
Charity registration No. 1191751
Company registration No. 0CE024183 (England and Wales)

Spark Community Space
Annual Report and Unaudited Accounts
31 March 2024

**Spark Community Space
Contents**

	Page
Company information	1
Trustee's report	2-5
Independent Examiner's Report	6
Profit and loss account	7
Balance sheet	8
Notes to the accounts	9-13

Spark Community Space
Legal and Administrative Information

Charity Number	1191751
Company number	CE024183
Principle address	Unit 12, The Pompey Centre Southsea Portsmouth PO4 8SL
Trustees:	Jackie Evans- Chair Rebecca Simmons- Project manager Louise Mant- Secretary Harriet Lunnemann- Safeguarding lead (from Jan 2024)
Independent examiner	BC&A Chartered Accountants 161-163 Elm Grove Southsea Hampshire PO5 1LU

**Spark Community Space
Trustees' annual report
For the period ended 31 March 2024**

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.
Admin support – paid.
Events and fundraising coordinator – paid.
Grant coordinator – unpaid
48 volunteers
12 business mentors to support Project Manager

Original founders of the charity became the initial trustees.

As original trustees have stepped down, remaining trustees have selected new trustees who support the charity's objectives.

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 assisting 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; podcast room for community use.

Trustees Statement regarding adherence to the guidance on public benefit.

The trustees have done due diligence regarding 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.

Grants

All grants applied for meet the charities objectives to make the cafe a 'pay what you can' space and provide workshops for users. They also provide wages for our part-time staff.

As a charity, we do not give grants.

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.

**Spark Community Space
Trustees' annual report
For the period ended 31 March 2024**

Volunteers are trained to use the new kitchen facilities at Fratton Park and to manage the space, which includes a coffee shop, areas for users to work quietly using the Wi-Fi, sales of books, games, DVDs and bric -a- brac and space for users to read or play board games, creating social opportunities.

Podcast room is up and running and volunteers can also be trained and upskilled to use this facility.

Achievements and Performance

The space at Fratton Park is now up and running, the space has been decorated and furnished through grants and donations, using artwork by local artists to create a comfortable and flexible community space. The podcast room has just been finished, providing a place for anyone from the community to create content and build online communities.

The charity now has 48 volunteers, 18 of whom are Beneficiaries, and 4 are "Buddy" volunteers, meaning they have a supporter with them to ensure that they are safe and encouraged to develop their social skills. We have 4 paid part-time workers. Since the space opened, we have served 5,491 cups of coffee, 3,157 toasties, 2,127 slices of cake and run 100 creative and wellbeing sessions. In an average week we see at least 250 people accessing our space.

The charity space continues to be 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. 10 different Doctor's surgeries will be socially prescribing attendance at Spark to patients whose health is being adversely affected by loneliness and isolation, St James' mental health team also bring in patients who are transitioning from hospital to the community to help them with reintegration, and the Job Centre long-term unemployment department are running a Job Club from the cafe. A Dementia support group, a Pain clinic and an ADHD awareness group all use our space. People using emergency housing in a nearby hotel can use Spark as a safe space as we are officially registered as such with the council.

In addition to this, many people pass by the cafe and attend regularly, either with other family members and friends or because they have met and made friends in the cafe. Our social media (Twitter, Facebook, Instagram) and media presence (newspapers, radio, blogs, podcasts) also attracts people to the project both locally and nationally. Our e-newsletter goes out by monthly to an average of 200 recipients.

The charity continues to have 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 continued to support users in workshops run through PCC, attending a pantomime, and a Christmas dinner at the Queen's Hotel paid for by donations from local businesses. Volunteers were treated to an afternoon tea

**Spark Community Space
Trustees' annual report
For the period ended 31 March 2024**

catered by the Queen's Hotel in the summer as a thankyou from the project.

The Project Manager continues to network across the city with a vast number of groups, including: BNI Southsea and Hampshire, Portsmouth Business Enterprise, B2B, LinkedIn Portsmouth, Together We Can Portsmouth, The Lark Network, Love Southsea, The Hive, The Mental Health Hub, QA Hospital Women's Awareness. These connections have supported the charity's activities, donating time, resources, and expertise to further the objectives and support our beneficiaries and users.

Achievements against objectives set.

Setting up permanent space and podcasting/social network space have all been achieved in this last year.

Performance of fundraising activities against objectives set.

