

# Ards Development Bureau & Community Network

Northern Ireland · Charity number 103563

## Details

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**Known as** Ards Community Network

**Status** Received

**Registered** 2015-09-01

**Register** [View on the Charity Commission for Northern Ireland register](#)

## Contact

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**Address** 55/55A Frances Street  
Newtownards  
County Down  
BT23 7dx  
BT23 7DX

**Phone** 02891814625

**Email** [info@ardscommunitynetwork.com](mailto:info@ardscommunitynetwork.com)

**Website** [facebook and socials](#)

## Activities

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**Purposes:** The Charity's Objects ("Objects") are: (1) The advancement of community development in the Ards and South Eastern area (the "area of benefit") and in particular the promotion of the community and voluntary sector for the benefit of the public by providing: i) project development, training, information and administrative support, ii) facilities and amenities including meeting space and IT and media suites iii) a Forum where member organisations can join together to find mutual support, exchange views, share common issues and information, create a collective voice for the community and voluntary sector and work in partnership with statutory agencies and authorities. (2) To advance education and training for the public benefit by organising educational courses and programmes and capacity building within communities.

**What the charity does:** The advancement of education, The advancement of citizenship or community development

**How the charity works:** Advice/advocacy/information, Community development, Community enterprise, Community transport, Counselling/support, Cross-border/cross-community, Cultural, Disability, Education/training, Heritage/historical, Human rights/equality, Medical/health/sickness, Relief of poverty, Research/evaluation, Rural development, Urban development, Volunteer development

**Who the charity helps:** Adult training, Carers, Children (5-13 year olds), Community safety/crime prevention, Ethnic minorities, Ex-offenders and prisoners, General public, Homelessness, Interface communities, Learning disabilities, Men, Mental health, Older people, Parents, Sensory disabilities, Specific areas of deprivation, Tenants, Travellers, Unemployed/low income, Voluntary and community sector, Volunteers, Women, Youth (14-25 year olds)

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£316,715	£311,536	£0	3

## Trustees

Name	Role	Appointed
A Osman		
D Hawthorne		
D Mcalonan		
J Gill		
J Magill		
K Johnston		

**Ards Development Bureau & Community Network**

Northern Ireland - Charity number 103563

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# Accounts

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## Ards Development Bureau & Community Network

### Statement of Financial Activities (incorporating the Income and Expenditure Account)

For the Year Ended 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
<b>Income from:</b>					
Grants	2	-	308,552	308,552	250,830
Other income	3	8,054	-	8,054	18,885
Bank interest	4	-	109	109	237
<b>Total income</b>		<b>8,054</b>	<b>308,661</b>	<b>316,715</b>	<b>269,952</b>
<b>Expenditure on:</b>					
<b>Charitable activities</b>					
Direct costs	5	-	196,219	196,219	182,933
Support & Governance costs	6	-	115,317	115,317	93,567
<b>Total expenditure</b>		<b>-</b>	<b>311,536</b>	<b>311,536</b>	<b>276,500</b>
<b>Net income/(expenditure)</b>		<b>8,054</b>	<b>(2,875)</b>	<b>5,179</b>	<b>(6,548)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>8,054</b>	<b>(2,875)</b>	<b>5,179</b>	<b>(6,548)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		239,653	1,113,582	1,353,235	1,359,783
<b>Fund balances at 31 March 2024</b>		<b>247,707</b>	<b>1,110,707</b>	<b>1,358,414</b>	<b>1,353,235</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# Ards Development Bureau & Community Network

## Balance Sheet

For the Year Ended 31 March 2025

		2025	2024
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	7	1,351,159	1,357,316
		<u>1,351,159</u>	<u>1,357,316</u>
<b>Current assets</b>			
Debtors	8	57,805	45,985
Cash at bank and in hand		83,307	55,836
		<u>141,112</u>	<u>101,821</u>
<b>Creditors: amounts falling due within one year</b>	9	(133,857)	(105,902)
<b>Net current assets</b>		<u>7,255</u>	<u>(4,081)</u>
<b>Total assets less current liabilities</b>		<u><b>1,358,414</b></u>	<u><b>1,353,235</b></u>
<b>Income funds</b>			
Restricted funds	10	1,110,707	1,113,582
Unrestricted funds		247,707	239,653
<b>Total charity funds</b>		<u><b>1,358,414</b></u>	<u><b>1,353,235</b></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 2025. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts 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 sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board on 17 December 2025.

Signed on behalf of the board of trustees

J Gill  
Trustee



D W McAloonan  
Trustee & Chair



Company Registration No. NI037588

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2025

### 1 Summary of significant accounting policies

#### (a) General information and basis of preparation

Ards Development Bureau & Community Network is a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is 55-55A Frances Street, Newtownards, Co. Down, BT23 7DX.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act (Northern Ireland) 2008, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### (b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### (c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

Voluntary income is received by way of grants, donations and gifts and is included in the full Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

### For the Year Ended 31 March 2025

amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is included when receivable.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, probable receipt and the amount can be measured with sufficient reliability.

#### **(d) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds;
- Expenditure on charitable activities includes; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### **(e) Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

#### **(f) Tangible fixed assets**

Tangible fixed assets, other than freehold land & buildings, are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings	33% per annum reducing balance
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# Ards Development Bureau & Community Network

## Notes to the Financial Statements

### For the Year Ended 31 March 2025

Computer equipment	20% per annum reducing balance
Motor vehicles	25% per annum reducing balance

#### **(g) Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

#### **(h) Loans and borrowings**

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

#### **(i) Impairment**

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

#### **(j) Provisions**

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

#### **(k) Leases**

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

#### **(l) Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### **(m) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

### For the Year Ended 31 March 2025

#### (n) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 2 Training and investment income

	Unrestricted £	Restricted £	2025 £	2024 £
Revenue grant income	-	308,552	308,552	250,830
	<u>-</u>	<u>308,552</u>	<u>308,552</u>	<u>250,830</u>

#### 3 Other income

	Unrestricted £	Restricted £	2025 £	2024 £
Rental income	8,054	-	8,054	18,885
	<u>8,054</u>	<u>-</u>	<u>8,054</u>	<u>18,885</u>

#### 4 Income from investments

	2025 £	2024 £
Interest receivable	109	237
	<u>109</u>	<u>237</u>

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2025

### 5 Project costs

	Unrestricted £	Restricted £	2025 £	2024 £
Wages and salaries	-	55,877	55,877	61,075
Staff pension costs	-	4,579	4,579	4,954
Printing postage stationery	-	6,283	6,283	3,267
Rent	-	5,873	5,873	6,997
Donations	-	-	-	-
Family poverty packs	-	-	-	-
Mentoring/facilitation	-	76,993	76,993	70,210
Event costs	-	46,614	46,614	36,430
Total	-	196,219	196,219	182,933

### 6 Governance and support costs

	Unrestricted £	Restricted £	2025 £	2024 £
Wages and salaries	-	47,899	47,899	26,175
Staff pension costs	-	2,289	2,289	2,123
Staff training costs	-	-	-	-
Insurance	-	5,192	5,192	5,585
Light & heat	-	3,107	3,107	13,706
Repairs and maintenance	-	21,937	21,937	4,406
Cleaning	-	1,767	1,767	2,556
Postage & stationery	-	730	730	135
Telephone	-	6,999	6,999	6,538
Computer expenses	-	677	677	634
Travelling expenses	-	1,927	1,927	5,637
Legal and professional	-	475	475	658
Accountancy	-	2,010	2,010	1,740
Bank charges and interest	-	448	448	448
Loan interest	-	7,882	7,882	7,506
Sundry expenses	-	821	821	2,710
Depreciation on computer equipment	-	7,795	7,795	8,495
Depreciation on office equipment	-	198	198	296
Depreciation on motor vehicles	-	3,164	3,164	4,219
Total	-	115,317	115,317	93,567

