

Charity registration No. 1191751
Company registration No. CE024183 (England and Wales)

Spark Community Space
Annual Report and Unaudited Accounts

31 March 2022

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Spark Community Space
Legal and Administrative Information

Trustees:	Tracy Elizabeth Hext Rebecca Simmons Louise Mant Hilda Mapeta Jackie Evans	Chairperson Project Manager Secretary (9/10/2020-27/7/2021) from 3/8/2021
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Charity Number 1191751

Company number CE024183

Principle address 161 Elm Grove
Southsea
PO5 1LU

Registered office 161 Elm Grove
Southsea
PO5 1LU

Spark Community Space
Annual Report
9/10/20 - 31/3/22

Charity Registration Number: 1191751

Principal Address: 161 Elm Grove, Southsea, PO5 1JU

Trustees

Rebecca Simmons - Project Manager

Tracy Hext - Chairperson

Louise Mant - Secretary

Hildah Mapeta - from 9/10/20 to 27/7/21

Jackie Evans - from 3/8/21

Trustee Selection Method: Appointed by the existing trustees

Type of Governing Document: Charitable Incorporated Organisation

Policies and Procedures

All policies and procedures are reviewed annually. They are given to new trustees and volunteers when inducted.

The Volunteer Handbook is given to all new volunteers.

Organisational Structure

4 trustees.

Project Manager - paid position.

Administration support - paid position.

Events and fundraising coordinator - paid position.

Grant coordinator - unpaid position.

24 volunteers

6 voluntary business mentors to support Project Manager.

Summary of the Objectives of the Charity

To promote social inclusion for the public benefit preventing people from becoming socially excluded.

To relieve the needs of people who are socially excluded and assist them to integrate into society and to do so through the operation of a community facility in Hampshire providing practical opportunities for engagement and reintegration.

Summary of the Main Activities

Pay what you can afford community cafe, which includes other charities and community groups that support our objectives; workshops and small day events open to all users.

Achievements and Performance

The charity first started during the second lockdown period on Zoom as a virtual coffee morning on 9th November 2020, finishing on 19th April 2021. These were regularly attended by 8 -12 people per session. approximately 85 different people attended these. Each week had a different motivational speaker who was invited from the local community. The impact of these meetings on this community was to start a network of isolated, lonely people, giving them a community, routine and sense of belonging. People were able to share expertise in a variety of creative and educational areas. This spread to other communities through the Hats for Innocent Smoothies to raise money for Age Concern.

The success of the coffee morning format led to a change of our vision, to wait for a space to open a charity shop and focus on coffee mornings. This started in Sherlock's Bar, Clarendon Road on Wednesday 19th May 2021, continuing on Tuesdays and Wednesdays from 11 to 2 pm. It started with 1 volunteer and a Project Manager. It was decided to open as a Pay-what-you-can cafe so that money was not a barrier for people to be able to attend.

The charity now has 24 volunteers, 12 of whom are Beneficiaries, and 3 paid part-time workers. Numbers attending are approximately 80 people per session.

The charity space is used by other groups and services to bring clients to. These are: Solent Mind, NHS Solent, PCC Community Connections, You Trust, Island Network Group, Home Instead, Minstead Trust, Hope Project's Circle of Support. 7 different Doctors' surgeries refer to us and the Job Centre long-term unemployment department run a Job Club from the cafe. In addition to this, many people pass by the cafe and end up attending again with other family members and friends. Our social media (Twitter, Facebook, Instagram) and media presence (newspapers, radio, blogs, podcasts) also attracts people to the project both locally and nationally. Our first e-newsletter was produced March 2022, which people can sign up to receive.

The charity has had a huge impact on the users and volunteers. It has increased self-worth and confidence of its beneficiaries, allowing several to apply for other jobs for the first time. It has provided a safe place for users to make connections and supported those facing both mental, emotional and physical challenges. The increasing number of group users have found the space to be a guaranteed safe place to meet, allowing their clients to spark back into life. The charity has supported workshops with Splodge Designs; a braille art project, an outing to My Dog Sighs art exhibition, a volunteer workshop at ArtyPots, an outing for 38 users to the pantomime, Aladdin.

