

**BILTON HALL COMMUNITY TRUST CIO**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 March 2021**

**Charity Number 1171907**

MARCH 2020 - APRIL 2021

# ANNUAL REPORT



**PREPARED AND PRESENTED BY**

JOANNA TUCK - COMMUNITY DEVELOPMENT MANAGER

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## FUNDING OUR CHARITY

**CLOSED**

**TEMPORARILY**

**IN ORDER TO  
STOP THE  
SPREAD**

**OF COVID 19**

**IN LINE WITH  
GOVERNMENT**

### **A YEAR OF COVID-19**

Not long after we received news that we were successful in receiving funding from Virgin Money Foundation, the country went straight into Covid 19.

**But LOCKDOWNS didn't stop us!!**

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# WORDS FROM OUR CHAIRMAN

As we come to the end of a challenging year we once again come together for our annual AGM, I thought it would be a good time to reflect on our achievements.

What a year it's turned out to be!

Despite the ongoing pandemic, Bilton Hall remained open and we were instrumental in supporting and setting up Bede's Helping Hands Food Bank.

We saw the return of many groups including Straight Outta Bilton Youth Project, Community @ Bilton, Gratitude Fitness and many more.

From the start, we put in place all that was asked in relation to Covid 19 restrictions.

With thanks to Joanna for managing the centre through this difficult period.

Thanks needs to go out to our volunteers and staff, without their hard work and dedication we would not be able to keep the centre growing and supporting the community.

Due to their commitment, we were able to provide support to the local community, in an especially difficult time.

Although we still have a long way to go to see the end of this pandemic and all that comes with it. Bilton Halls future still looks very positive. We are looking forward to seeing projects develop including the start of the Boxing of Excellence Project, which will be starting this year.

Thank you - Keith Hemmer

## OUR GOALS AND OBJECTIVES

- To improve our facilities
- Create a dedicated space for the boxing club
- To build upon our community business to improve our sustainability.
- To create a hub of social enterprise and community activities
- To develop and nurture our existing groups and community businesses
- Create opportunities for new groups and businesses to grow
- To Grow and develop a new training offer for alternative educational needs





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# OUR WORK OVER THE LAST YEAR

## OUR ACHIEVEMENTS OVER THE LAST YEAR DURING COVID 19



With funding confirmed from government, it gave BHCT the security to continue to provide a service and be the place that the community could rely on during the lockdown periods.

### **Community Member Support**

With an existing grant from Coalfields Regeneration Trust, we put in place a community support worker who regularly contacted our older members. This helped to reassure them that support was always available and BHCT was open and ready to serve. With help from Bede's Helping Hands, we were able to provide food parcels for residents which we delivered alongside meals.

### **Young People**

Building on relationships with Street Games, Auxillia Youth Services, and Straight Outta Bilton, which is our home-grown Youth Club. They were able to get sessions started again in September 2020 to provide an essential service for young people in our local area, especially for those who have been most effected by Covid 19 and the restrictions.

Some of the most fun and inspiring activities over the last year have included our young people. They took part in a march through the streets in fancy dress, passing out afternoon tea's and easter eggs to all our residents and their children. We had great involvement from our young people who were successful in gaining their own funding from The Key. This contributed to the community activities, which not only helped them gain important life skills but gave them a sense of community pride and responsibility. They have completed 3 other projects between May and December 2020 and continue to work on projects and funding.

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# OUR WORK OVER THE LAST YEAR