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2025

### 7 Tangible fixed assets

	Land and buildings freehold £	Computer equipment £	Office furniture and fittings £	Motor Vehicles £	Total £
<b>Cost:</b>					
At 1 April 2024	1,310,088	155,276	68,004	30,000	1,563,368
Additions	-	5,000	-	-	5,000
Disposals	-	-	-	-	-
At 31 March 2025	<u>1,310,088</u>	<u>160,276</u>	<u>68,004</u>	<u>30,000</u>	<u>1,568,368</u>
<b>Depreciation:</b>					
At 1 April 2024	-	121,297	67,411	17,344	206,052
Charge for the year	-	7,795	198	3,164	11,157
On Disposal	-	-	-	-	-
At 31 March 2025	<u>-</u>	<u>129,092</u>	<u>67,609</u>	<u>20,508</u>	<u>217,209</u>
<b>Net book value:</b>					
At 31 March 2025	<u>1,310,088</u>	<u>31,184</u>	<u>395</u>	<u>9,492</u>	<u>1,351,159</u>
At 31 March 2024	<u>1,310,088</u>	<u>33,979</u>	<u>593</u>	<u>12,656</u>	<u>1,357,316</u>

### 8 Debtors

	2025 £	2024 £
Accrued income	57,805	41,945
Other debtors	0	4,040
	<u>57,805</u>	<u>45,985</u>

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2025

### 9 Creditors: amounts falling due within one year

	2025 £	2024 £
Loans	93,796	96,040
Trade creditors	33,980	7,063
Other tax and social security	0	714
Accruals and deferred income	2,754	2,085
	<u>133,857</u>	<u>105,902</u>

### 10 Restricted funds

	Balance at 2024 £	Income £	Expenditure £	Transfers £	Balance at 2025 £
Other reserves	57,818	308,661	(311,536)		54,943
Premises modernisation Project	1,040,194	-	-	-	1,040,194
Outreach Community Resource Centres	7,054	-	-	-	7,054
Scrabo Project	8,516	-	-	-	8,516
	<u>1,113,582</u>	<u>251,067</u>	<u>(276,500)</u>	<u>-</u>	<u>1,110,707</u>

The other restricted reserves relate to ongoing projects within the charity.

The Premises Modernisation Project relates to the cost of the purchase and refurbishment of the building at 43-45 Frances Street and is the total cost to date of land and buildings freehold as shown in note 7.

The Outreach Community Resource Centres funds relate to the purchase and depreciation of computers for these centres.

The Scrabo Project funds relate to the ongoing project in Newtownards.

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2025

### 11 Contingent liabilities

The grants received are subject to repayment if conditions relevant to their payment do not continue to be met. Except for the above there are no other commitments and contingencies requiring disclosure.

### 12 Trustees

None of the trustees (or any person connected with them) received any remuneration or benefits from the charity during the year.

### 13 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Employees	<u>3</u>	<u>3</u>

### 14 Staff costs and employee benefits

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

### 15 Taxation

No corporation tax has been provided in these accounts because the income of the charity is within the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

### 16 Company limited by guarantee

The company is limited by guarantee. The liability of each member is limited to £1 each.

### 17 Related party transactions

There were no related party transactions during the year.

**Ards Development Bureau & Community Network**

Northern Ireland - Charity number 103563

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# Accounts

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## Ards Development Bureau & Community Network

### Statement of Financial Activities (incorporating the Income and Expenditure Account)

For the Year Ended 31 March 2024

		Unrestricted funds	Restricted funds	Total 2024	Total 2023
	Note	£	£	£	£
<b>Income from:</b>					
Grants	2	-	250,830	250,830	321,482
Other income	3	18,885	-	18,885	14,833
Bank interest	4	-	237	237	68
<b>Total income</b>		<b>18,885</b>	<b>251,067</b>	<b>269,952</b>	<b>336,383</b>
<b>Expenditure on:</b>					
<b>Charitable activities</b>					
Direct costs	5	-	182,933	182,933	200,282
Support & Governance costs	6	-	93,567	93,567	91,345
<b>Total expenditure</b>		<b>-</b>	<b>276,500</b>	<b>276,500</b>	<b>291,345</b>
<b>Net income/(expenditure)</b>		<b>18,885</b>	<b>(25,433)</b>	<b>(6,548)</b>	<b>44,756</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>18,885</b>	<b>(25,433)</b>	<b>(6,548)</b>	<b>44,756</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		220,768	1,139,015	1,359,783	1,315,027
<b>Fund balances at 31 March 2024</b>		<b>239,653</b>	<b>1,113,582</b>	<b>1,353,235</b>	<b>1,359,783</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# Ards Development Bureau & Community Network

## Balance Sheet

For the Year Ended 31 March 2024

		2024	2023
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	7	1,357,316	1,357,326
		<u>1,357,316</u>	<u>1,357,326</u>
<b>Current assets</b>			
Debtors	8	45,985	33,954
Cash at bank and in hand		55,836	79,983
		<u>101,821</u>	<u>113,937</u>
<b>Creditors: amounts falling due within one year</b>	9	(105,902)	(111,480)
<b>Net current assets</b>		<u>(4,081)</u>	<u>2,457</u>
<b>Total assets less current liabilities</b>		<u><b>1,353,235</b></u>	<u><b>1,359,783</b></u>
 <b>Income funds</b>			
Restricted funds	10	1,113,582	1,139,015
Unrestricted funds		239,653	220,768
<b>Total charity funds</b>		<u><b>1,353,235</b></u>	<u><b>1,359,783</b></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. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts 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 sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board on 4 December 2024.


Signed on behalf of the board of trustees

J Gill  
Trustee



4/12/24

D W McAlonan  
Trustee & Chair



4/12/24

Company Registration No. NI037588

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2024

### 1 Summary of significant accounting policies

#### (a) General information and basis of preparation

Ards Development Bureau & Community Network is a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is 55-55A Frances Street, Newtownards, Co. Down, BT23 7DX.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act (Northern Ireland) 2008, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

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The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### (b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### (c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

Voluntary income is received by way of grants, donations and gifts and is included in the full Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

### For the Year Ended 31 March 2024

amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

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#### **(d) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. It is categorised under the following headings:

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- Expenditure on charitable activities includes; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### **(e) Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

#### **(f) Tangible fixed assets**

Tangible fixed assets, other than freehold land & buildings, are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings	33% per annum reducing balance
-----------------------	--------------------------------

## Ards Development Bureau & Community Network

### Notes to the Financial Statements

#### For the Year Ended 31 March 2024

Computer equipment	20% per annum reducing balance
Motor vehicles	25% per annum reducing balance

#### **(g) Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

#### **(h) Loans and borrowings**

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

#### **(i) Impairment**

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

#### **(j) Provisions**

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

#### **(k) Leases**

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

#### **(l) Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### **(m) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

### For the Year Ended 31 March 2024

#### (n) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 2 Training and investment income

	Unrestricted £	Restricted £	2024 £	2023 £
Revenue grant income	-	250,830	250,830	321,482
	<hr/>	<hr/>	<hr/>	<hr/>
	-	250,830	250,830	321,482

#### 3 Other income

	Unrestricted £	Restricted £	2024 £	2023 £
Rental income	18,885	-	18,885	14,833
	<hr/>	<hr/>	<hr/>	<hr/>
	18,885	-	18,885	14,833