Summer ball held £8,075

Emma Weatherstone (a Spark Ambassador) birthday fundraiser- £125

Ambassador Programme (£50 per month) - 12 people, 2@ £100 per month

Business Bespoke £2,500

ASDA Foundation £25,000

Walk the Island £12,000

Investment performance against objectives

Money raised has been spent on the Space, on staffing and running costs and running creative wellbeing sessions.

Financial Review

The charity currently does not have any reserved funding.

Funding pots from Grant Making bodies, donations from local businesses and public, fundraising activities, business ambassador programme.

Principal risks facing the charity.

Risks created by the Covid pandemic are now receding and our long-term lease and financial security mean that there are no current particular risks.

**Spark Community Space
Trustees' annual report
For the period ended 31 March 2024**

Declaration

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

Signed on behalf of the charity's trustees.

J. Evans,

Jackie Evans

Chair

29 May 2024

**Spark Community Space
Independent Examiner's Report
For the year ended 31 March 2024**

To The Trustees of Spark Community Space

I report on the accounts of the charity for the year ended 31 March 2024.

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

161-163 Elm Grove, Southsea, Hampshire, PO5 1LU

31 May 2024

Spark Community Space
Statement of Financial Activities
For the year ended 31 March 2024

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	Notes	2024 £	2024 £	2024 £	2023 £
<u>Income and endowments:</u>					
Charitable activities	3	54,158	167,851	222,009	78,748
Other trading activities	4	23,817	-	23,817	10,374
Other income	5	19,470	-	19,470	11,738
Total income and endowments		97,445	167,851	265,296	100,860
<u>Expenditure</u>					
Direct cost of generating funds	6	20,364	-	20,364	13,611
Charitable activities	7	62,778	52,967	115,745	55,948
Total charitable expenditure		83,142	52,967	136,109	69,559
Net movement in funds		14,303	114,884	129,187	31,301
Fund balances at 1 April 2023		16,546	54,485	71,031	39,730
Fund balances at 31 March 2024		30,849	169,369	200,219	71,031

**Spark Community Space
Balance Sheet
As at 31 March 2024**

	Notes	£	2024 £	£	2023 £
Fixed assets:					
Tangible assets	10		24,238		1,621
Current assets:					
Debtors	11	10,531		14,165	
Cash at bank and hand	12	<u>168,521</u>		<u>56,105</u>	
Total current assets		179,052		70,270	
 Creditors falling due within 1 year	13	3,072		<u>860</u>	
Net current assets			175,980		69,410
Net assets			<u>200,218</u>		<u>71,031</u>
The funds of the charity:					
Unrestricted funds:					
General funds	14	<u>30,849</u>			
Total unrestricted funds			30,849		16,546
 Restricted income funds			169,369		54,485
Total charity funds			<u>200,218</u>		<u>71,031</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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.



Jackie Evans
Chair

Approved by the Trustees on 31 May 2024

Spark Community Space
Notes to the accounts
For the year ended 31 March 2024

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

Spark Community Space
Notes to the accounts
For the year ended 31 March 2024

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.

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.

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 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 @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 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.

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 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
For the year ended 31 March 2024

