

**Charity Registration No. 1181254**

**Company Registration No. CE015974 (England and Wales)**

**OUTREACH AND COMMUNITY ACTION PROJECT**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# OUTREACH AND COMMUNITY ACTION PROJECT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr N Westwick Mrs E Senter Mrs H Carbutt Mr A Dunbar
<b>Company number</b>	CE015974
<b>Charity number</b>	1181254
<b>Principal address</b>	The Mews 14 The Green Hartshill Nuneaton CV10 0SW
<b>Independant Examiners</b>	Burgis and Bullock 23-25 Waterloo Place Warwick Street Royal Leamington Spa CV32 5LA
<b>Bankers</b>	NatWest Bank 1 Market Place Nuneaton CV11 4YY

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# OUTREACH AND COMMUNITY ACTION PROJECT

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# OUTREACH AND COMMUNITY ACTION PROJECT

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in October 2019.

### **Structure, governance and management**

The charity is a charitable incorporated organisation established under a constitution first signed on 23 June 2018 and re-signed annually.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Ms N Neal	(Resigned 11 November 2020)
Ms S Haddon	(Resigned 11 November 2020)
Mrs C Davey	(Resigned 11 November 2020)
Mr N Westwick	
Mrs E Senter	(Appointed 11 November 2020)
Mrs H Carbutt	(Appointed 11 November 2020)
Mr A Dunbar	(Appointed 11 November 2020)

Nominated individuals elected by existing Trustees, unanimous vote required for appointment

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Charity has a "bible" containing all active policy documents. Said document is reviewed on an annual basis to ensure fitness for purpose.

To support the Trustees there is a general committee with members tasked with specific roles within the organisation, including, but not limited to; Lead Safeguarding Manager, Business Manager, Restraint Reduction Manager. Trustees are automatically members of this committee.

Currently the Trustees meet quarterly, plus an additional quarterly meeting with the general committee.

Day to day running of the Charity is delegated to the named Trustees equally, with specific tasks assigned at each AGM & reviewed to ensure acceptance of outcomes. As the Charity further establishes itself it is looking to employ part-time staff in areas of Centre Manager, Financial Manager & SENCo (Special Educational Needs Coordinator). These roles will be vital to the organisation.

As a Children's Charity, the safety and wellbeing of the target audience is of paramount importance – as such all committee members must undertake Local Authority approved/provided safeguarding training, be DBS checked and hold County council approved Chaperone licences for children in entertainment.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# **OUTREACH AND COMMUNITY ACTION PROJECT**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2021***

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### **Objectives and activities**

- The charity's primary objective is to advance the education of the public and in particular, but not exclusively, children and young people in the appreciation and practice of performing arts (drama, music and dance) through the provision of classes, workshops and opportunities to participate in artistic performances.
- To advance and help young people through:
  - a. The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
  - b. Providing support and activities which develop their skills, capabilities to enable them to participate in society as mature and responsible individuals.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The situation with COVID-19 has again somewhat curtailed the Charity activities for the current year.

Much effort has been expended on "Project New Home" (PNH) coming to fruition. We now have a permanent base from which to ensure the delivery of the Charity's activities to the full benefit of its target audience.

The Trustees collectively declare that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which said guidance is relevant.

### **Achievements and performance**

2020/21 has seen the Charity finally manage to open the doors of its own premises, rather than having to rely on public rented spaces.

Almost complete, with some work required on the secondary building phases, we managed to open Project New Home and to provide the Charity with administrative office space in conjunction with dedicated studio space for classes, conferences and educational delivery.

The registered address for the Charity will be moved from its current listing to that of the building.

Vital to support PNH, a major objective has been to secure and maintain a varied funding stream including obtaining a large funder. We are delighted that Sports England have been a major contributor to our premises refurbishment and are committed to supporting the running of our Charity.

We have also managed to secure a grant from the National Lottery to support our core costing as well as Foyle foundation & Children in Need to assist in other areas of our works.

# OUTREACH AND COMMUNITY ACTION PROJECT

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### Financial review

Due to PNH, outgoings this year have been high, but within the targets set & exceptional due to their nature (building works, lease legal fees, etc).

Still being impacted by the pandemic during the year, we have not been able to fully exploit the benefits of our own premises, although we have succeeded in securing some external hire of the space to support the Charity's income stream.

In terms of this year, total receipts reached £95,056. This comprised of £25,354 unrestricted and £69,702 restricted funds. Total expenditure was £80,298 which comprised of £64,449 unrestricted and £15,849 restricted. Total assets as at 31 March 2021 stood at £25,250 - 2020: £10,492.

Now being HMRC Gift Aid registered will also allow us to better exploit our fundraising capabilities.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

On behalf of the board of trustees

*Neil Westwick*

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Neil Westwick (Feb 1, 2022, 2:59pm)

**Mr N Westwick**

Trustee 01 Feb 2022

Dated: .....

# OUTREACH AND COMMUNITY ACTION PROJECT

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF OUTREACH AND COMMUNITY ACTION PROJECT

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2021 which are set out on pages 5 to 11.

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

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and 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:

- (i) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- (ii) 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.

*W A Hubbard*

Wende Hubbard FCCA

Dated 1st February 2022 .....