## OUR ACHIEVEMENTS OVER THE LAST YEAR DURING COVID 19

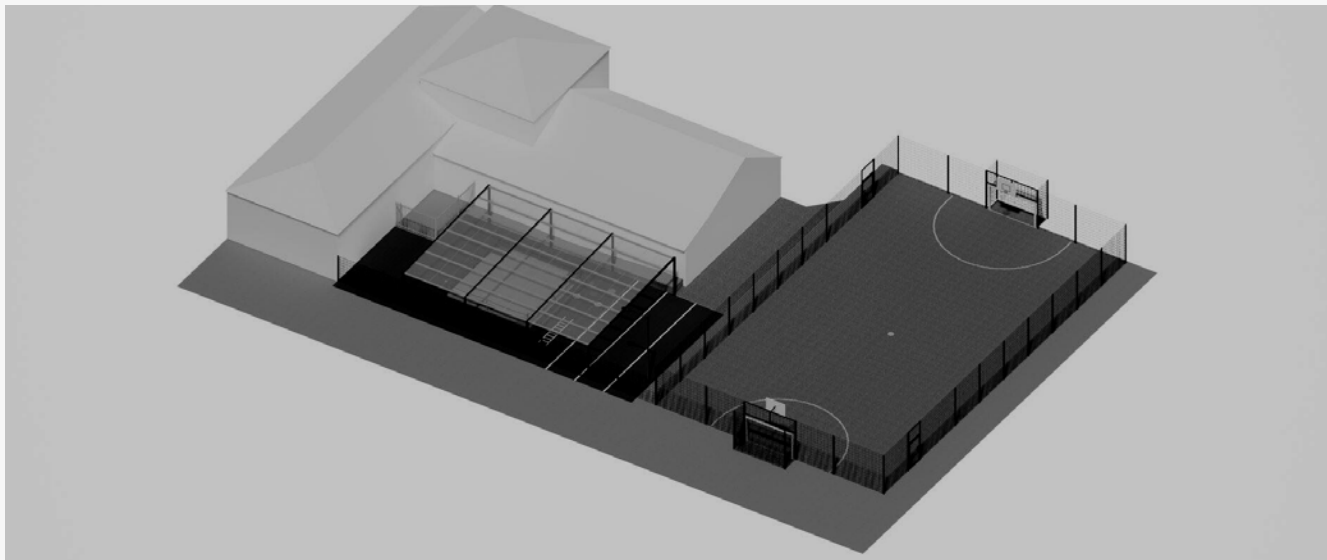
### Emilys Diner

As of October 2020, Food For Thought Pantry CIC took over the running of our community diner, with successful funding secured from The National Lottery to support the venture. Jon continued to focus the new CIC's attention to supporting the elderly as their main customer base. In addition to this they also produced a number of fabulous and educational cooking tutorials that saw 60-90 residents benefit from receiving their own ingredients pack each week to follow along at home.

### Community @ Bilton

Even though restrictions meant that they couldn't offer a full service, the Community @ Bilton group were able to help provide invaluable support to the centre. They were also able to use the time to develop their community shop, offering second hand items to local residents at a low cost when restrictions allowed. To celebrate VE day, a march through the streets of the local estates was organised, giving afternoon teas.





# BOXING OF EXCELLENCE THE TIMELINE

## UPDATING THE OUTBACK - NEW SPORTS AREA

Although its been a long time in the making, we are finally on track for the Boxing of Excellence Project build to start. With dates set for November for the main ground work to be started. We are super excited!

This project build will make a massive difference to what we can offer to our local community and help grow Bilton Hall ABC, which has been resident here for over 40 years.

TASK	START DATE	END DATE
<b>PHASE 01</b>		
PLANNING, GRANT APPLICATIONS AND ENGAGING PROFESSIONALS	DECEMBER 2019	ONGOING
<b>PHASE 02</b>		
GRANT FUNDING CONFIRMATION AND EXPERT GROUNDWORKERS AGREED	JANUARY 2021	JULY 2021
<b>PHASE 03</b>		
UPGRADE DOORS, INSTALL CANOPY AND COMPLETE NEW SPORTS AREA	SEPTEMBER 2021	DECEMBER 2021



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# OUR EVALUATION PLAN

## OVERVIEW OF THE LAST YEAR AND WHAT THE FUTURE HOLDS



Now we're back and full steam ahead we have some exciting projects and developments to tackle over the next year.

We know that our boxing redesign will come to fruition in the coming financial year. We are confident the redesign to the project, will bring the area into a useable outdoor space for sporting activities.

Our next major goal is to develop our very own 'Alternative Education' program. We started a taster session early in 2020, however, due to Covid 19 this had to be put on hold. We are now able to restart those plans and get them back on track.

Prior to lockdown we were looking at developing another piece of land, however these plans had to be put on hold. We can now explore these plans further, with the local authority on side in developing another piece of land known as Porlock Gardens into a garden centre/educational base.

The future is bright for BHCT and all our users.

**ALTERNATIVE  
EDUCATION IS THE  
NEXT FOCUS POINT  
FOR BHCT - WE AIM  
TO PROVIDE A NEW  
PROGRAM AND  
BRING A NEW  
OFFERING TO OUR  
COMMUNITY TO  
MEET THE NEEDS**



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# PARTNERSHIPS & COLLABORATIONS

THIS INCLUDES THE LIKE MINDED 3RD SECTOR ORGANISATIONS CURRENTLY WORKING ALONG SIDE US.



WE HAVE  
PARTNERED WITH  
SOME AMAZING  
LOCAL CIC'S TO  
WORK ON AND  
DEVELOP A BRAND  
NEW ALTERNATIVE  
EDUCATION  
PROVISION  
LOCALLY

Working on developing partnerships that involve creating an 'Alternative Education' provision in our local area. Working with four Community Interest Companies' to provide something new and unique to our community facility.