3 Charitable activities	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2024	2024	2024	2023
	£	£	£	£
Ambassador donations	5,090	-	5,090	1,670
Crowdfunding	8,772	12,000	20,772	9,845
Donations from businesses	29,194	20,750	49,944	23,785
Donations via CAF bank	10,352	-	10,352	7,948
Grants	750	135,101	135,851	35,500
	54,158	167,851	222,009	78,748
4 Other trading activities	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2024	2024	2024	2023
	£	£	£	£
Sales	23,817	-	23,817	10,374
	23,817	-	23,817	10,374
5 Other income	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2024	2024	2024	2023
	£	£	£	£
Other revenue	12,877	-	12,877	11,636
Interest income	252	-	252	102
Rental income	6,341	-	6,341	-
	19,470	-	19,470	11,738
6 Direct cost of generating funds	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2024	2024	2024	2023
	£	£	£	£
Cost of goods sold	7,660	-	7,660	3,063
Other direct expenses	8,365	-	8,365	7,686
Charitable activity expenses	2,663	-	2,663	-
Charitable expenses	1,676	-	1,676	-
Direct wages	-	-	-	2,862
	20,364	-	20,364	13,611
7 Administrative Costs	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2024	2024	2024	2023
	£	£	£	£
Advertising & marketing	5,339	-	5,339	7,575
Audit and accountancy fees	1,173	-	1,173	-
Bank Fees	77	-	77	73
Casual wages	391	-	391	-
Cleaning	581	-	581	45
Depreciation expense	1,698	-	1,698	363
Entertainment - 0%	-	-	-	125
Entertainment-100% business	693	-	693	2,389
Equipment expensed	1,770	-	1,770	418
General expenses	130	-	130	1,448
Insurance	1,347	-	1,347	287
IT software and consumables	309	-	309	149
Legal & professional expenses	2,787	-	2,787	4,022
Light, power, heating	-	3,290	3,290	280
Operating lease payments	-	16,665	16,665	4,822
PA services	2,863	-	2,863	2,695
Pension costs	704	-	704	-
Printing & stationery	319	-	319	73
Rates	-	2,370	2,370	80
Rent	-	-	-	1,050
Repairs & maintenance	1,307	-	1,307	16,374
Salaries	36,418	30,641	67,059	11,166
Service charge	2,837	-	2,837	888
Staff training	1,603	-	1,603	510
Staff uniform	241	-	241	576
Storage	72	-	72	154
Subscriptions	18	-	18	65
Travel and subsistence	99	-	99	322
	62,778	52,967	115,745	55,948

8 Employees	2024	2023
Average number of employees	Number	Number
	6	3
	<u>6</u>	<u>3</u>

	2024	2023
Employment costs	£	£
Wages and salaries	67,059	11,166
Social security costs	8,614	1,665
	<u>75,673</u>	<u>12,831</u>

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

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualified employees.

9 Trustees

Rebecca Simmons received remuneration totalling £23,546.40 during the year.

10 Fixed assets: tangible assets	Fixture, fittings & equipment	Renovation	Plant and machinery	Total	
Cost	£	£	£	£	
As at 1 April 2024	2,242	-	-	-	2,242
Addition	14,530	4,785	5,000		24,315
Disposals	-	-	-		-
At 31 March 2024	<u>16,772</u>	<u>4,785</u>	<u>5,000</u>		<u>26,557</u>
Depreciation					
As at 1 April 2024	621	-	-		621
Charge for the year	1,275	340	83		1,698
Disposals	-	-	-		-
At 31 March 2024	<u>1,896</u>	<u>340</u>	<u>83</u>		<u>2,319</u>
Net book value					
At 31 March 2024	<u>14,876</u>	<u>4,446</u>	<u>4,917</u>		<u>24,238</u>
At 31 March 2023	1,621	-	-		1,621

11 Debtors falling due within 1 year	2024
	£
Accounts receivables	4,252
Crowdfunding account	1,082
Prepayments	5,198
	<u>10,531</u>

12 Analysis of cash movement	2024
	£
Balance b/fwd 1 April 2023	56,105
Income	265,296
Depreciation	1,698
Taxation and social security	1,607
Asset purchase	-24,315
Debtors/ prepayments	3,633
Expenses	-136,109
Other adjustments	606
Balance at 31 March 2024	<u>168,521</u>

13 Creditors falling due within 1 year	2024
	£
Other debtors	856
Taxation and social security	2,216
	<u>3,072</u>

14 Analysis of charitable funds

Analysis of fund movement	Balance b/f £	Incoming resources £	Resources expended £	Transfers £	Balance c/f £
Unrestricted funds:					
Unrestricted general funds	16,546	97,445	83,142	-	30,849
	16,546	97,445	83,142	-	30,849

	Balance b/f £	Incoming resources £	Resources expended £	Transfers £	Balance c/f £
Restricted funds:					
Restricted general funds	54,485	167,851	52,967	-	169,369
	54,485	167,851	52,967	-	169,369

Purposes of Restricted Funds

Grant received from Portsmouth City Council was restricted for payment of rent, rates, light and heat and wages and salaries for 2 employees.

Donations from Asda foundation Trust and Walk the Island were restricted for building, sound proofing and furnishing/equipping the charity's podcast room.

Grant from Havant & Isle of Wright foundation was restricted for the purchase of office phone.

Donation from John Lewis Ltd was restricted for the purchase of christmas gifts for the community.

15 Related Party Transactions

There were no disclosable related party transactions during the period (2023 – None)

