

# **Crownway Community Centre CiO**

Charity number 1169056

## **Annual Report and Financial Statements for the year ending 31 March 2024**



Greater Merseyside Community  
Accountancy Service

# **Crownway Community Centre CiO**

## **Annual Report and Financial Statements for the year ending 31 March 2024**

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**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 2024

Good evening everyone. As Chair of the Management board I want to update you on the year ending March 2024.

Over the last 3 year the Centres main funders has been the Lotteries Commission which finishes in August this year.

The Centre employs 5 staff and all are important to the running of the centre:

**Philomena**, who is the Centre Coordinator, does an outstanding job running the centre bringing in vital funding to help the centre continue with daily activities which the centre provides for the community. These include activities for various age groups from the very young to elderly in the community.

Over the last year Philomena has been able to successfully source funding from the following organisation:

Garfield Weston - £10,000 for running costs

Steve Morgan - £22,650 for Lydia's salary

Vola £2,300 - Computer equipment

Hemby Trust £1,500 - Activities at the Centre

Trust House £10,000 - café workers salary

Foyle Foundation £10,000 - Café and centre running costs

I would like to take this oppourtunity to thank all our funders for the grants we have received from them. The funds have helped in the running of the centre and help us provide the continuing work we do in helping the local community.

We have had testing times over the last couple of years with costs to the centre continuing to rise. This includes rising food prices to enable us to run our community café and the rising cost of gas, electricity and all other utilities. Our costs have continued to go up and Philomena has done an enormous amount of work sourcing the best deals for the centre to help keep our costs down. These have included cutting costs of cleaning products, finding more economical contracts and finding ways to reduce costs in the café without reducing the quality.

Philomena also introduced a bric a brac table, selling items the centre makes as part of the upcycling craft group and items donated to the centre to sell. This regularly makes £100 per month which helps towards the running costs.

**Lydia** is very creative being able to use her talents to run a number of out of school activities for children, including the following:

A presentation from Haydock Hedgehog helpers on how to care for Hedgehogs Building hedgehog houses.

Backyard wildlife crafts, and building bird boxes

Making wildflower bombs

Making wind catchers

Cross stitch keyrings

Wooden name plaques

**Karen** is our Café assistant. She along with our volunteers provides lovely lunchtime snacks which include pies, quiche, sausage rolls and cakes along with drinks in the café, all at reasonable prices. The café is a vital part of our community centre providing a warm place for anyone to come, spend time and make new friends.

**Gordon**, our caretaker provides an important role, supporting Philomena, ensuring the rooms are ready for our centre users. He also gives freely numerous extra hours as a volunteer in the centre which is so much appreciated. He checks the building to ensure the centre is in a good state of repair and is safe for our user groups. He also ensures the outside areas are kept clean and tidy and the centre is welcoming for visitors to the centre.

# Crownway Community Centre CIO

## Trustees' report continued

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**Bobs** joined us in September 2023, following Angela's resignation due to ill health as a cleaning operative. Bob comes into the centre early to ensure the centre is clean and tidy ready for our centre users. He does a lot more than clean the centre and helps with painting the walls, cleaning the chairs and the 'yukky' filter over the oven in the kitchen.

**Volunteers** We currently have 10 Volunteers who help in the Café and with groups. Our volunteers give up their time freely to help in the centre on a regular basis which we are so grateful for. 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 and Karl Collier. 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 fuel and utilities, staff moving on and finding it hard to recruit volunteers. Our main funders being lotteries commission ends this year and we need source alternative funders for salaries. All these issues continue to have an impact on the Centre. Philomena continues to try 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. A number of funding streams are ending this year and to help us continue the work we do we need to source further funding streams which is always a challenge.

### **Community Centre usages**

Over the last 12 months our footfall has totalled 20,206 which is around a 1,000 higher than last year. We have various groups using the centre including, Moo Music, Slimming World, Tai Chi, Taekwondo, Earlestown Brownies, A.J. Dance, Silver Swans, Spanish, Sewing Group, Language Revision, Christian fellowship, Citizens Debt Advice and Councillors Surgery.