With the ability to increase participation from other organisations to allow the alternative education offer to grow and attract young people of all ages and abilities.



# INCOME & EXPENDITURE 2020-2021

## A BREAK DOWN OF COSTS FOR YEAR

**BILTON HALL COMMUNITY TRUST CIO**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
For the year ended 31 March 2021

	Notes	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
<b>Income from:</b>					
Donations and legacies	6	2,565	276	2,841	467
Charitable activities	7	35,206	77,321	112,526	125,194
Other trading activities	8	17,653	235	17,888	36,374
<b>Total income</b>		<b>55,423</b>	<b>77,832</b>	<b>133,255</b>	<b>162,035</b>
<b>Expenditure on:</b>					
Charitable activities					
Operation of the charity	9	39,827	49,674	89,501	140,363
<b>Total expenditure</b>		<b>39,827</b>	<b>49,674</b>	<b>89,501</b>	<b>140,363</b>
<b>Net income/(expenditure)</b>		<b>15,597</b>	<b>28,158</b>	<b>43,754</b>	<b>21,672</b>
Transfers between funds		-	-	-	-
<b>Net movement of funds</b>		<b>15,597</b>	<b>28,158</b>	<b>43,754</b>	<b>21,672</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		39,479	49,165	88,643	66,971
<b>Total funds carried forward</b>		<b>55,075</b>	<b>77,323</b>	<b>132,398</b>	<b>88,643</b>

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# STAFF & TEAM MEMBERS

## THE AWESOME PEOPLE BEHIND THIS PROJECT



**JOANNA TUCK**  
CENTRE MANAGER



**SAMANTHA  
HARRISON**  
YOUTH DIRECTOR



**KIETH HEMMER**  
CHAIRMAN

Team Work - a strong, dedicated core of volunteers and board members who work tirelessly to allow our organisation to flourish during difficult times.

The board took the stance to stay open and support the community in which ever way they could from March 2020.

Along with the trustees, we were supported by a number of long term volunteers who have been an essential part of keeping our centre open throughout.

The Manager worked throughout the summer and into November when the board took the decision to put staff back on furlough for the 2nd lockdown. Working limited hours managing payroll and policies and procedures and keeping in contact with the staff and volunteers daily.

The volunteers took on the major role of keeping the building open during this time.

# **BILTON HALL COMMUNITY TRUST CIO**

## **TRUSTEES ANNUAL REPORT**

**For year ended 31 March 2021**

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The trustees are pleased to present their annual report together with the financial statements of the charity for the period ended 31 March 2021.

The financial statements comply with the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### **1. Objectives and Activities**

#### **Objectives:**

The Objects of the charity are specifically restricted to the following:

- I. To promote the benefit of the inhabitants of the Borough of South Tyneside and the neighbourhood without distinction of sex or political, religious or other opinions by associating 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 object of improving the conditions of life for the said inhabitants.
- II. Bilton Hall Community Trust serves the needs of the local community, takes up stewardship on their behalf and confidently and competently keeps pace with the changes in our society. Charity trustees have a duty of public benefit and this is demonstrated at Bilton Hall Community Trust through a strong pedigree of integrity, an ability to balance the books, in maintaining solvency and in ensuring the efficiency of the charity. The first priority of the trustees is to support the charitable objectives of Bilton Hall Community Trust. In doing so we regularly check to make sure that Bilton Hall Community Trust complies with Charity Law, that no breaches occur in any of the requirements set out in our governing document and that we remain true to our charitable purposes and objects. The trustees fully recognise their legal responsibility for the affairs of the charity and uphold their explicit duty to scrutinise key issues and decisions, take independent advice and report as necessary.
- III. To establish or to secure the establishment of a community centre and to maintain and manage, or to cooperate with the South Tyneside Metropolitan Borough Council in the maintenance and management of such a centre for activities promoted by the charity and its constituent bodies in furtherance of the above objectives.
- IV. The charity shall have power to affiliate to other organisations with similar charitable objects and shall be non-party in politics and non-sectarian in religion. In pursuance of these objectives the trustees shall be responsible to the South Tyneside Metropolitan



## **BILTON HALL COMMUNITY TRUST CIO**

### **TRUSTEES ANNUAL REPORT** **For year ended 31 March 2021**

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Borough Council for the general administration of the Centre in accordance with the provision of its Constitution.

#### **Mission Statement:**

##### ***Purpose***

To create opportunities for the benefit of the communities we serve

##### ***Vision***

Our communities will have positive and inclusive engagement within their community facilities

#### **Values**

##### ***AMBITIOUS***

We will push ourselves to be best practice and achieve more and become a leader in our fields.

