

ROWLANDS GILL AND DISTRICT COMMUNITY CENTRE

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2023

Charity Number 520738

ROWLANDS GILL AND DISTRICT COMMUNITY CENTRE

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2023

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Rowlands Gill and District Community Centre – Charity No. 520738

Annual Report 2023

1. The annual report is a round up of all activities carried out during the last year and a record of planned activities that were not carried out, together with an explanation.
2. **Strategic Planning** – during early 2023, several planning workshops were used to develop a new Business Plan which prioritised activities over the next 5 years. Premises issues dominated the plan and are collectively called the **Centenary Project**. This will be used to focus attention on key issues and to target grant-funders to ensure premises work can be successfully carried out over the next few years.
3. **A report of all prioritised activities** carried out this year are highlighted in bold print alongside the other less important activities that were also carried out.

Governance

4. **Recruit at least one more trustee** - There were nine trustees at the beginning of the year. A further trustee, Marie Sidgewick, was elected on 11th May 2023. However, Kathy Johnson (trustee responsible for volunteers) was forced to resign through ill-health on 26 June 2023. An attempt to elect a replacement trustee in November was thwarted when we couldn't convene a quorum. This has now been deferred until the AGM in 2024.
5. **Improve Trustees use of IT** – 6 trustees have undergone training on Microsoft's One Drive and Sharepoint software. 3 trustees have undergone training on Quickbooks accounting software. Numerous Zoom based training and development events on aspects of grant funding have been attended by at least 3 trustees. A skills analysis for trustees is currently being developed with a view to providing additional relevant training.
6. **Recruit more Volunteers and develop an approach which keeps them engaged and motivated** - We started the year with 19 regular Volunteers who fell broadly into three categories - gardening, premises and one-off events. This reduced to around 13 by the end of the year, about half of whom are inactive. Responsibility for managing the Volunteers Whatsapp group has been temporarily taken on by the Secretary. A Volunteers policy, roles and charter have been developed.
7. **H&S Risk Analyses** – A number of Health and Safety risk analyses were carried out including Fire and General Premises. Action points were followed up in our usual monthly meetings. As part of this, PAT testing took place for all small appliances in December 2023 as a result of which the microwave and a small fan were declared unfit for use.
8. **Policies** - Safeguarding Children and Vulnerable Adults policies were revised as a result of feedback from grant funders. The Health and Safety policy, Data Protection policy and a Consultation strategy have also been reviewed. A Governance policy has been developed. An Operations policy and Finance policy are still evolving. A new Reserves policy was created to identify how much money needed to be retained for emergency situations in future.

Finance

Finance summary

INCOME

EXPENDITURE

<i>Regular Hire</i>	<i>£ 11,342</i>	<i>Gas/Elec/Water</i>	<i>£ 4,145</i>
<i>Casual Hire</i>	<i>£ 2,352</i>	<i>Cleaning</i>	<i>£ 5,782</i>
<i>Affiliation & Membership</i>	<i>£ 555</i>	<i>Insurance/Licences</i>	<i>£ 1,627</i>

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Events	£ 4,974	Admin/IT	£ 837
Donations	£ 1,072	Premises	£ 3,337
Interest	£ 896	Phase 1 Roof Work	£ 23,880
TOTAL INCOME	£ 21,191	TOTAL EXPENDITURE	£ 39,608
NET INCOME	-£ 18,417	(figures rounded to nearest £)	

GRANT INCOME

GRANT EXPENDITURE

NET

NOTICEBOARD GRANT	£ 800	PURCHASE 2023	£ 800	NIL
TESCO COMMUNITY FUND	£1,000	EXTERNAL GROUNDWORK 2023	£1,000	NIL
ASDA FOUNDATION	£535	WARM SPACES	£ 535	NIL
HIGHFIELD CHILDREN'S	£450	CHILDREN'S PARTY & ACTIVITIES (INC HIGHFIELD)	£ 450	NIL
ROOF REPAIRS	£33,000	PHASE 2 ROOF WORK	£20,000	£13,000
HEATING CONTROLS & PERIMETER WALLS	£14,280	WORK TO BE CARRIED OUT IN 2024	-	£14,280