### **Future**

We will continue to regularly consult with local people to ensure we address their needs and wants. Using the feedback from residents and users we have introduced new services and activities to ensure the community centre remains part of our community. We will continue to invest in volunteers to offer them training and qualifications and to provide an opportunity for them to be able to socialise and give something back to their 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**

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Crownway Community centre is a vibrant and welcoming place offering a variety of activities and services to meet the needs of the community. We have developed excellent working partnerships this year which has further advanced what we can offer to our community.

### **Activity**

Over the past 12 months the centre recorded 20,206 visits and saw the 931 sessions of activity delivered by Crownway staff and fifteen other organisations.

In the last twelve months we worked really hard to get more room rentals for training, meetings and new activity, we welcomed eleven new organisations including, Merseytravel, Willows residents committee, Golden Smiths valuers, Women, s AGLOW, Patterdale nursery, Linden Nursery, Homestead, Robb Lane Allotments, Sue Smith Flufftastic, Zimba clinic and Truly Timeless, together with our valued customers of St Helens CAB, Cambian care, Business for Youth and slimming world. We said goodbye to the Slimming World leader Sue Tufts as she retired in November 2023, she was one of the first people to book a room at Crownway and has always remained incredibly supportive of all that we do. For the second time we hosted the Newton Flower Show in September that was an enormous success and they have rebooked for 2024.

We hosted six new activity sessions including Card making, Baby massage baby sensory, Future life Saver training, Sport works - 12-week activity and Yoga.

### **Volunteers**

Lydia has worked hard recruiting new volunteers. We have welcomed 6 new volunteers to help in the community café, Ann Marie, Margaret, Gary, Tommy, Sue and Pauline and we have said goodbye to some of our long-term volunteers including Jacky, Andrea, Ann and Anne we are incredibly grateful to all the volunteers who give us their time each week without them the café would not be able to operate.

### **Café**

Our community Café is extremely popular and the has regular customers who attend the groups that run in the centre. Over the past year we have welcomed new users who have heard about the cafe and the excellent value snacks available. When they pop in, they then can discover everything 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 has 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.

We have continued to run monthly events to increase the income of the café, we have held two Afternoon Teas and Tea Dances. In May we had a Coronation Big Lunch and we have continued the popular Pop-up Sales in partnership with Rebuild with Hope.

**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 2024**

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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  
MAAT

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

16th September 2024

# Crownway Community Centre CiO

## Receipts and payments account

for the year ending 31 March 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Receipts</b>					
Receipts from Charitable Activities	(2)	28,453	85,215	113,668	114,202
Voluntary Receipts	(3)	5,431	-	5,431	2,096
<b>Total receipts</b>		<b>33,884</b>	<b>85,215</b>	<b>119,099</b>	<b>116,298</b>
<b>Payments</b>					
Salaries & NI		14,634	60,447	75,081	69,883
Payroll costs		762	209	971	1,096
Recruitment		-	-	-	245
Training		-	90	90	420
Café Expenses		-	7,451	7,451	8,775
Centre Equipment		108	1,799	1,907	913
Insurance		2,251	-	2,251	2,001
Utilities		15,991	-	15,991	10,421
Telephone		1,600	559	2,159	1,146
Printing, postage and stationery		2,220	785	3,005	3,113
Cleaning & Materials		1,087	195	1,282	2,184
Repairs & Maintenance		4,791	310	5,101	6,213
Subscriptions & Fees		27	250	277	1,199
Resources		719	412	1,131	2,155
Food provision		-	-	-	3
Independent Examination		225	-	225	225
Volunteer Expenses		163	-	163	-
Bank Charges		311	-	311	206
<b>Total payments</b>		<b>44,889</b>	<b>72,507</b>	<b>117,396</b>	<b>110,198</b>
<b>Net receipts / (payments)</b>		<b>(11,005)</b>	<b>12,708</b>	<b>1,703</b>	<b>6,100</b>
<b>Transfers between Funds</b>		<b>27,646</b>	<b>(27,646)</b>	<b>-</b>	<b>-</b>
<b>Cash fund balances brought forward</b>		<b>17,722</b>	<b>64,120</b>	<b>81,842</b>	<b>75,742</b>
<b>Cash fund balances carried forward</b>		<b>34,363</b>	<b>49,182</b>	<b>83,545</b>	<b>81,842</b>