#### 4 Income from investments

	2024 £	2023 £
Interest receivable	237	68
	<hr/>	<hr/>
	237	68

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2024

### 5 Project costs

	Unrestricted £	Restricted £	2024 £	2023 £
Wages and salaries	-	61,075	61,075	59,214
Staff pension costs	-	4,954	4,954	4,299
Printing postage stationery	-	3,267	3,267	2,318
Rent	-	6,997	6,997	4,515
Donations	-	-	-	-
Family poverty packs	-	-	-	-
Mentoring/facilitation	-	70,210	70,210	60,731
Event costs	-	36,430	36,430	69,205
<b>Total</b>	<b>-</b>	<b>182,933</b>	<b>182,933</b>	<b>200,282</b>

### 6 Governance and support costs

	Unrestricted £	Restricted £	2024 £	2023 £
Wages and salaries	-	26,175	26,175	25,377
Staff pension costs	-	2,123	2,123	1,843
Staff training costs	-	-	-	-
Insurance	-	5,585	5,585	8,848
Light & heat	-	13,706	13,706	9,056
Repairs and maintenance	-	4,406	4,406	12,286
Cleaning	-	2,556	2,556	2,665
Postage & stationery	-	135	135	1,545
Telephone	-	6,538	6,538	5,440
Computer expenses	-	634	634	711
Travelling expenses	-	5,637	5,637	3,094
Legal and professional	-	658	658	318
Accountancy	-	1,740	1,740	2,085
Bank charges and interest	-	448	448	589
Loan interest	-	7,506	7,506	-
Sundry expenses	-	4,050	4,050	4,050
Depreciation on computer equipment	-	8,495	8,495	7,369
Depreciation on office equipment	-	296	296	444
Depreciation on motor vehicles	-	4,219	4,219	5,625
<b>Total</b>	<b>-</b>	<b>93,567</b>	<b>93,567</b>	<b>91,345</b>

## Ards Development Bureau & Community Network

### Notes to the Financial Statements

For the Year Ended 31 March 2024

#### 7 Tangible fixed assets

	Land and buildings freehold £	Computer equipment £	Office furniture and fittings £	Motor Vehicles £	Total £
<b>Cost:</b>					
At 1 April 2023	1,310,088	142,276	68,004	30,000	1,550,368
Additions	-	13,000	-	-	13,000
Disposals	-	-	-	-	-
At 31 March 2024	<u>1,310,088</u>	<u>155,276</u>	<u>68,004</u>	<u>30,000</u>	<u>1,563,368</u>
<b>Depreciation:</b>					
At 1 April 2023	-	112,802	67,115	13,125	193,042
Charge for the year	-	8,495	296	4,219	13,010
On Disposal	-	-	-	-	-
At 31 March 2024	<u>-</u>	<u>121,297</u>	<u>67,411</u>	<u>17,344</u>	<u>206,052</u>
<b>Net book value:</b>					
At 31 March 2024	<u>1,310,088</u>	<u>33,979</u>	<u>593</u>	<u>12,656</u>	<u>1,357,316</u>
At 31 March 2023	<u>1,310,088</u>	<u>29,474</u>	<u>889</u>	<u>16,875</u>	<u>1,357,326</u>

#### 8 Debtors

	2024 £	2023 £
Accrued income	41,945	33,954
Other debtors	4,040	-
	<u>45,985</u>	<u>33,954</u>

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2024

### 9 Creditors: amounts falling due within one year

	2024 £	2023 £
Loans	96,040	98,660
Trade creditors	7,063	8,119
Other tax and social security	714	2,616
Accruals and deferred income	2,085	2,085
	<u>105,902</u>	<u>111,480</u>

### 10 Restricted funds

	Balance at 2023 £	Income £	Expenditure £	Transfers £	Balance at 2024 £
Other reserves	83,251	251,067	(276,500)	-	57,818
Premises modernisation Project	1,040,194	-	-	-	1,040,194
Outreach Community Resource Centres	7,054	-	-	-	7,054
Scrabo Project	8,516	-	-	-	8,516
	<u>1,139,015</u>	<u>251,067</u>	<u>(276,500)</u>	<u>-</u>	<u>1,113,582</u>

The other restricted reserves relate to ongoing projects within the charity.

The Premises Modernisation Project relates to the cost of the purchase and refurbishment of the building at 43-45 Frances Street and is the total cost to date of land and buildings freehold as shown in note 7.

The Outreach Community Resource Centres funds relate to the purchase and depreciation of computers for these centres.

The Scrabo Project funds relate to the ongoing project in Newtownards.

### 11 Contingent liabilities

The grants received are subject to repayment if conditions relevant to their payment do not continue to be met. Except for the above there are no other commitments and contingencies requiring disclosure.

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2024

### 12 Trustees

None of the trustees (or any person connected with them) received any remuneration or benefits from the charity during the year.

### 13 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Employees	<u>3</u>	<u>3</u>

### 14 Staff costs and employee benefits

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

### 15 Taxation

No corporation tax has been provided in these accounts because the income of the charity is within the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

### 16 Company limited by guarantee

The company is limited by guarantee. The liability of each member is limited to £1 each.

### 17 Related party transactions

There were no related party transactions during the year.

**Ards Development Bureau & Community Network**

Northern Ireland - Charity number 103563

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# Annual report

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**Charity Registration No. NIC103563**

**Company Registration No. NI037588 (Northern Ireland)**

**Ards Development Bureau  
& Community Network**

**Company Limited by Guarantee**

**Trustees' Report and Unaudited Accounts**

**Year Ended 31 March 2024**

# Ards Development Bureau & Community Network

## Financial Statements

Year Ended 31 March 2024

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# Ards Development Bureau & Community Network

## Charity Reference and Administrative Details

Year Ended 31 March 2024

<b>Charity registration number</b>	NIC103563
<b>Company number</b>	NI037588
<b>Trustees</b>	D W McAlonan K Johnston J Gill D Hawthorne A Osman
<b>Secretary</b>	Cathy Polley
<b>Registered office &amp; Business address</b>	55-55A Frances Street Newtownards Co. Down BT23 7DX
<b>Independent examiner</b>	Guardian Chartered Accountants 2 William Street Newtownards Co. Down BT23 4AH
<b>Bankers</b>	Ulster Bank 22 Frances Street Newtownards Co. Down BT23 7DP

# **Ards Development Bureau & Community Network**

## **Trustees' Annual Report**

### **Year Ended 31 March 2024**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act (Northern Ireland) 2008 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).

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

The charity is a company limited by guarantee.

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

D W McAlonan  
K Johnston  
J Gill  
D Hawthorne  
A Osman

The company actively promotes a board of trustees which includes a range of skill, experience and knowledge in keeping with the pursuance of its Objects and to this end it is entitled to advertise and interview eligible candidates to be potential trustees of the board.

The Board consists of 8 members. In addition to the Board meetings there are two sub-committees which meet regularly. The sub-committees ensure the day to day running of the project. A full briefing of these sub-committees takes place at the Board meeting. All feedback including recommendations and all decisions are considered and put to the full Board for approval.

The finance sub-committee and finance administrator hold regular meetings. All cheques and BACS payments are passed for payment at monthly Board meetings and signed by at least 2 directors.

The staff committee and policies and procedures committee also meet regularly ensuring that a full management structure is in place for this project.

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.

New trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These sessions cover the obligations of trustees, the main documents which set out the operational framework for the charity, resourcing and the current financial position and future plans and objectives. New trustees are also referred to the Charity Commission's guide "The Essential Trustee".

The Trustees have 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.

# Ards Development Bureau & Community Network

## Trustees' Annual Report

Year Ended 31 March 2024

### Objectives and activities

The principle activity of the company continued to be setting up and provision of advice, training and support in a neutral venue for community and voluntary organisations in the Ards and North Down Borough and to address issues of weak community infrastructure by the provision of support in the form of a community development support network.

