	<u>2,096</u>	<u>-</u>	<u>2,096</u>	<u>21</u>

**Crownway Community Centre CiO**  
**Notes to the accounts continued**  
**for the year ending 31 March 2023**

<b>4 Staff costs and numbers</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Gross salaries	69,005	62,876
Social security costs	-	174
Pension	878	783
Other Wages	-	-
	<b>69,883</b>	<b>63,832</b>

The average number of employees during the year was 2.2 (2022:2.2)

**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