# Crownway Community Centre CiO

## Statement of assets and liabilities

as at 31 March 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Community Centre Account	30,378	-	30,378	21,614
Community Café Account	-	-	-	17,557
Deposit Account	3,838	49,182	53,020	42,524
Cash in hand	148	-	148	148
<b>Total cash funds</b>	<b>34,363</b>	<b>49,182</b>	<b>83,545</b>	<b>81,842</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 16th September 2024



June Jones

on behalf of the Trustees

# **Crownway Community Centre CiO**

## **Notes to the accounts**

### **for the year ending 31 March 2024**

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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 2024

2 Receipts from Charitable Activities	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds
National Lottery Community Fund	-	40,807	40,807	50,574
Café Income	1,406	12,670	14,076	11,114
Room Hire	24,785	-	24,785	21,094
St Helens MBC: Self Isolation	-	-	-	4,160
Coalfields Regeneration Trust	-	-	-	11,870
LCR Community Environment Fund	-	-	-	4,950
The Rainford Trust	-	-	-	1,500
Halton & St Helens VCA	-	-	-	1,000
Community Foundation	-	-	-	5,000
Arnold Clarke Community Fund	-	-	-	1,000
VOLA Consortium	-	2,300	2,300	-
Steve Morgan Fdtn	-	9,438	9,438	-
Garfield Weston	-	10,000	10,000	-
Trusthouse	-	10,000	10,000	-
Donations	2,262	-	2,262	1,940
	<u>28,453</u>	<u>85,215</u>	<u>113,668</u>	<u>114,202</u>

2a Restricted funds summary	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
National Lottery Community Fund	31,303	40,807	43,032	-	29,078
Cafe	18,224	12,670	7,062	23,832	-
Buffets & Parties	3,814	-	-	3,814	-
LCR: Community Environment Fund	3,179	-	3,179	-	-
Arnold Clarke	868	-	720	-	148
VOLA Consortium	-	2,300	617	-	1,683
Steve Morgan Fdtn	-	9,438	7,503	-	1,935
Garfield Weston	-	10,000	3,662	-	6,338
Trusthouse	-	10,000	-	-	10,000
Coalfields Regeneration Trust	5,881	-	5,881	-	-
Halton & St Helens VCA	580	-	580	-	-
Community Foundation	271	-	271	-	-
	<u>64,120</u>	<u>85,215</u>	<u>72,507</u>	<u>27,646</u>	<u>49,182</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 2024 the balance of funds was £9,591.

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

Coalfields Regeneration Trust provided funding towards our Café Worker.

Trusthouse Charitable Foundation, Steve Morgan Foundation & Garfield Weston provided funding towards our salary costs.

VOLA Consortium provided funding for Digital Connectivity for Local community facilities.

3 Voluntary Receipts	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Office Services & Photocopying	4,935	-	4,935	2,015
Bank Interest	496	-	496	81
	<u>5,431</u>	<u>-</u>	<u>5,431</u>	<u>2,096</u>

# Crownway Community Centre CiO

## Notes to the accounts continued

### for the year ending 31 March 2024

#### 4 Staff costs and numbers

	2024	2023
	£	£
Gross salaries	73,984	69,005
Pension	1,098	878
	<u>75,081</u>	<u>69,883</u>

The average number of employees during the year was 2.2 (2023:2.2)

#### 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