Core activities for the year included:

Capacity Building/Training Programmes  
Skills Training  
Community Development Events & Activities  
Personal Development Programme

Health & Well-being Programmes  
Community Network Sessions  
Support Services for community and voluntary sector  
Provision of facilities – Conference Facilities, Internet Access, Office Hire, Administration and Secretarial Services

Securing Funding & Resources  
Dissemination of Information Advocacy and Local Policy Development Work  
Peace Building  
Good Relations Programme

The Key objectives of the Charity are:

- i the relief of poverty;
- ii the relief of unemployment;
- iii the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with job skills;
- iv the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business, or (ii) to existing businesses;
- v the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need to such facilities;
- vi the development of the capacity and skills of the members of socially and economically disadvantaged communities in the area of benefit in such a way that they are better able to identify, and help meet, their needs to participate more fully in society;
- vii to promote any other charitable purpose at the discretion of the Directors of the Company with the object of improving the conditions of Life of the inhabitants of the area of benefit.

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

### Financial review (including reserves policy)

The accounts have been prepared for the year ended 31 March 2024. The results are set out on page 9 of the financial statements. The charity had recorded net deficit of £6,548 for the year. This was added to reserves brought forward to leave total reserves of £1,353,235 at 31 March 2024.

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 months expenditure. The trustees consider 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. This level of reserves has been maintained throughout the year.

# **Ards Development Bureau & Community Network**

## **Trustees' Annual Report**

**Year Ended 31 March 2024**

### **Risk Identification and Management**

The Board of Trustees has assessed the major risks to which the Bureau and Network is exposed, in particular they have highlighted those related to the short-term revenue funding leading to insecurity. This is a risk faced by most voluntary and community organisations. The board proactively work towards self-sustainability by developing the income generating services and facilities provided within the new premises. The Board are satisfied that systems are in place to mitigate exposure to the major risks.

### **Employee involvement**

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings matters likely to affect employees' interests.

Information on matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the charity's performance.

### **Disabled persons**

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of the other employees.

### **Compliance with Public Benefit**

The company has given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities entered into during the year have helped to achieve the charity's objectives and activities, as well as providing public benefit.

### **Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply

**Ards Development Bureau & Community Network**

**Trustees' Annual Report**

**Year Ended 31 March 2024**

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

J Gill  
Trustee



D W McAlonan  
Trustee & Chair



4/12/24

Dated: 4 December 2024

**Ards Development Bureau & Community Network**

Northern Ireland - Charity number 103563

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# Annual return

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## Ards Development Bureau & Community Network

### Independent Examiner's Report to the Members of Ards Development Bureau & Community Network for the Year Ended 31 March 2024

I report on the accounts of the charity for the year ended 31 March 2024 which are set out on pages 9 to 18.

#### Respective responsibilities of trustees' and examiner

The charity's trustees', who are also the directors of Ards Development Bureau & Community Network for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008, the 2008 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:

- (i) examine the accounts under section 65(3)(a) of the 2008 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 65(9)(b) of the 2008 Act; and
- (iii) to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

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 next statement.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R. Colin Stewart  
for and on behalf of  
Guardian  
Chartered Accountants  
2 William Street  
Newtownards  
Co. Down  
BT23 4AH

Dated: 4 December 2024

**Ards Development Bureau & Community Network**

Northern Ireland - Charity number 103563

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# Accounts

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**Charity Registration No. NIC103563**

**Company Registration No. NI037588 (Northern Ireland)**

**Ards Development Bureau  
& Community Network**

**Company Limited by Guarantee**

**Trustees' Report and Unaudited Accounts**

**Year Ended 31 March 2023**

# Ards Development Bureau & Community Network

## Financial Statements

Year Ended 31 March 2023

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# Ards Development Bureau & Community Network

## Charity Reference and Administrative Details

Year Ended 31 March 2023

<b>Charity registration number</b>	NIC103563
<b>Company number</b>	NI037588
<b>Trustees</b>	D W McAlonan P M Balloch resigned 18 October 2022 J S E Bickerstaff resigned 8 March 2023 K Johnston J Gill A McGowan resigned 18 October 2022 D Hawthorne A Osman
<b>Secretary</b>	Cathy Polley
<b>Registered office &amp; Business address</b>	43-45 Frances Street Newtownards Co. Down BT23 7DX
<b>Independent examiner</b>	Guardian Chartered Accountants 2 William Street Newtownards Co. Down BT23 4AH
<b>Bankers</b>	Ulster Bank 22 Frances Street Newtownards Co. Down BT23 7DP

# **Ards Development Bureau & Community Network**

## **Trustees' Annual Report**

### **Year Ended 31 March 2023**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act (Northern Ireland) 2008 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).

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

The charity is a company limited by guarantee.

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

D W McAlonan	
P M Balloch	resigned 18 October 2022
J S E Bickerstaff	resigned 8 March 2023
K Johnston	
J Gill	
A McGowan	resigned 18 October 2022
D Hawthorne	
A Osman	

The company actively promotes a board of trustees which includes a range of skill, experience and knowledge in keeping with the pursuance of its Objects and to this end it is entitled to advertise and interview eligible candidates to be potential trustees of the board.

The Board consists of 8 members. In addition to the Board meetings there are two sub-committees which meet regularly. The sub-committees ensure the day to day running of the project. A full briefing of these sub-committees takes place at the Board meeting. All feedback including recommendations and all decisions are considered and put to the full Board for approval.

The finance sub-committee and finance administrator hold regular meetings. All cheques and BACS payments are passed for payment at monthly Board meetings and signed by at least 2 directors.

The staff committee and policies and procedures committee also meet regularly ensuring that a full management structure is in place for this project.

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.

New trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These sessions cover the obligations of trustees, the main documents which set out the operational framework for the charity, resourcing and the current financial position and future plans and objectives. New trustees are also referred to the Charity Commission's guide "The Essential Trustee".

The Trustees have 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.

# Ards Development Bureau & Community Network

## Trustees' Annual Report

Year Ended 31 March 2023

### Objectives and activities

The principle activity of the company continued to be setting up and provision of advice, training and support in a neutral venue for community and voluntary organisations in the Ards and North Down Borough and to address issues of weak community infrastructure by the provision of support in the form of a community development support network.

Core activities for the year included:

Capacity Building/Training Programmes  
Skills Training  
Community Development Events & Activities  
Personal Development Programme

Health & Well-being Programmes  
Community Network Sessions  
Support Services for community and voluntary sector  
Provision of facilities – Conference Facilities, Internet Access, Office Hire, Administration and Secretarial Services

Securing Funding & Resources  
Dissemination of Information Advocacy and Local Policy Development Work  
Peace Building  
Good Relations Programme

The Key objectives of the Charity are:

- i the relief of poverty;
- ii the relief of unemployment;
- iii the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with job skills;
- iv the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business, or (ii) to existing businesses;
- v the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need to such facilities;
- vi the development of the capacity and skills of the members of socially and economically disadvantaged communities in the area of benefit in such a way that they are better able to identify, and help meet, their needs to participate more fully in society;
- vii to promote any other charitable purpose at the discretion of the Directors of the Company with the object of improving the conditions of Life of the inhabitants of the area of benefit.

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

### Financial review (including reserves policy)

The accounts have been prepared for the year ended 31 March 2023. The results are set out on page 9 of the financial statements. The charity had recorded net surplus of £44,756 for the year. This was added to reserves brought forward to leave total reserves of £1,359,783 at 31 March 2023.

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 months expenditure. The trustees consider 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. This level of reserves has been maintained throughout the year.

## **Ards Development Bureau & Community Network**

### **Trustees' Annual Report**

**Year Ended 31 March 2023**

#### **Risk Identification and Management**

The Board of Trustees has assessed the major risks to which the Bureau and Network is exposed, in particular they have highlighted those related to the short-term revenue funding leading to insecurity. This is a risk faced by most voluntary and community organisations. The board proactively work towards self-sustainability by developing the income generating services and facilities provided within the new premises. The Board are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Employee involvement**

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings matters likely to affect employees' interests.