##### ***COMMUNITY LED***

We will listen to the views and needs of our community, incorporate these into planning and feedback.

##### ***RESPECTFUL***

We will consider the impact of the work we do, ensuring it compliments others yet achieves best standards.

##### ***RESPONSIVE***

We will be quick to act and make the most of an opportunity or to address a need.

##### ***RESILIENT***

We will respond to changing needs and priorities to ensure we are resilient for the future.

#### **Strategic Priorities**

##### ***Improving Our Facilities***

We will secure investment into our community facilities to ensure they become go to destinations that meet the expectations of today. They will have facilities with high standards throughout and provide flexible booking spaces to accommodate a wide range of clients.

##### ***Growing Strong Community Businesses***

We will grow our community businesses to become leaders in the fields of events, catering and facility hire with well recognised brands. Our community businesses will diversify their income streams to ensure they become robust businesses that can support our trading arm.

## **BILTON HALL COMMUNITY TRUST CIO**

### **TRUSTEES ANNUAL REPORT**

**For year ended 31 March 2021**

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#### ***Responding to Community Need***

We will develop and deliver a range of community development projects focussed on addressing community need. The strands will complement existing provision and aim to deliver in partnership with others in South Tyneside and will focus on Older People, Employability, Adult Learning, Health and Wellbeing and Children and Families.

#### ***Extending Our Reach and Asset Base***

We will expand our asset base and great a community garden on a former Porlock Gardens site. Plans are being developed.

#### ***Developing a Strong and Sustainable Organisation***

We will be an enterprising, sustainable and well connected organisation who is seen as one of the lead organisations in South Tyneside. The Trust will strive to achieve high quality social impact and standards and establish best practice governance with clear accountability Impact of Bilton Hall Community Centre.

#### **The main activities of Bilton Hall Community Trust are:**

The Community Diner

Bilton Hall Boxing Club

Waves Additional Needs Group

Social Afternoon

Creative Crafts

Boogie Bounce South Tyneside

Dance Nation

Straight Outta Bilton Youth Club

Partners Include; Jarrow Festival, Williby Rocs, NE32 Media Hub, Auxillia Youth Services, Nudge Education, Epinay School, Keelmans Way, Moving on Tyne and Wear, Premier Sports, South Tyneside Against Bullying, Involve Sports and Creative Seed.

## **2. Achievements and Performance**

Pictures tell a thousand stories, check out the short report prepared for our annual AGM that recaps the year's achievements.

## **BILTON HALL COMMUNITY TRUST CIO**

### **TRUSTEES ANNUAL REPORT**

**For year ended 31 March 2021**

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#### **4. Plans for Future Periods**

Bilton Hall Community Trust is an important community facility at the heart of the local community; we aim to be a diverse and active charity working with local people and organisations to improve our community and offer responsive and inclusive services that change people's lives for the better.

The centre has been a community strong hold during the Coronavirus pandemic, with the aim to continue this level of support as an essential and ongoing service:

- \*Weekly calls to older residents
- \*Shopping collections
- \*Food donations
- \*Community events

The trustees will be looking at key areas of the facilities that require upgrading including: the CCTV, security lighting and with the install of the 'boxing of excellence' project ready to take shape in the next financial year. We have much to look forward to and help us be in a secure position

Porlock Gardens is another inspirational project we will be focusing on this coming year and we will be working with Social Enterprise Acumen (SEA) so create a detailed development plan and look to implement an existing business plan for Bilton Hall Community Trust.

We will be optimising the space within the centre and freeing up as much space as we can to allow groups/organisations to hire space unique to their needs. This is a way to generate income which

We plan to work closer and in partnership more with the groups and CICs that operate from our site. Looking to develop a business network, to allow each type of business to offer support and opportunities to each other.

## **BILTON HALL COMMUNITY TRUST CIO**

### **TRUSTEES ANNUAL REPORT**

**For year ended 31 March 2021**

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#### **5. Reference and administrative details of the charity, its trustees and advisors**

Charity Name	Bilton Hall Community Trust CIO
Registered Charity Number	1171907
Operational address	Low Simonside Community Centre Taunton Avenue Jarrow NE32 3RT
Trustees	Keith Hemmer Margaret Peacock Samantha Harrison Andrea Tully (resigned (01/08/2020) Rebecca Porthouse (resigned 01/08/2020)
Independent Examiner	Jim Dodds Connected Voice Business Services Ltd Higham House, Higham Place Newcastle upon Tyne NE1 8AF
Bankers	Co-Operative Bank

#### **6. Structure, Governance and Management**

##### Governing documents

Bilton Hall Community Trust CIO was registered as a charitable incorporated organisation 06 March 2017, number 1171907.