The Project Manager has networked across the city with a vast number of groups, including: BNI Southsea and Hampshire, MNC Networking, Portsmouth Business Builders, Portsmouth Business Enterprise, B2B, LinkedIn Portsmouth, Together We Can Portsmouth, The Lark Network, AWE Women's Enterprise, Island City Living, Love Southsea, The Hive, The Big Networking Extravaganza. These connections have supported the charity's activities, donating time, resources and expertise to further the objectives and support our beneficiaries and users.

Contribution Made by Volunteers

Volunteers are encouraged to engage with public users, serving and chatting with them. Several have helped set up a games area where users can take part in board games during their time in the cafe.

Financial Review (Oct 2020 - Jan 2022)

Total Turnover: £13,576.20

Cost of Sales: £9,812.07

Gross Profit: £3,764.13

Advertising Costs: £8,312.01

Operating Profit: £4,547.88

Other income: £42,341.34

Profit on ordinary activities before taxation: £37,793.46

Profit after taxation: £37,793.46

Charity's Principal source of funds

Funding pots from grant making bodies make up the bulk of our funds. We also have regular donations from local businesses and the public, fundraising activities (as detailed below) and a business ambassador program.

Performance of Fundraising Activities

Go Fund Me Start-up - raised £1800

Crowd Funder - approx £10000 (match funding from PCC)

Spinnaker Tower Abseiling - 7 people - £3300

Emma Weatherstone (a Spark Ambassador) - £350

Ambassador Program (£50 per month) - 5 people

All funds raised meet the charity's objectives to make the cafe a pay-what-you-can space and provide workshops for the users.

All grants applied for meet the charity's objectives to make the cafe a pay-what-you-can space and provide workshops for the users.

They also provide wages for our part time staff.

The charity does not have any reserved funding.

The charity does not give grants.

The trustees have done due diligence with regard to all financial expenses, ensuring the objectives of the charity are met for the benefit of the public. Trustees have read Charity Commission guidelines for trustees.

Principal Risks Facing the Charity

The Covid pandemic is still the primary risk the charity faces. Future lockdowns would inhibit the ability to meet in person. However, at this point, the Government is relaxing restrictions. Loss of use of Sherlock's Bar is also a potential risk, although the owner has no plans to evict us.

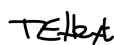
Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:





Full name: Tracy Hext

Position: Chairperson

Date: 31/3/2022

Spark Community Space Independent Examiner's Report

To The Trustees of Spark Community Space

I report on the accounts of the charity for the period ended 31 March 2022.

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(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of examiner's statement

My examination was carried out in accordance with the 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 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 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 qualified statement

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that in the course of my examination, no matter has come to my attention.



Name: Tahir Ahmed, FCA, ACMA, BSc (Hons)

BC&A Chartered Accountants

161 Elm Grove, Southsea, Hampshire, PO5 1LU

19 May 2022

Spark Community Space
Statement of Financial Activities
For the year ended 31 March 2022

		Unrestricted Funds	Restricted Funds	Total Funds
	Notes	2022 £	2022 £	2022 £
<u>Income and endowments:</u>				
Charitable activities	3	-	52,634	52,634
Other trading activities	4	11,040	-	11,040
Other income	5	497	-	497
Total income and endowments		11,538	52,634	64,172
<u>Expenditure</u>				
Direct cost of generating funds	6	3,493	-	3,493
Charitable activities	7	-	21,617	21,617
Total charitable expenditure		3,493	21,617	25,110
Net movement in funds		8,045	31,017	39,062
Fund balances at 9 October 2020		-	-	-
Fund balances at 1 April 2022		8,045	31,017	39,062

Spark Community Space
Balance Sheet
As at 31 March 2022

	Notes	£	2022 £
Fixed assets:			
Tangible assets	10		1,305
Current assets:			
Cash at bank and hand	11	38,194	
Total current assets		38,194	
Creditors falling due within 1 year	12	437	
Net current assets			37,757
Net assets			39,062
The funds of the charity:			
Unrestricted funds:			
General funds	13	8,045	
Total unrestricted funds			8,045
Restricted income funds			31,017
Total charity funds			39,062

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 2022.

The trustees acknowledge their responsibility for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Sign



Tracy Elizabeth Hext
Trustee

Approved by the Trustees on 24 May 2022

Spark Community Space

Notes to the accounts

1 Accounting policies

Charity information

Spark Community Space is a private company limited by guarantee incorporated in England and Wales. The registered office is 161 Elm Grove, Southsea, Hampshire, PO5 1LU

Accounting convention.