Information on matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the charity's performance.

#### **Disabled persons**

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of the other employees.

#### **Compliance with Public Benefit**

The company has given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities entered into during the year have helped to achieve the charity's objectives and activities, as well as providing public benefit.

#### **Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply

**Ards Development Bureau & Community Network**

**Trustees' Annual Report**

**Year Ended 31 March 2023**

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

J Gill  
Trustee



D W McAlonan  
Trustee & Chair



Dated: 20 December 2023

**Independent Examiner's Report to the Members of Ards Development Bureau  
& Community Network for the Year Ended 31 March 2023**

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 9 to 18.

**Respective responsibilities of trustees' and examiner**

The charity's trustees', who are also the directors of Ards Development Bureau & Community Network for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008, the 2008 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:

- (i) examine the accounts under section 65(3)(a) of the 2008 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 65(9)(b) of the 2008 Act; and
- (iii) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

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 next statement.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R. Colin Stewart  
for and on behalf of  
Guardian  
Chartered Accountants  
2 William Street  
Newtownards  
Co. Down  
BT23 4AH

Dated: 20 December 2023

**Ards Development Bureau & Community Network**

**Statement of Financial Activities (incorporating the Income and Expenditure Account)**

**For the Year Ended 31 March 2023**

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>Income from:</b>					
Grants	2	-	321,482	321,482	295,603
Other income	3	14,833	-	14,833	14,655
Bank interest	4	-	68	68	6
<b>Total income</b>		<b>14,833</b>	<b>321,550</b>	<b>336,383</b>	<b>310,264</b>
<b>Expenditure on:</b>					
<b>Charitable activities</b>					
Direct costs	5	-	200,282	200,282	250,488
Support & Governance costs	6	-	91,345	91,345	88,100
<b>Total expenditure</b>		<b>-</b>	<b>291,627</b>	<b>291,627</b>	<b>338,588</b>
<b>Net income/(expenditure)</b>		<b>14,833</b>	<b>29,923</b>	<b>44,756</b>	<b>(28,324)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>14,833</b>	<b>29,923</b>	<b>44,756</b>	<b>(28,324)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		205,935	1,109,092	1,315,027	1,343,351
<b>Fund balances at 31 March 2023</b>		<b>220,768</b>	<b>1,139,015</b>	<b>1,359,783</b>	<b>1,315,027</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# Ards Development Bureau & Community Network

## Balance Sheet

For the Year Ended 31 March 2023

		2023	2022
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	7	1,357,326	1,196,577
		<u>1,357,326</u>	<u>1,196,577</u>
<b>Current assets</b>			
Debtors	8	33,954	57,266
Cash at bank and in hand		79,983	109,013
		<u>113,937</u>	<u>166,279</u>
<b>Creditors: amounts falling due within one year</b>	9	(111,480)	(47,829)
<b>Net current assets</b>		<u>2,457</u>	<u>118,450</u>
<b>Total assets less current liabilities</b>		<u><b>1,359,783</b></u>	<u><b>1,315,027</b></u>
<b>Income funds</b>			
Restricted funds	10	1,139,015	1,109,092
Unrestricted funds		220,768	205,935
<b>Total charity funds</b>		<u><b>1,359,783</b></u>	<u><b>1,315,027</b></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 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

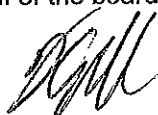
The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board on 20 December 2023.

Signed on behalf of the board of trustees

J Gill  
Trustee



D W McAlonan  
Trustee & Chair



Company Registration No. NI037588

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2023

### 1 Summary of significant accounting policies

#### (a) General information and basis of preparation

Ards Development Bureau & Community Network is a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is 43-45 Frances Street, Newtownards, Co. Down, BT23 7DX.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act (Northern Ireland) 2008, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### (b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### (c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

Voluntary income is received by way of grants, donations and gifts and is included in the full Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the

## Ards Development Bureau & Community Network

### Notes to the Financial Statements

#### For the Year Ended 31 March 2023

amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is included when receivable.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, probable receipt and the amount can be measured with sufficient reliability.

#### **(d) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds;
- Expenditure on charitable activities includes; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### **(e) Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

#### **(f) Tangible fixed assets**

Tangible fixed assets, other than freehold land & buildings, are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings	33% per annum reducing balance
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## Ards Development Bureau & Community Network

### Notes to the Financial Statements

#### For the Year Ended 31 March 2023

Computer equipment	20% per annum reducing balance
Motor vehicles	25% per annum reducing balance

#### **(g) Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

#### **(h) Loans and borrowings**

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

#### **(i) Impairment**

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

#### **(j) Provisions**

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

#### **(k) Leases**

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

#### **(l) Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### **(m) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

### For the Year Ended 31 March 2023

#### (n) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 2 Training and investment income

	Unrestricted £	Restricted £	2023 £	2022 £
Revenue grant income	-	321,482	321,482	295,603
	<u>-</u>	<u>321,482</u>	<u>321,482</u>	<u>295,603</u>

#### 3 Other income

	Unrestricted £	Restricted £	2023 £	2022 £
Rental income	14,833	-	14,833	14,655
	<u>14,833</u>	<u>-</u>	<u>14,833</u>	<u>14,655</u>

#### 4 Income from investments

	2023 £	2022 £
Interest receivable	68	6
	<u>68</u>	<u>6</u>

**Ards Development Bureau & Community Network**

**Notes to the Financial Statements**

**For the Year Ended 31 March 2023**

**5 Project costs**

	Unrestricted £	Restricted £	2023 £	2022 £
Wages and salaries	-	59,214	29,214	61,037
Staff pension costs	-	4,299	4,299	3,941
Printing postage stationery	-	2,318	2,318	1,860
Rent	-	4,515	4,515	12,022
Donations	-	-	-	6,750
Family poverty packs	-	-	-	1,416
Mentoring/facilitation	-	60,731	60,731	121,407
Event costs	-	69,205	69,205	42,055
<b>Total</b>	<b>-</b>	<b>200,282</b>	<b>200,282</b>	<b>250,488</b>

**6 Governance and support costs**

	Unrestricted £	Restricted £	2023 £	2022 £
Wages and salaries	-	25,377	25,377	26,414
Staff pension costs	-	1,843	1,843	1,689
Staff training costs	-	-	-	1,160
Insurance	-	8,848	8,848	5,373
Light & heat	-	9,056	9,056	9,267
Repairs and maintenance	-	12,286	12,286	3,941
Cleaning	-	2,665	2,665	3,084
Postage & stationery	-	1,545	1,545	2,861
Telephone	-	5,440	5,440	5,198
Computer expenses	-	711	711	529
Travelling expenses	-	3,094	3,094	4,038
Legal and professional	-	318	318	1,189
Accountancy	-	2,085	2,085	1,919
Bank charges and interest	-	589	589	555
Sundry expenses	-	4,050	4,050	4,780
Depreciation on computer equipment	-	7,369	7,369	7,937
Depreciation on office equipment	-	444	444	666
Depreciation on motor vehicles	-	5,625	5,625	7,500
<b>Total</b>	<b>-</b>	<b>91,345</b>	<b>91,345</b>	<b>88,100</b>