##### Appointment of Trustees

Trustees are appointed and can serve more than one term. Anyone interested in becoming a new trustee is encouraged to attend trustee meetings before applying for any vacant positions.

##### Organisation

The Trustees meet each month and deal with the administration of the charity encompassing the strategic vision, financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

##### Risk management

The Trustees conduct an annual review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of



## **BILTON HALL COMMUNITY TRUST CIO**

### **TRUSTEES ANNUAL REPORT**

**For year ended 31 March 2021**

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procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

#### **7. Financial Review**

Bilton Hall Community Trust CIO is primarily funded by grants and room hire income. The total income for the year was £133,255 (2020: £162,035).

The Statement of Financial Activities for the year ended 31 March 2021, shows a surplus across all funds of £43,754 (2020: £21,672).

The Balance Sheet at 31 March 2021 shows total funds carried forward of £132,398 (2019: £88,643) of which there are £55,075 unrestricted funds (2020: £39,479).

#### Reserves policy

Bilton Hall Community Trust CIO aims to maintain a level of free reserves over the years, currently £55,075 (2020: £39,479), sufficient to meet the working capital requirements of the charity in the event of a significant drop in funding. We have established a policy whereby the unrestricted funds not invested in fixed assets held by the charity should be between 3 and 6 months of annual expenditure. At 31 March 2021 reserves represented 7 months (2020: 4 months) of running costs which the trustees believe to be prudent.

#### **8. Public Benefit Statement**

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. The trustees have also reviewed the charitable purposes of Bilton Hall Community Trust CIO, and the external environment, to make sure the Charity is still relevant and needed. The activities outlined in this report demonstrate the public benefit that ensues.

## **BILTON HALL COMMUNITY TRUST CIO**

### **TRUSTEES ANNUAL REPORT**

**For year ended 31 March 2021**

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#### **9. Statement of Trustee Responsibilities**

The charity trustees are responsible for preparing a trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on ...28/01/22... and signed on their behalf by:

Keith Hemmer (Chair)  .....

## **BILTON HALL COMMUNITY TRUST CIO**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 31 March 2021

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I report on the financial statements of Bilton Hall Community Trust CIO for the year ended 31 March 2021, which are set out on pages 19 to 32.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

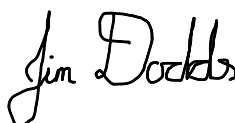
#### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jim Dodds  
Connected Voice Business Services Ltd  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 28/01/22



# BILTON HALL COMMUNITY TRUST CIO

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2021

	Notes	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
<b>Income from:</b>					
Donations and legacies	6	2,565	276	2,841	467
Charitable activities	7	35,206	77,321	112,526	125,194
Other trading activities	8	17,653	235	17,888	36,374
<b>Total income</b>		<b>55,423</b>	<b>77,832</b>	<b>133,255</b>	<b>162,035</b>
<b>Expenditure on:</b>					
Charitable activities					
Operation of the charity	9	39,827	49,674	89,501	140,363
<b>Total expenditure</b>		<b>39,827</b>	<b>49,674</b>	<b>89,501</b>	<b>140,363</b>
<b>Net movement of funds</b>		<b>15,597</b>	<b>28,158</b>	<b>43,754</b>	<b>21,672</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		39,479	49,165	88,643	66,971
<b>Total funds carried forward</b>		<b>55,075</b>	<b>77,323</b>	<b>132,398</b>	<b>88,643</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 21 to 32 form an integral part of these accounts.



**BALANCE SHEET**

As at 31 March 2021

	Notes		Total 2021		Total 2020
		£	£	£	£
<b><u>Fixed assets</u></b>					
Tangible assets	16		2,295		873
<b><i>Total fixed assets</i></b>			<b>2,295</b>		<b>873</b>
<b><u>Current assets</u></b>					
Debtors	17	1,197		2,050	
Cash at bank and in hand	18	145,611		102,244	
<b><i>Total current assets</i></b>		<b>146,808</b>		<b>104,294</b>	
<b>Creditors:</b> amounts falling due within one year	19	<b>( 16,704 )</b>		<b>( 16,524 )</b>	
<b><i>Net current assets</i></b>			<b>130,103</b>		<b>87,771</b>
<b><i>Total assets less current liabilities</i></b>			<b>132,398</b>		<b>88,643</b>
<b><i>Total net assets or liabilities</i></b>			<b>132,398</b>		<b>88,643</b>
<b><u>Funds of the charity</u></b>					
Unrestricted and designated funds			55,075		39,479
Restricted funds			77,323		49,165
<b><i>Total funds</i></b>			<b>132,398</b>		<b>88,643</b>

The notes on pages 21 to 32 form an integral part of these accounts.