9. Hire Rates – have remained the same but are due to be reviewed in 2024.
10. Insurance revaluation – our insurance broker offered a free re-evaluation for insurance purposes. The rebuild value was increased from £ 911K to £ 1.3M and the premium correspondingly increased.
11. Running costs - we pay annually for Public Liability Insurance and PPL/PRS music licences, annual checks for electrical items, boiler service, fire & lighting. Our contracts for gas and electricity are not due for renewal until 2025, so we have not been subject to the huge price increases for utilities yet.
12. Office rental – A local charity (Bringing Words) started renting our office in January 2023. It remains a shared office space for our trustees to use occasionally and also store our archives.
13. Inducements for start-ups – previous higher hall hire rates for new regular users which reduced after an initial trial period have not proven effective. We now discuss a reduced rate period to help new initiatives.
14. Bank accounts - An additional Lloyds Bank interest paying 32-day notice account was opened to take advantage of increased interest rates. This runs alongside a treasurer's account and an instant access interest paying account.
15. QuickBooks– Connected Voice offered a free one-year trial of QuickBooks book keeping software with associated training, which 3 trustees started in June 2023. Progress has been slow due to training issues. A final decision on long term use of the software will be made after the end of year accounts are discussed.
16. Grants - the following grant bids were successful this year:-
 - a. £535 from ASDA Foundation – for Warm Spaces
 - b. £25K From Sir James Knott Trust for the roof
 - c. £8K from Garfield Western Foundation for the roof
 - d. £5K from the Bernard Sunley Foundation for the roof – not yet received
 - e. £14.2K from The Community Foundation – for replacement of front perimeter wall and upgrade to heating controls.

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Secretary

17. **Develop better PR and Marketing campaigns** – a trustee with dedicated responsibilities has successfully delivered marketing materials for all events this year.
18. **Zoom meetings** – we continued to hold several zoom evening trustees meetings to accommodate people who had difficulty attending during the day.
19. **Newsletter** – The newsletters have been well-received. 2 of the regular groups have given permission to use their members email addresses to send the newsletter direct to those individuals.

Bookings

20. **Deliver 6 or 7 fundraising and free events per year** – 7 fundraising, 5 evening markets and 2 free events for children were delivered this year thanks to a stalwart band of volunteer helpers. These included: Indoor Boot sale, 5 indoor evening markets, Plant and Craft sale, two Evening concerts, a murder mystery evening, and a Xmas Fayre. A free Halloween party for children also took place. Unfortunately, it was necessary to cancel 3 planned events – one at Easter and the other 2 at Xmas because of the difficulty in finding volunteers helpers and because the roofing issues and poor weather were putting people off attending.
21. **Regular Bookings** – An established commercial hire (Slimming World) moved to another venue to be more central, at the loss of £1,750 per annum. A children's group trial has not continued due to lack of numbers. A monthly craft group has started well and a temporary dance rehearsal hire may return as a dance class in the future. Gateshead Council/Health Trust will start a Strength & Balance Class for referred patients in February. The free laptop based beginner's IT course will change to a more general digital session run by GMBC Family Learning from January 2024.
22. **Casual bookings** – a record number of casual bookings has taken place this year (26) mostly for children's birthday parties. Feedback shows that people appreciate the use of the hall for events and the facilities provided.

Premises

23. **Replace/repair roof and gutters** – significant roof repairs were carried out by JWM Roofing Ltd from September until the end of December using a mixture of own funds and grant funding. The work had to be carried out in 2 stages because the excessive rainfall created an urgent situation with ceiling leakages. The first stage was therefore funded by ourselves from funds built up over many years. When grant funding was received from Sir James Knott fund, the Garfield Weston Foundation and the Bernard Sunley Foundation (£5K), the second stage was implemented. Further work needs to be carried out on the roof area due to the discovery of woodworm in the underlying boards on the north west corner of the building but this has been deferred until 2024 when more research can be carried out. The ceilings in the main hall and the conservatory also need to be repaired after rainwater damage. This will be carried forward into the centenary project.

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24. **Replace conservatory and misted windows** – This priority was carried forward to 2024 until grant funding can be obtained.
25. **Automated heating system** – following a survey of the heating system, grant funding has been obtained from the Community Foundation. Three heating zones will be created together with an automated control system in January 2024.
26. **Insulate the building** – This was deferred pending a survey of all energy requirements which was carried out on 23 November by Community Action Northumberland (CAN). The report received on 12 December detailing a large number of potential changes that could be made. Further action will be carried forward into 2024 as they will depend on successful bids to grant funders.
27. **Front wall** – a successful bid was made to the Community Foundation for the replacement of the front perimeter wall. However, more up-to-date quotes will be needed before work can begin.
28. **Picnic table** – a picnic table was bought from RGCC funds and situated on the upgraded grassed area.
29. **Defibrillator** – a defibrillator was donated by Benenden Health and installed in April on the outside front of the building. A local electrician installed the unit free of charge. It has been issued 3 times so far by the emergency service to the public. We are responsible for the cost of replacement pads and batteries.
30. **Key Box** – an emergency key box has been installed on the outside front of the building.
31. **Fence** – a fence (higher than permitted) has been installed by one of the neighbours. They were uncooperative when asked to lower the height.
32. **Taps** – have been replaced in the gents' toilet.
33. **Printer** – a toner printer has been donated to the office.
34. **Handyman advert** – no response was received to our handyman advert so we will have to find help for small premises issues as and when we need it.
35. **Dishwasher** – a new company has been found and has serviced the 15 year old dishwasher. It is only used one per week for the day centre lunch club then on a limited number of larger events.