**Ards Development Bureau & Community Network**

**Notes to the Financial Statements**

**For the Year Ended 31 March 2023**

**7 Tangible fixed assets**

	Land and buildings freehold £	Computer equipment £	Office furniture and fittings £	Motor Vehicles £	Total £
<b>Cost:</b>					
At 1 April 2022	1,140,996	137,181	68,004	30,000	1,376,181
Additions	162,092	5,095	-	-	174,187
Disposals	-	-	-	-	-
At 31 March 2023	<u>1,310,088</u>	<u>142,276</u>	<u>68,004</u>	<u>30,000</u>	<u>1,550,368</u>
<b>Depreciation:</b>					
At 1 April 2022	-	105,433	66,671	7,500	179,604
Charge for the year	-	7,369	444	5,625	13,438
On Disposal	-	-	-	-	-
At 31 March 2023	<u>-</u>	<u>112,802</u>	<u>67,115</u>	<u>13,125</u>	<u>193,042</u>
<b>Net book value:</b>					
At 31 March 2023	<u>1,310,088</u>	<u>29,474</u>	<u>889</u>	<u>16,875</u>	<u>1,357,326</u>
At 31 March 2022	<u>1,140,996</u>	<u>31,748</u>	<u>1,333</u>	<u>22,500</u>	<u>1,196,577</u>

**8 Debtors**

	2023 £	2022 £
Accrued income	33,954	57,266
	<u>33,954</u>	<u>7,266</u>

# Ardis Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2023

### 9 Creditors: amounts falling due within one year

	2023	2022
	£	£
Loans	98,660	-
Trade creditors	8,119	42,010
Other tax and social security	2,616	3,754
Accruals and deferred income	2,085	2,085
	<u>111,480</u>	<u>47,829</u>

### 10 Restricted funds

	Balance at 2022	Income	Expenditure	Transfers	Balance at 2023
	£	£	£	£	£
Other reserves	53,328	321,550	(291,627)	-	83,251
Premises modernisation Project	1,040,194	-	-	-	1,040,194
Outreach Community Resource Centres	7,054	-	-	-	7,054
Scrabo Project	8,516	-	-	-	8,516
	<u>1,109,092</u>	<u>321,550</u>	<u>(291,627)</u>	<u>-</u>	<u>1,139,015</u>

The other restricted reserves relate to ongoing projects within the charity.

The Premises Modernisation Project relates to the cost of the purchase and refurbishment of the building at 43-45 Frances Street and is the total cost to date of land and buildings freehold as shown in note 7.

The Outreach Community Resource Centres funds relate to the purchase and depreciation of computers for these centres.

The Scrabo Project funds relate to the ongoing project in Newtownards.

### 11 Contingent liabilities

The grants received are subject to repayment if conditions relevant to their payment do not continue to be met. Except for the above there are no other commitments and contingencies requiring disclosure.

Notes to the Financial Statements

For the Year Ended 31 March 2023

**12 Trustees**

None of the trustees (or any person connected with them) received any remuneration or benefits from the charity during the year.

**13 Employees**

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Employees	<u>3</u>	<u>3</u>

**14 Staff costs and employee benefits**

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

**15 Taxation**

No corporation tax has been provided in these accounts because the income of the charity is within the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

**16 Company limited by guarantee**

The company is limited by guarantee. The liability of each member is limited to £1 each.

**17 Related party transactions**

There were no related party transactions during the year.

**Ards Development Bureau & Community Network**

Northern Ireland - Charity number 103563

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# Annual report

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**Charity Registration No. NIC103563**

**Company Registration No. NI037588 (Northern Ireland)**

**Ards Development Bureau  
& Community Network**

**Company Limited by Guarantee**

**Trustees' Report and Unaudited Accounts**

**Year Ended 31 March 2023**

# Ards Development Bureau & Community Network

## Financial Statements

Year Ended 31 March 2023

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# Ards Development Bureau & Community Network

## Charity Reference and Administrative Details

Year Ended 31 March 2023

<b>Charity registration number</b>	NIC103563
<b>Company number</b>	NI037588
<b>Trustees</b>	D W McAlonan P M Balloch resigned 18 October 2022 J S E Bickerstaff resigned 8 March 2023 K Johnston J Gill A McGowan resigned 18 October 2022 D Hawthorne A Osman
<b>Secretary</b>	Cathy Polley
<b>Registered office &amp; Business address</b>	43-45 Frances Street Newtownards Co. Down BT23 7DX
<b>Independent examiner</b>	Guardian Chartered Accountants 2 William Street Newtownards Co. Down BT23 4AH
<b>Bankers</b>	Ulster Bank 22 Frances Street Newtownards Co. Down BT23 7DP

# **Ards Development Bureau & Community Network**

## **Trustees' Annual Report**

### **Year Ended 31 March 2023**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act (Northern Ireland) 2008 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).

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

The charity is a company limited by guarantee.

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

D W McAlonan	
P M Balloch	resigned 18 October 2022
J S E Bickerstaff	resigned 8 March 2023
K Johnston	
J Gill	
A McGowan	resigned 18 October 2022
D Hawthorne	
A Osman	

The company actively promotes a board of trustees which includes a range of skill, experience and knowledge in keeping with the pursuance of its Objects and to this end it is entitled to advertise and interview eligible candidates to be potential trustees of the board.

The Board consists of 8 members. In addition to the Board meetings there are two sub-committees which meet regularly. The sub-committees ensure the day to day running of the project. A full briefing of these sub-committees takes place at the Board meeting. All feedback including recommendations and all decisions are considered and put to the full Board for approval.

The finance sub-committee and finance administrator hold regular meetings. All cheques and BACS payments are passed for payment at monthly Board meetings and signed by at least 2 directors.

The staff committee and policies and procedures committee also meet regularly ensuring that a full management structure is in place for this project.

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.

New trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These sessions cover the obligations of trustees, the main documents which set out the operational framework for the charity, resourcing and the current financial position and future plans and objectives. New trustees are also referred to the Charity Commission's guide "The Essential Trustee".

The Trustees have 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.

# Ards Development Bureau & Community Network

## Trustees' Annual Report

Year Ended 31 March 2023

### Objectives and activities

The principle activity of the company continued to be setting up and provision of advice, training and support in a neutral venue for community and voluntary organisations in the Ards and North Down Borough and to address issues of weak community infrastructure by the provision of support in the form of a community development support network.

Core activities for the year included:

Capacity Building/Training Programmes  
Skills Training  
Community Development Events & Activities  
Personal Development Programme

Health & Well-being Programmes  
Community Network Sessions  
Support Services for community and voluntary sector  
Provision of facilities – Conference Facilities, Internet Access, Office Hire, Administration and Secretarial Services

Securing Funding & Resources  
Dissemination of Information Advocacy and Local Policy Development Work  
Peace Building  
Good Relations Programme

The Key objectives of the Charity are:

- i the relief of poverty;
- ii the relief of unemployment;
- iii the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with job skills;
- iv the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business, or (ii) to existing businesses;
- v the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need to such facilities;
- vi the development of the capacity and skills of the members of socially and economically disadvantaged communities in the area of benefit in such a way that they are better able to identify, and help meet, their needs to participate more fully in society;
- vii to promote any other charitable purpose at the discretion of the Directors of the Company with the object of improving the conditions of Life of the inhabitants of the area of benefit.

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

### Financial review (including reserves policy)

The accounts have been prepared for the year ended 31 March 2023. The results are set out on page 9 of the financial statements. The charity had recorded net surplus of £44,756 for the year. This was added to reserves brought forward to leave total reserves of £1,359,783 at 31 March 2023.

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 months expenditure. The trustees consider 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. This level of reserves has been maintained throughout the year.

## **Ards Development Bureau & Community Network**

### **Trustees' Annual Report**

**Year Ended 31 March 2023**

#### **Risk Identification and Management**

The Board of Trustees has assessed the major risks to which the Bureau and Network is exposed, in particular they have highlighted those related to the short-term revenue funding leading to insecurity. This is a risk faced by most voluntary and community organisations. The board proactively work towards self-sustainability by developing the income generating services and facilities provided within the new premises. The Board are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Employee involvement**

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings matters likely to affect employees' interests.

Information on matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the charity's performance.