These financial statements were approved by the Board on: 28/01/22

and are signed on its behalf by: Keith Hemmer  
Chair



# **BILTON HALL COMMUNITY TRUST CIO**

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2021

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Bilton Hall Community Trust CIO meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the yearend of £51,846 and has already secured a significant amount of funding for the current year. The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

## **BILTON HALL COMMUNITY TRUST CIO**

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2021

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of community activities and events and other activities undertaken to further the purposes of the charity and their associated support costs.

## **BILTON HALL COMMUNITY TRUST CIO**

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2021

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#### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, the charity does not currently have any tangible fixed

Fixtures and fittings

Straight line over four years

# BILTON HALL COMMUNITY TRUST CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>6 Donations and legacies</b>				
Donations and gifts	2,565	276	<b>2,841</b>	63
Other	-	-	-	404
	<u>2,565</u>	<u>276</u>	<u><b>2,841</b></u>	<u>467</u>
<b>7 Charitable activities</b>				
Admissions	976	-	<b>976</b>	6,090
Tuck Shop	2,710	-	<b>2,710</b>	6,467
Diner	9,472	-	<b>9,472</b>	7,314
Tea and Coffee	-	-	-	233
My Digital Family	-	1,890	<b>1,890</b>	-
Section Funds	-	-	-	2,683
Greggs Foundation core funding	-	15,000	<b>15,000</b>	4,686
Asda Foundation	-	600	<b>600</b>	12,737
South Tyneside Council	10,000	13,486	<b>23,486</b>	-
Furlough	10,153	-	<b>10,153</b>	-
Streetgames	-	5,250	<b>5,250</b>	-
Sir James Knott Trust	-	5,000	<b>5,000</b>	-
Garfield Weston Foundation	-	-	-	25,000
Coalfields Regeneration	-	5,365	<b>5,365</b>	10,000
The National Lottery	-	9,950	<b>9,950</b>	30,000
ESC Lottery Fund	-	2,500	<b>2,500</b>	-
Virgin Money	-	12,480	<b>12,480</b>	-
Clockworkers	-	3,900	<b>3,900</b>	-
Other small grants	1,894	1,900	<b>3,794</b>	19,983
	<u>35,206</u>	<u>77,321</u>	<u><b>112,526</b></u>	<u>125,194</u>
<b>8 Other trading activities</b>				
Room hire	14,554	-	<b>14,554</b>	34,274
Fundraising	2,428	235	<b>2,663</b>	2,101
Other income	670	-	<b>670</b>	-
	<u>17,653</u>	<u>235</u>	<u><b>17,888</b></u>	<u>36,374</u>

Income was £133,255 (2020: £162,035) of which £55,423 was unrestricted or designated (2020: £62,128) and £77,832 was restricted (2020: £99,907).

# BILTON HALL COMMUNITY TRUST CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>9 Charitable activities</b>				
Office wages	10,154	21,322	<b>31,476</b>	33,358
Rates	-	-	-	1,487
Heat, light and power	8,936	-	<b>8,936</b>	19,589
Cleaning	1,928	-	<b>1,928</b>	3,216
Repairs and renewals	6,976	800	<b>7,777</b>	7,064
Legal and professional charges	522	11,004	<b>11,526</b>	7,784
Printing, stationery and postage	-	175	<b>175</b>	125
Advertising	209	37	<b>247</b>	916
Telephone	1,355	20	<b>1,375</b>	1,215
Subscriptions	300	1,500	<b>1,800</b>	-
General Expenses	4,803	1,632	<b>6,435</b>	4,848
Bank charges	-	-	-	2
Depreciation	1,306	-	<b>1,306</b>	624
Stock purchases	2,353	1,700	<b>4,053</b>	7,630
Project expenditure	-	9,275	<b>9,275</b>	50,869
Volunteer expenses	-	2,208	<b>2,208</b>	52
Fundraising	-	-	-	577
<u>Governance costs</u>				
Trustee expenses	-	-	-	23
Independent examiner's fees for reporting on the accounts	984	-	<b>984</b>	984
	<u>39,827</u>	<u>49,674</u>	<u><b>89,501</b></u>	<u>140,363</u>

Expenditure on charitable activities was £89,501 (2020: £140,363) of which £39,827 was unrestricted or designated (2020: £56,776) and £49,674 was restricted (2020: £83,587).

### 10 Fees for examination of the accounts

	2021 £	2020 £
Independent examiner's fees for reporting on the accounts	<b>984</b>	984
Other accountancy services paid to the examiner	<b>504</b>	1,032
	<u><b>1,488</b></u>	<u>2,016</u>

## BILTON HALL COMMUNITY TRUST CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### 11 Analysis of staff costs and the cost of key management personnel

	2021 £	2020 £
Salaries and wages	29,063	23,175
	<u>29,063</u>	<u>23,175</u>

No employee received remuneration above £60,000 (2020: nil).

