

Queensbury Support Centre

Charity number 1172579

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



West Yorkshire Community Accounting Service

Queensbury Support Centre

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

Contents	Page
Trustees' report	2 to 3
Examiner's report	4
Receipts and payments account	5
Statement of assets and liabilities	6
Notes to the accounts	7 to 9

Prepared by West Yorkshire Community Accounting Service

Queensbury Support Centre

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Patrick Sherry	Chair
Robert Frost	Treasurer
Joan Shepherd	Secretary
Barbara Holmes	

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1172579 on 13 April 2017.

Principal address

Baptist Church Support Centre
Chapel Street
Queensbury
Bradford
BD13 2PZ

Bankers

Yorkshire Bank
7 Waterhouse Street
Halifax
HX1 1XZ

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (foundation) formed on 13 April 2017 and is governed by a constitution. It was formerly known as Queensbury Day Centre.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a general resolution at a properly constituted meeting of the trustees.

Queensbury Support Centre

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

The relief of elderly people living in Queensbury, Bradford and the surrounding area through the provision of day care facilities for those who have need by reason of their age or infirmity for the care, recreation and physical and mental well-being of such persons.

The charity's main activities

Running a day centre from Tuesday to Thursday for elderly people in Queensbury and surrounding areas.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Achievements and performance

Queensbury Support Centre has been in existence for over 25 years. In that time, other than when closed for scheduled holidays or extreme weather, the centre has succeeded in staying open without a break. – until this last year.

On Thursday 19th March 2020, the trustees took the decision to close the centre until we were certain there was no threat to the wellbeing of our clients, volunteers or staff.

Our expectation was that we would be open again by summer. We were not to know how traumatic the following year would be.

The vulnerability, through age, infirmity or other reasons, has meant that the trustees have been limited in how they have been able to provide any service. Their only contact with clients and volunteers has been by regular telephone calls.

The Government Job Retention Scheme, together with our good financial position before closing, has meant that we have been able to retain our staff in anticipation of being able to re-open in the coming summer time.

We are confident that our funds are sufficient for us to operate throughout 2021 to 2022. Plans have been made in readiness for re-opening the centre and we look forward to being back, supplying the social care we are committed to provide, as soon as we are advised it is safe and appropriate for us to do so.

Financial review

The net payments for the year were £9,511, including net payments of £10,011 on unrestricted funds and net receipts of £500 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £40,596.

Signed on behalf of the board of trustees on 18/11/2021

Patrick Sherry (Trustee)

Queensbury Support Centre

Independent examiner's report to the trustees of Queensbury Support Centre Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 5 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and 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.

Rhys North ACA

24/11/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Queensbury Support Centre
Receipts and payments account
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	765	26,004	26,769	31,259
Client contributions		-	-	-	31,969
Other		10	-	10	102
Raffle (amenity)		-	-	-	1,639
Shop (amenity)		-	-	-	3,144
Other (amenity)		-	-	-	37
Trips (amenity)		-	-	-	675
Total receipts		<u>775</u>	<u>26,004</u>	<u>26,779</u>	<u>68,825</u>
Payments					
Salaries and NI	(3)	7,087	25,254	32,341	32,057
Food		-	-	-	7,438
Payroll costs		328	-	328	470
Equipment, stationery and postage		10	-	10	575
Rent		-	-	-	7,020
Telephone		420	-	420	446
Minibus costs		1,417	-	1,417	4,689
Independent examination		564	-	564	562
Covid support costs		-	250	250	-
Other		26	-	26	371
Gifts and donations		-	-	-	604
Raffle (amenity)		-	-	-	377
Shop (amenity)		-	-	-	2,424
Other (amenity)		-	-	-	224
Bingo (amenity)		-	-	-	431
Trips(amenity)		-	-	-	1,310
Insurance		936	-	936	523
Total payments		<u>10,788</u>	<u>25,504</u>	<u>36,292</u>	<u>59,521</u>
Net receipts / (payments)		<u>(10,013)</u>	<u>500</u>	<u>(9,513)</u>	<u>9,304</u>
Fund balances brought forward		<u>50,609</u>	<u>1,600</u>	<u>52,209</u>	<u>42,905</u>
Fund balances carried forward	(4)	<u>40,596</u>	<u>2,100</u>	<u>42,696</u>	<u>52,209</u>

Queensbury Support Centre
Statement of assets and liabilities
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	40,186	2,100	42,286	50,664
Cash in hand	410	-	410	1,545
Total cash funds	<u>40,596</u>	<u>2,100</u>	<u>42,696</u>	<u>52,209</u>

Assets retained for the charity's own use

	£
Minibus - at cost (purchased March 2019)	<u>12,000</u>
	<u>12,000</u>

Liabilities

	£
Independent examination	564
HMRC PAYE	<u>339</u>
	<u>903</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 18/11/2021

Patrick Sherry (Trustee)

Queensbury Support Centre

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a 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.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Queensbury Support Centre
Notes to the accounts continued
for the year ended 31 March 2021

2 Grants and donations

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
HMRC Job Retention Scheme	-	25,254	25,254	-
Bradford Metropolitan District Council (BMDC)	-	750	750	11,600
Leo Group Limited	-	-	-	6,000
Tesco - Groundworks	-	-	-	1,000
The National Lottery Community Fund	-	-	-	10,000
Donations	765	-	765	2,659
	<u>765</u>	<u>26,004</u>	<u>26,769</u>	<u>31,259</u>

3 Staff costs and numbers

	2021 £	2020 £
Gross salaries	32,341	32,057
Social security costs	665	687
Employment allowance	(665)	(687)
	<u>32,341</u>	<u>32,057</u>

The average number employees during the year was 4, being an average of 1.6 full time equivalent (2019: 4, 1.6 FTE). There were no employees with emoluments above £60,000.

4 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BMDC - Covid Support	-	750	250	-	500
BMDC - Fundraising	1,600	-	-	-	1,600
HMRC Job Retention Scheme	-	25,254	25,254	-	-
	<u>1,600</u>	<u>26,004</u>	<u>25,504</u>	<u>-</u>	<u>2,100</u>

Fund name

Purpose of restriction

BMDC - Covid Support	To provide support towards pandemic costs in Queensbury.
BMDC - Fundraising	To enable the charity to investigate alternative sources of funding.
HMRC Job Retention Scheme	To support the furloughing costs of staff during Covid 19.

Queensbury Support Centre

Notes to the accounts continued

for the year ended 31 March 2021

5 Designated funds

The Trustees have designated funds to the Amenity fund.
The fund is used mainly for trips.
The balance in the amenity fund at the year end is £4,520.

6 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Other transactions with trustees or related parties

			2021	2020
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Pauline Sherry	Wife of trustee	Salary as cook for the day centre	6,820	6,404
			<u>6,820</u>	<u>6,404</u>