External Relationships

36. **Develop a consultation strategy for non-users** – We have a significant involvement in a collaborative venture with all the other local charities operating in High Spen, Highfield and Rowlands Gill and have designed and managed the regular workshops. One outcome is a list of charitable activities which is now held by the library. A survey of the community's needs, which is hoped can be used by all the groups, is currently being developed and the community centre will be able to use the information as part of its consultation strategy.
37. **Warm Spaces** – this has been deferred until January 2024 because of the uncertainty around usefulness.
38. **Parking complaints** – one complaint has been received this year about inconsiderate parking. New notices have been put up.
39. **Feeding Families** – Donations of food for this charity continue to be collected and transported every month by one of the volunteers.

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40. **Easy fundraising** – trustees are trying out a new method of fund-raising from retailers. It provides a % cashback from every purchase made under the scheme. It is planned to roll it out more widely over the coming year in the hope that it will provide a steady, unobtrusive income.

IT and website

41. **Wifi** – a new, slightly more expensive, provider (BT) had to be organised from September after Plus Net withdrew their business service.
42. **Develop laptop activities** – Laptops were successfully set up with free Microsoft 365 software in 2022 and have been used for the beginner's IT course.
43. **Whiteboard** –The interactive whiteboard has been used by various groups, hirers and for training sessions.
44. **Email addresses** – Most of the trustees now have a dedicated email address to ensure continuity in the future.
45. **Sharepoint training** – training has been carried out to help key trustees understand how to use the system to collaborate effectively.

Joan Wainwright – Chair of Trustees

Ruth Hamilton – Treasurer

19 March 2024

ROWLANDS GILL AND DISTRICT COMMUNITY CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 December 2023

I report on the financial statements of Rowlands Gill And District Community Centre for the year ended 31 December 2023, which are set out on pages 7 to 13.

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.

Lilian Hetherington FCA
Fellow of the Institute of Chartered Accountants in England and Wales
Connected Voice Business Services Ltd
One Strawberry Lane
Newcastle upon Tyne
NE1 4BX

Date: 27 March 2024

ROWLANDS GILL AND DISTRICT COMMUNITY CENTRE

RECEIPTS AND PAYMENTS ACCOUNTS

For the year ended 31 December 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Receipts					
Donations and grants	3	21,527	48,554	70,081	29,332
Investment income	4	896	-	896	23
Total Receipts		22,423	48,554	70,977	29,355
Payments					
Charitable expenditure	5	40,551	22,922	63,473	23,278
Governance costs	6	-	-	-	-
Total Payments		40,551	22,922	63,473	23,278
Net income/(expenditure)		(18,128)	25,632	7,504	6,077
Transfers between funds		438	(438)	-	-
Net of Receipts / - Payments		(17,690)	25,194	7,504	6,077
Opening cash at bank and in hand		50,602	2,086	52,688	46,611
Closing cash at bank and in hand		32,912	27,280	60,192	52,688

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 9 to 13 form an integral part of these financial statements.

ROWLANDS GILL AND DISTRICT COMMUNITY CENTRE

Charity Number 520738

STATEMENT OF ASSETS AND LIABILITIES

As at 31 December 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Cash funds					
Cash at bank and in hand	9	32,912	27,280	60,192	52,688
Liabilities	10			240	-

The notes on pages 9 to 13 form an integral part of these financial statements.

These financial statements were approved by the Board on: 19 March 2024

and are signed on its behalf by:

R Hamilton
Treasurer

J Wainwright
Chair

Rowlands Gill and District Community Centre

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

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 preparation

The accounts have been prepared using the receipts and payments basis. An audit is not required by the Charity's constitution and has not been requested by the Trustees.