The key management personnel of the charity, comprise the trustees and the community development manager. The total employee benefits of the key management personnel of the charity were £13,188 (2020: £8,855).

#### 12 Staff numbers

The average monthly head count was 4 staff (2020: 4 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2021 Number	2020 Number
The parts of the charity in which the employee's work		
Charitable activities	2.0	2.0
	<u>2.0</u>	<u>2.0</u>

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No trustee expenses have been incurred in the year.

##### Transaction(s) with related parties

The following trustee received payment for providing professional services to the charity through their established companies.

Name of the trustee	Relationship to charity	Description of the transaction	2021 Amount £
Samantha Harrison	Auxillia Youth Services CIC	Develop a new training opportunity for young people	2,225
		Room hire income received on normal commercial basis rate	1,760



## BILTON HALL COMMUNITY TRUST CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

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#### 13 Transactions with trustees

##### Transaction(s) with related parties

Name of the trustee	Relationship to charity	Description of the transaction	2020 Amount £
Samantha Harrison	Auxillia Youth Services CIC	Develop a new training opportunity for young people	3,322
		Room hire income received on normal commercial basis rate	2,890

The charity undertook an arm's length process to ensure they chose the best provider, Samantha Harrison was not part of the decision making process.

#### 14 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

There is currently no employee employed by the organisation that is currently in the pension scheme.

#### 15 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

# BILTON HALL COMMUNITY TRUST CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

	Fixtures and fittings £	Total £
<b>16 Tangible fixed assets</b>		
<b>Cost</b>		
Balance brought forward	2,495	<b>2,495</b>
Additions	2,729	<b>2,729</b>
Disposals	-	-
<b>Balance carried forward</b>	<b>5,224</b>	<b>5,224</b>
<b>Depreciation</b>		
Basis	SL	
Rate	25%	
Balance brought forward	1,623	<b>1,623</b>
Depreciation charge for year	1,307	<b>1,307</b>
Disposals	-	-
<b>Balance carried forward</b>	<b>2,930</b>	<b>2,930</b>
<b>Net book value</b>		
<b>Brought forward</b>	<b>873</b>	<b>873</b>
<b>Carried forward</b>	<b>2,295</b>	<b>2,295</b>
<b>17 Debtors and prepayments (receivable within 1 year)</b>	<b>2021 £</b>	<b>2020 £</b>
Debtors	<b>1,197</b>	2,050
	<b>1,197</b>	<b>2,050</b>
<b>18 Cash at bank and in hand</b>	<b>2021 £</b>	<b>2020 £</b>
Cash at bank and in hand	<b>145,576</b>	102,209
Cash in hand	<b>35</b>	35
	<b>145,611</b>	<b>102,244</b>
<b>19 Creditors and accruals (payable within 1 year)</b>	<b>2021 £</b>	<b>2020 £</b>
Trade creditors	<b>15,720</b>	15,540
Accruals		
Independent examination of accounts	<b>984</b>	984
	<b>16,704</b>	<b>16,524</b>

## 20 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

# BILTON HALL COMMUNITY TRUST CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### 21 Analysis of charitable funds

#### Analysis of movements in unrestricted funds

For the year ended 31 March 2021

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Unrestricted funds</b>					
General unrestricted fund	19,364	49,730	( 39,257 )	-	29,836
Designated funds					
Bilton Hall Shop	12,451	1,631	-	-	14,083
Fundraising	6,271	3,662	-	-	9,933
Sections and Groups	1,393	400	( 569 )	-	1,223
<b>Totals</b>	<b>39,479</b>	<b>55,423</b>	<b>( 39,827 )</b>	<b>-</b>	<b>55,075</b>

For the year ended 31 March 2020

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Unrestricted funds</b>					
General unrestricted fund	29,160	56,893	( 55,400 )	( 11,289 )	19,364
Designated funds					
Bilton Hall Shop	9,331	3,120	-	-	12,451
Fundraising	4,305	2,016	( 50 )	-	6,271
Sections and Groups	2,619	100	( 1,326 )	-	1,393
<b>Totals</b>	<b>45,415</b>	<b>62,128</b>	<b>( 56,776 )</b>	<b>( 11,289 )</b>	<b>39,479</b>

#### Purpose of unrestricted funds

General unrestricted fund      The 'free reserves' of the charity

#### Purpose of designated funds

Bilton Hall Shop      Contributions towards the new boxing extension  
Fundraising      Towards large purchases required  
Sections and groups      Group funds within the centre