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bullet 1 not to prepare a Statement of Cash flows.

The financial statements are prepared in Sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The Principle accounting policies adopted are set out below.

1.2 Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions required deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is unknown, the legacy is treated as a contingent asset.

Assets given for use by the charity are recognised when receivable. The value recognised in the accounts of the donated assets from the Frank Sorell Trust is the insurance value of the building when it was donated.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipts have been complied with.

1.5 Resources expended.

All expenditure is accounted for on an accruals basis and includes VAT which cannot be recovered.

Costs are allocated to the charitable activity to which they relate. Insurance is recharged to the restricted funds projects based on the number of people the project has. Web support is recharged to the restricted funds projects based on the extent to which the project makes use of the web support supplier. Stores expenditure is recharged to the restricted funds projects based on usage. IT maintenance expenditure is recharged to the restricted funds projects based on the number of computers the project has access to.

1.6 Tangible Fixed Assets

Tangible Fixed Assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment -reducing balance method at 20%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to supply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

De-recognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Spark Community Space
Notes to the accounts

3	Charitable activities	Unrestricted Funds	Restricted Funds	Total Funds
		2022	2022	2022
		£	£	£
	Ambassador donations	-	700	700
	Crowdfunding	-	18,590	18,590
	Donations from businesses	-	3,480	3,480
	Donations via CAF bank	-	5,344	5,344
	Grants	-	24,520	24,520
		-	52,634	52,634
4	Other trading activities	Unrestricted Funds	Restricted Funds	Total Funds
		2022	2022	2022
		£	£	£
	Sales	11,040	-	11,040
		11,040	-	11,040
5	Other income	Unrestricted Funds	Restricted Funds	Total Funds
		2022	2022	2022
		£	£	£
	Other Revenue	497	-	497
		497	-	497
6	Direct cost of generating funds	Unrestricted Funds	Restricted Funds	Total Funds
		2022	2022	2022
		£	£	£
	Cost of goods sold	2,892	-	2,892
	Other direct expenses	601	-	601
		3,493	-	3,493
7	Administrative Costs	Unrestricted Funds	Restricted Funds	Total Funds
		2022	2022	2022
		£	£	£
	Advertising & Marketing	-	5,532	5,532
	Bank Fees	-	125	125
	Depreciation Expense	-	258	258
	Entertainment-100% business	-	210	210
	General Expenses	-	934	934
	Insurance	-	216	216
	IT Software and Consumables	-	54	54
	Legal Expenses	-	1,038	1,038
	PA services	-	618	618
	Printing & Stationery	-	760	760
	Rent	-	1,875	1,875
	Staff uniform	-	1,275	1,275
	Storage	-	370	370
	Subscriptions	-	66	66
	Travel and subsistence	-	137	137
	Wages and salaries	-	8,148	8,148
		-	21,617	21,617

8	Employees	2022
	Average number of employees	Number
		3
		<u>3</u>

Employment costs	2022
	£
Wages and salaries	8,148
Social security costs	410
Pension	-
	<u>8,558</u>

There were no employees whose annual remuneration was £60,000 or more.

- 9 Trustees**
Rebecca Simmons received £5, 060 gross remuneration during the year.

10	Fixed assets: tangible assets	Fixture, fittings & equipment
	Cost	£
	As at 1 April 2022	-
	Addition	1,564
	Disposals	-
	At 31 March 2022	<u>1,564</u>
	Depreciation	
	As at 1 April 2022	-
	Charge for the year	258
	Disposals	-
	At 31 March 2022	<u>258</u>
	Net book value	
	At 31 March 2022	<u>1,305</u>

11	Analysis of cash movement	
	Balance b/f	-
	Income	64,172
	Depreciation	258
	Accruals	232
	Taxation and social security	205
	Asset purchase	-1,564
	Expenses	-25,110
	Balance at 31 March 2022	<u>38,194</u>

12	Creditors falling due within 1 year	2022
		£
	Accruals	232
	Taxation and social security	205
		<u>437</u>

13 Analysis of charitable funds

Analysis of fund movement	Balance b/f	Incoming resources	Resources expended	Transfers
	£	£	£	£
Unrestricted funds:				
Unrestricted general funds	-	11,538	3,493	8,045
	-	11,538	3,493	8,045
Restricted funds:				
Restricted general funds	-	52,634	21,617	31,017
	-	52,634	21,617	31,017

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