#### **Disabled persons**

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of the other employees.

#### **Compliance with Public Benefit**

The company has given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities entered into during the year have helped to achieve the charity's objectives and activities, as well as providing public benefit.

#### **Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply

**Ards Development Bureau & Community Network**

**Trustees' Annual Report**

**Year Ended 31 March 2023**

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

J Gill  
Trustee



D W McAlonan  
Trustee & Chair



Dated: 20 December 2023

**Independent Examiner's Report to the Members of Ards Development Bureau  
& Community Network for the Year Ended 31 March 2023**

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 9 to 18.

**Respective responsibilities of trustees' and examiner**

The charity's trustees', who are also the directors of Ards Development Bureau & Community Network for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008, the 2008 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:

- (i) examine the accounts under section 65(3)(a) of the 2008 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 65(9)(b) of the 2008 Act; and
- (iii) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

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 next statement.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R. Colin Stewart  
for and on behalf of  
Guardian  
Chartered Accountants  
2 William Street  
Newtownards  
Co. Down  
BT23 4AH

Dated: 20 December 2023

**Ards Development Bureau & Community Network**

**Statement of Financial Activities (incorporating the Income and Expenditure Account)**

**For the Year Ended 31 March 2023**

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>Income from:</b>					
Grants	2	-	321,482	321,482	295,603
Other income	3	14,833	-	14,833	14,655
Bank interest	4	-	68	68	6
<b>Total income</b>		<b>14,833</b>	<b>321,550</b>	<b>336,383</b>	<b>310,264</b>
<b>Expenditure on:</b>					
<b>Charitable activities</b>					
Direct costs	5	-	200,282	200,282	250,488
Support & Governance costs	6	-	91,345	91,345	88,100
<b>Total expenditure</b>		<b>-</b>	<b>291,627</b>	<b>291,627</b>	<b>338,588</b>
<b>Net income/(expenditure)</b>		<b>14,833</b>	<b>29,923</b>	<b>44,756</b>	<b>(28,324)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>14,833</b>	<b>29,923</b>	<b>44,756</b>	<b>(28,324)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		205,935	1,109,092	1,315,027	1,343,351
<b>Fund balances at 31 March 2023</b>		<b>220,768</b>	<b>1,139,015</b>	<b>1,359,783</b>	<b>1,315,027</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# Ards Development Bureau & Community Network

## Balance Sheet

For the Year Ended 31 March 2023

		2023	2022
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	7	1,357,326	1,196,577
		<u>1,357,326</u>	<u>1,196,577</u>
<b>Current assets</b>			
Debtors	8	33,954	57,266
Cash at bank and in hand		79,983	109,013
		<u>113,937</u>	<u>166,279</u>
<b>Creditors: amounts falling due within one year</b>	9	(111,480)	(47,829)
<b>Net current assets</b>		<u>2,457</u>	<u>118,450</u>
<b>Total assets less current liabilities</b>		<u><b>1,359,783</b></u>	<u><b>1,315,027</b></u>
<b>Income funds</b>			
Restricted funds	10	1,139,015	1,109,092
Unrestricted funds		220,768	205,935
<b>Total charity funds</b>		<u><b>1,359,783</b></u>	<u><b>1,315,027</b></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 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

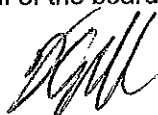
The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board on 20 December 2023.

Signed on behalf of the board of trustees

J Gill  
Trustee



D W McAlonan  
Trustee & Chair



Company Registration No. NI037588

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2023

### 1 Summary of significant accounting policies

#### (a) General information and basis of preparation

Ards Development Bureau & Community Network is a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is 43-45 Frances Street, Newtownards, Co. Down, BT23 7DX.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act (Northern Ireland) 2008, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### (b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### (c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

Voluntary income is received by way of grants, donations and gifts and is included in the full Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the

## Ards Development Bureau & Community Network

### Notes to the Financial Statements

#### For the Year Ended 31 March 2023

amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is included when receivable.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, probable receipt and the amount can be measured with sufficient reliability.

#### **(d) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds;
- Expenditure on charitable activities includes; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### **(e) Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

#### **(f) Tangible fixed assets**

Tangible fixed assets, other than freehold land & buildings, are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings	33% per annum reducing balance
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## Ards Development Bureau & Community Network

### Notes to the Financial Statements

#### For the Year Ended 31 March 2023

Computer equipment	20% per annum reducing balance
Motor vehicles	25% per annum reducing balance

#### **(g) Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

#### **(h) Loans and borrowings**

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

#### **(i) Impairment**

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

#### **(j) Provisions**

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

#### **(k) Leases**

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

#### **(l) Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### **(m) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

### For the Year Ended 31 March 2023

#### (n) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 2 Training and investment income

	Unrestricted £	Restricted £	2023 £	2022 £
Revenue grant income	-	321,482	321,482	295,603
	<u>-</u>	<u>321,482</u>	<u>321,482</u>	<u>295,603</u>

#### 3 Other income

	Unrestricted £	Restricted £	2023 £	2022 £
Rental income	14,833	-	14,833	14,655
	<u>14,833</u>	<u>-</u>	<u>14,833</u>	<u>14,655</u>

#### 4 Income from investments

	2023 £	2022 £
Interest receivable	68	6
	<u>68</u>	<u>6</u>

**Ards Development Bureau & Community Network**

**Notes to the Financial Statements**

**For the Year Ended 31 March 2023**

**5 Project costs**

	Unrestricted £	Restricted £	2023 £	2022 £
Wages and salaries	-	59,214	29,214	61,037
Staff pension costs	-	4,299	4,299	3,941
Printing postage stationery	-	2,318	2,318	1,860
Rent	-	4,515	4,515	12,022
Donations	-	-	-	6,750
Family poverty packs	-	-	-	1,416
Mentoring/facilitation	-	60,731	60,731	121,407
Event costs	-	69,205	69,205	42,055
<b>Total</b>	<b>-</b>	<b>200,282</b>	<b>200,282</b>	<b>250,488</b>

**6 Governance and support costs**

	Unrestricted £	Restricted £	2023 £	2022 £
Wages and salaries	-	25,377	25,377	26,414
Staff pension costs	-	1,843	1,843	1,689
Staff training costs	-	-	-	1,160
Insurance	-	8,848	8,848	5,373
Light & heat	-	9,056	9,056	9,267
Repairs and maintenance	-	12,286	12,286	3,941
Cleaning	-	2,665	2,665	3,084
Postage & stationery	-	1,545	1,545	2,861
Telephone	-	5,440	5,440	5,198
Computer expenses	-	711	711	529
Travelling expenses	-	3,094	3,094	4,038
Legal and professional	-	318	318	1,189
Accountancy	-	2,085	2,085	1,919
Bank charges and interest	-	589	589	555
Sundry expenses	-	4,050	4,050	4,780
Depreciation on computer equipment	-	7,369	7,369	7,937
Depreciation on office equipment	-	444	444	666
Depreciation on motor vehicles	-	5,625	5,625	7,500
<b>Total</b>	<b>-</b>	<b>91,345</b>	<b>91,345</b>	<b>88,100</b>