Burgis & Bullock  
23-25 Waterloo Place  
Warwick Road  
Royal Leamington Spa  
CV32 5LA

# OUTREACH AND COMMUNITY ACTION PROJECT

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b><u>Incoming resources from generated funds</u></b>					
Donations and legacies	2	-	-	-	6,045
Incoming resources from charitable activities	3	50,504	44,552	95,056	28,819
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>		50,504	44,552	95,056	34,864
		<hr/>	<hr/>	<hr/>	<hr/>
<b><u>Resources expended</u></b>					
<b>Charitable activities</b>					
Charitable expenditure		64,449	15,849	80,298	24,372
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>		64,449	15,849	80,298	24,372
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(13,945)	28,703	14,758	10,492
		<hr/>	<hr/>	<hr/>	<hr/>
Fund balances at 1 April 2020		<b>(5,070)</b>	<b>15,562</b>	<b>10,492</b>	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances at 31 March 2021</b>		(19,015)	44,265	25,250	10,492
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



# OUTREACH AND COMMUNITY ACTION PROJECT

## STATEMENT OF ASSETS AND LIABILITIES

**AS AT 31 MARCH 2021**

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	Notes	2021 £	£	2020 £	£
<b>Current assets</b>					
Natwest bank account		24,266		9,474	
CAF bank account		772		1,000	
Petty cash		212		18	
		<hr/>		<hr/>	
<b>Total assets less current liabilities</b>			<b>25,250</b>		<b>10,492</b>
			<hr/> <hr/>		<hr/> <hr/>

The accounts were approved by the Board on 01 Feb 2022 .....

*Neil Westwick*

Neil Westwick (Feb 1, 2022, 2:59pm)

Mr N Westwick

**Trustee**

**Company Registration No. CE015974**

# OUTREACH AND COMMUNITY ACTION PROJECT

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the receipts and payments basis.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in October 2019 and the Companies Act 2006.

#### 1.2 Receipts and Payments Account

Donations and other income are credited in the period in which they are received. These are analysed between restricted and unrestricted funds.

Expenditure paid out in the year is also analysed between restricted and unrestricted funds.

#### 1.3 Statement of Assets and Liabilities

Cash funds are listed in detail with amounts at 31st March 2020 which are in agreement with the balance carried forward on the Receipts and Payments Account.

### 2 Donations and legacies

	<b>Total Total 2021</b>	<b>Total Total 2020</b>
Donations and gifts	-	6,045

### 3 Incoming resources from charitable activities

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Grants received	50,504	44,552	95,056	28,819

# OUTREACH AND COMMUNITY ACTION PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### 4 Activities undertaken directly

	Total 2021	Total 2020
Other costs relating to Charitable expenditure comprise:		
Purchase of equipment	3,582	5,430
Performance and festival costs	-	935
Rent	13,557	5,448
Teachers fees	60	2,185
Repairs and maintenance	38,491	184
Postage and stationery	1,142	46
Travelling expenses	215	1,485
Legal and professional	4,125	2,688
Sundry expenses	3,033	771
Subscriptions	245	143
Purchase of equipment	5,103	919
Rent	56	495
Teachers fees	513	2,053
Repairs and maintenance	8,718	226
Postage and stationary	354	494
Legal and professional	970	36
Sundry expenses	135	834
	<u>80,298</u>	<u>24,372</u>

### 5 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, and none were reimbursed in respect of expenses incurred during the year (2020: one was reimbursed £1,500) .

### 6 Employees

There were no employees during the year.

### 7 Related parties

The charity received permission within the year to pay a related party for teacher fees, fees totalled £513 over the course of the financial year.

# OUTREACH AND COMMUNITY ACTION PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### 8 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020	Income	Expenditure	Balance at 31 March 2021
	£	£	£	£
29th May Charitable Trust	2,000	2,090	(1,179)	2,911
BBC Children in Need	5,576	11,212	(1,670)	15,118
Harry Payne Fund	1,110	-	(500)	610
Hoe Wesleyan Small Grant	1,897	-	-	1,897
WPH Charitable Trust	925	-	-	925
Hartshill Parish Council	500	-	-	500
Heart of England	1,900	-	-	1,900
Warwick CC Fund	654	-	-	654
Groundwork Tesco	1,000	1,750	-	2,750
Sport England	-	20,000	(8,695)	11,305
Foyle Foundation	-	5,000	-	5,000
True Colours	-	4,500	(3,805)	695
	<u>15,562</u>	<u>44,552</u>	<u>(15,849)</u>	<u>44,265</u>

Sport England and the Foyle foundation provided capital grants for the 'project new home' in the year.

Heart of England grant (doing things differently) was given to ensure that community projects can adapt safely to the 'new normal', so that they can continue carrying out essential support in their area.

Children in Need Grant was given to close the gap between neuro typical young people and neuro diverse young people. It was to offer experiences such as a theatre trip and a recording studio visit as well as put towards the actual class. It was also to purchase mirrors and a dance floor.

# OUTREACH AND COMMUNITY ACTION PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### 9 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2021 are represented by:			
Current assets	(19,577)	44,265	24,688
	<u>(19,577)</u>	<u>44,265</u>	<u>24,688</u>
	<u><u>(19,577)</u></u>	<u><u>44,265</u></u>	<u><u>24,688</u></u>

### 10 Capital commitments

A lease commitment of £18,000 per annum was agreed on 21st January 2020 with a term of 15 years. The annual amount is subject to review.