# BILTON HALL COMMUNITY TRUST CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### 21 Analysis of charitable funds (continued)

#### Analysis of movement in restricted funds

For the year ended 31 March 2021

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
Restricted funds	£	£	£	£	£
Greggs Core	601	15,000	( 62 )	-	15,538
Asda Foundation	-	600	( 340 )	-	260
Sports England	376	2,500	( 403 )	-	2,473
Sir James Knott Trust	-	5,000	( 1,020 )	131	4,111
South Tyneside Council	-	13,486	( 500 )	-	12,986
Streetgames	-	5,250	( 3,559 )	2,436	4,127
Clockworkers	-	3,900	( 2,961 )	-	939
Virgin Money	-	12,480	( 11,812 )	-	668
Big Lottery Diner Project	3,230	-	( 3,230 )	-	-
Garfield Weston Foundation	25,000	-	-	-	25,000
The National Lottery	9,464	9,950	( 16,643 )	-	2,771
Coalfields	2,368	5,365	( 7,733 )	-	-
Other Small Grants	8,125	4,301	( 1,411 )	( 2,568 )	8,448
<b>Totals</b>	<b>49,165</b>	<b>77,832</b>	<b>( 49,674 )</b>	<b>-</b>	<b>77,323</b>

For the year ended 31 March 2020

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
Restricted funds	£	£	£	£	£
Greggs Core	4,117	4,686	( 8,202 )	-	601
Asda Foundation	( 4,048 )	12,737	( 17,072 )	8,383	-
Barbour	5,000	-	( 5,505 )	505	-
Sports England - Sports	7,386	-	( 7,010 )	-	376
Sports England - CAF	( 2,401 )	-	-	2,401	-
Big Lottery Diner Project	9,822	-	( 6,592 )	-	3,230
Garfield Weston Foundation	-	25,000	-	-	25,000
The National Lottery	-	30,000	( 20,536 )	-	9,464
Coalfields	-	10,000	( 7,632 )	-	2,368
Other Small Grants	1,680	17,483	( 11,038 )	-	8,125
<b>Totals</b>	<b>21,556</b>	<b>99,907</b>	<b>( 83,587 )</b>	<b>11,289</b>	<b>49,165</b>

## BILTON HALL COMMUNITY TRUST CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### 21 Analysis of charitable funds (continued)

##### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Greggs Core	Towards the part time Development Manager's salary.
Asda Foundation	Cr8tive Space Project for renovating the old boxing hall.
Barbour	Core funding towards the costs of relocating the community diner.
Sports England	Boxing extension - the new home of Bilton Hall Boxing Club.
Sir James Knott Trust	Weekly youth sessions.
South Tyneside Council	Community activities and covid support.
Streetgames	Alternative education, doorstep, sports camp and weekly sessions.
Clockworkers	Kitchen upgrade.
Virgin Money	Management salaries.
Big Lottery Diner Project	Emily's Diner - the rebranding of the community diner.
Garfield Weston Foundation	Boxing extension - the new home of Bilton Hall Boxing Club.
The National Lottery	Community Development Partnership.
Coalfields	Core funding towards salaries.
Other Small Grants	These all relate to youth projects within the centre.

##### Transfers between funds

<u>Funds</u>	<u>Reason for transfer</u>	<u>2021 Amount £</u>
Between small grants and restricted funds	Recognise small grants as larger grants in 2021	2,568

<u>Funds</u>	<u>Reason for transfer</u>	<u>2020 Amount £</u>
Between unrestricted and restricted funds	To offset overspend agreed with board so project could continue	11,289

#### 22 Capital commitments

As at 31 March 2021, the charity had no capital commitments (2020 -£nil).

## BILTON HALL COMMUNITY TRUST CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

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#### 23 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Tangible fixed assets	2,295	-	<b>2,295</b>
Cash at bank and in hand	68,288	77,323	<b>145,611</b>
Other net current assets/(liabilities)	( 15,508 )	-	<b>( 15,508 )</b>
	<u>55,075</u>	<u>77,323</u>	<u><b>132,398</b></u>

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Tangible fixed assets	873	-	<b>873</b>
Cash at bank and in hand	53,079	49,165	<b>102,244</b>
Other net current assets/(liabilities)	( 14,474 )	-	<b>( 14,474 )</b>
	<u>39,478</u>	<u>49,165</u>	<u><b>88,643</b></u>

#### 24 Guarantee

There have been no guarantees given by the charity at 31 March 2021.

#### 25 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2021.

#### 26 Governing document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 06 March 2017 as a body corporate under part 11 of the Charities Act 2011.