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
3 Donations and grants				
Regular hall hire	11,342	-	11,342	10,805
Casual hall hire	2,452	-	2,452	630
Affiliation and membership fees	555	-	555	605
Events	6,395	-	6,395	5,431
Donations	783	289	1,072	186
GMBC IT grant	-	-	-	9,875
Tesco Community Fund	-	-	-	1,000
Noticeboard grants	-	-	-	800
Asda Warm Spaces	-	535	535	-
Garfield Weston Foundation	-	8,000	8,000	-
GMBC children's party fund	-	450	450	-
Sir James Knott Foundation	-	25,000	25,000	-
Community Foundation	-	14,280	14,280	-
	<u>21,527</u>	<u>48,554</u>	<u>70,081</u>	<u>29,332</u>
4 Investment on deposit account				
Deposit account interest	896	-	896	23
	<u>896</u>	<u>-</u>	<u>896</u>	<u>23</u>

Income was £70,977 (2022: £29,332) of which £21,527 was unrestricted (2022: £17,657) and £48,554 was restricted (2022: £11,675).

Rowlands Gill and District Community Centre

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

Analysis of resources expended

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
5 Charitable expenditure				
<u>Support costs</u>				
Cleaner's payments	4,625	-	4,625	4,057
Premises	25,541	479	26,020	2,068
Cleaning	1,158	-	1,158	1,052
Water	634	-	634	482
Gas	1,773	-	1,773	1,861
Electric	1,738	-	1,738	1,431
Insurance/licences	1,627	-	1,627	1,630
Admin/office	107	-	107	62
IT	720	-	720	318
Events	1,422	-	1,422	449
IT equipment	-	-	-	9,589
Improvements	1,206	22,443	23,649	279
	<u>40,551</u>	<u>22,922</u>	<u>63,473</u>	<u>23,278</u>

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
6 Governance costs				
Independent examiner's fees for reporting on the accounts	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Expenditure was £63,473 (2022: £23,278) of which £40,551 was unrestricted (2022: £13,689) and £22,922 was restricted (2022: £9,589).

7 Transactions with trustees

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related parties transactions in the year.

Rowlands Gill and District Community Centre

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

8 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.

9 Cash at bank and in hand

	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
Cash at bank	18,667	-	18,667	8,391
Business savings account	1,519	-	1,519	-
32 day notice account	12,726	27,280	40,006	44,297
	<u>32,912</u>	<u>27,280</u>	<u>60,192</u>	<u>52,688</u>

10 Liabilities at the period end

	2023 £	2022 £
Independent examination of accounts	240	
	<u>240</u>	<u>-</u>

The above liability transactions are not included in the receipts and payments figures but are due to be paid for work done relating to the financial year.

11 Events after the end of the reporting period

No significant events affecting the Charity have occurred since the year end requiring an adjustment to these financial statements.

Rowlands Gill and District Community Centre

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

12 Analysis of charitable funds

Analysis of movements in unrestricted funds

For the year ended 31 December 2023

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General unrestricted fund	50,602	22,423	(40,551)	438	32,912
Totals	50,602	22,423	(40,551)	438	32,912

For the year ended 31 December 2022

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General unrestricted fund	46,634	17,657	(13,689)	-	50,602
Totals	46,634	17,657	(13,689)	-	50,602

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity

Analysis of movement in restricted funds

For the year ended 31 December 2023

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Restricted funds					
GMBC IT Grant	286	-		(286)	-
Tesco Community Fund	1,000	-	(1,000)	-	-
Noticeboard Grants	800	289	(1,279)	190	-
GMBC Children's party grant	-	450	(450)	-	-
ASDA warm spaces grant	-	535	(193)	(342)	-
Roof repairs	-	33,000	(20,000)	-	13,000
Community Foundation grant	-	14,280	-	-	14,280
Totals	2,086	48,554	(22,922)	(438)	27,280

Rowlands Gill and District Community Centre

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

12 Analysis of charitable funds (continued)

For the year ended 31 December 2022

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
GMBC IT Grant	-	9,875	(9,589)	-	286
Tesco Community Fund	-	1,000	-	-	1,000
Noticeboard Grants	-	800	-	-	800
Totals	-	11,675	(9,589)	-	2,086

Purpose of major restricted funds

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

GMBC IT Grant	Travel and food costs
Tesco Community Fund	Travel costs
Noticeboard Grants	IT costs
GMBC Children's party grant	Staff salary
ASDA warm spaces grant	Winter wellbeing sessions
Roof repairs	Salary and project costs

Transfers between funds

	Reason for transfer	Amount £
Between unrestricted and restricted funds	Moved from restricted funds for general purposes	438

13 Capital commitments

As at 31 December 2023, the charity had no capital commitments (2022 -£nil)