**Ards Development Bureau & Community Network**

**Notes to the Financial Statements**

**For the Year Ended 31 March 2023**

**7 Tangible fixed assets**

	Land and buildings freehold £	Computer equipment £	Office furniture and fittings £	Motor Vehicles £	Total £
<b>Cost:</b>					
At 1 April 2022	1,140,996	137,181	68,004	30,000	1,376,181
Additions	162,092	5,095	-	-	174,187
Disposals	-	-	-	-	-
At 31 March 2023	<u>1,310,088</u>	<u>142,276</u>	<u>68,004</u>	<u>30,000</u>	<u>1,550,368</u>
<b>Depreciation:</b>					
At 1 April 2022	-	105,433	66,671	7,500	179,604
Charge for the year	-	7,369	444	5,625	13,438
On Disposal	-	-	-	-	-
At 31 March 2023	<u>-</u>	<u>112,802</u>	<u>67,115</u>	<u>13,125</u>	<u>193,042</u>
<b>Net book value:</b>					
At 31 March 2023	<u>1,310,088</u>	<u>29,474</u>	<u>889</u>	<u>16,875</u>	<u>1,357,326</u>
At 31 March 2022	<u>1,140,996</u>	<u>31,748</u>	<u>1,333</u>	<u>22,500</u>	<u>1,196,577</u>

**8 Debtors**

	2023 £	2022 £
Accrued income	33,954	57,266
	<u>33,954</u>	<u>7,266</u>

# Ardis Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2023

### 9 Creditors: amounts falling due within one year

	2023	2022
	£	£
Loans	98,660	-
Trade creditors	8,119	42,010
Other tax and social security	2,616	3,754
Accruals and deferred income	2,085	2,085
	<u>111,480</u>	<u>47,829</u>

### 10 Restricted funds

	Balance at 2022	Income	Expenditure	Transfers	Balance at 2023
	£	£	£	£	£
Other reserves	53,328	321,550	(291,627)	-	83,251
Premises modernisation Project	1,040,194	-	-	-	1,040,194
Outreach Community Resource Centres	7,054	-	-	-	7,054
Scrabo Project	8,516	-	-	-	8,516
	<u>1,109,092</u>	<u>321,550</u>	<u>(291,627)</u>	<u>-</u>	<u>1,139,015</u>

The other restricted reserves relate to ongoing projects within the charity.

The Premises Modernisation Project relates to the cost of the purchase and refurbishment of the building at 43-45 Frances Street and is the total cost to date of land and buildings freehold as shown in note 7.

The Outreach Community Resource Centres funds relate to the purchase and depreciation of computers for these centres.

The Scrabo Project funds relate to the ongoing project in Newtownards.

### 11 Contingent liabilities

The grants received are subject to repayment if conditions relevant to their payment do not continue to be met. Except for the above there are no other commitments and contingencies requiring disclosure.

Notes to the Financial Statements

For the Year Ended 31 March 2023

**12 Trustees**

None of the trustees (or any person connected with them) received any remuneration or benefits from the charity during the year.

**13 Employees**

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Employees	<u>3</u>	<u>3</u>

**14 Staff costs and employee benefits**

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

**15 Taxation**

No corporation tax has been provided in these accounts because the income of the charity is within the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

**16 Company limited by guarantee**

The company is limited by guarantee. The liability of each member is limited to £1 each.

**17 Related party transactions**

There were no related party transactions during the year.

**Ards Development Bureau & Community Network**

Northern Ireland - Charity number 103563

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# Annual return

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**Charity Registration No. NIC103563**

**Company Registration No. NI037588 (Northern Ireland)**

**Ards Development Bureau  
& Community Network**

**Company Limited by Guarantee**

**Trustees' Report and Unaudited Accounts**

**Year Ended 31 March 2023**

# Ards Development Bureau & Community Network

## Financial Statements

Year Ended 31 March 2023

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# Ards Development Bureau & Community Network

## Charity Reference and Administrative Details

Year Ended 31 March 2023

<b>Charity registration number</b>	NIC103563
<b>Company number</b>	NI037588
<b>Trustees</b>	D W McAlonan P M Balloch resigned 18 October 2022 J S E Bickerstaff resigned 8 March 2023 K Johnston J Gill A McGowan resigned 18 October 2022 D Hawthorne A Osman
<b>Secretary</b>	Cathy Polley
<b>Registered office &amp; Business address</b>	43-45 Frances Street Newtownards Co. Down BT23 7DX
<b>Independent examiner</b>	Guardian Chartered Accountants 2 William Street Newtownards Co. Down BT23 4AH
<b>Bankers</b>	Ulster Bank 22 Frances Street Newtownards Co. Down BT23 7DP

# **Ards Development Bureau & Community Network**

## **Trustees' Annual Report**

### **Year Ended 31 March 2023**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act (Northern Ireland) 2008 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).

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

The charity is a company limited by guarantee.

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

D W McAlonan	
P M Balloch	resigned 18 October 2022
J S E Bickerstaff	resigned 8 March 2023
K Johnston	
J Gill	
A McGowan	resigned 18 October 2022
D Hawthorne	
A Osman	

The company actively promotes a board of trustees which includes a range of skill, experience and knowledge in keeping with the pursuance of its Objects and to this end it is entitled to advertise and interview eligible candidates to be potential trustees of the board.

The Board consists of 8 members. In addition to the Board meetings there are two sub-committees which meet regularly. The sub-committees ensure the day to day running of the project. A full briefing of these sub-committees takes place at the Board meeting. All feedback including recommendations and all decisions are considered and put to the full Board for approval.

The finance sub-committee and finance administrator hold regular meetings. All cheques and BACS payments are passed for payment at monthly Board meetings and signed by at least 2 directors.

The staff committee and policies and procedures committee also meet regularly ensuring that a full management structure is in place for this project.

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.

New trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These sessions cover the obligations of trustees, the main documents which set out the operational framework for the charity, resourcing and the current financial position and future plans and objectives. New trustees are also referred to the Charity Commission's guide "The Essential Trustee".

The Trustees have 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.

# Ards Development Bureau & Community Network

## Trustees' Annual Report

Year Ended 31 March 2023

### Objectives and activities

The principle activity of the company continued to be setting up and provision of advice, training and support in a neutral venue for community and voluntary organisations in the Ards and North Down Borough and to address issues of weak community infrastructure by the provision of support in the form of a community development support network.

Core activities for the year included:

Capacity Building/Training Programmes  
Skills Training  
Community Development Events & Activities  
Personal Development Programme

Health & Well-being Programmes  
Community Network Sessions  
Support Services for community and voluntary sector  
Provision of facilities – Conference Facilities, Internet Access, Office Hire, Administration and Secretarial Services

Securing Funding & Resources  
Dissemination of Information Advocacy and Local Policy Development Work  
Peace Building  
Good Relations Programme

The Key objectives of the Charity are:

- i the relief of poverty;
- ii the relief of unemployment;
- iii the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with job skills;
- iv the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business, or (ii) to existing businesses;
- v the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need to such facilities;
- vi the development of the capacity and skills of the members of socially and economically disadvantaged communities in the area of benefit in such a way that they are better able to identify, and help meet, their needs to participate more fully in society;
- vii to promote any other charitable purpose at the discretion of the Directors of the Company with the object of improving the conditions of Life of the inhabitants of the area of benefit.

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

### Financial review (including reserves policy)

The accounts have been prepared for the year ended 31 March 2023. The results are set out on page 9 of the financial statements. The charity had recorded net surplus of £44,756 for the year. This was added to reserves brought forward to leave total reserves of £1,359,783 at 31 March 2023.

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 months expenditure. The trustees consider 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. This level of reserves has been maintained throughout the year.

## **Ards Development Bureau & Community Network**

### **Trustees' Annual Report**

**Year Ended 31 March 2023**

#### **Risk Identification and Management**

The Board of Trustees has assessed the major risks to which the Bureau and Network is exposed, in particular they have highlighted those related to the short-term revenue funding leading to insecurity. This is a risk faced by most voluntary and community organisations. The board proactively work towards self-sustainability by developing the income generating services and facilities provided within the new premises. The Board are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Employee involvement**

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings matters likely to affect employees' interests.

Information on matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the charity's performance.

#### **Disabled persons**

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of the other employees.

#### **Compliance with Public Benefit**

The company has given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities entered into during the year have helped to achieve the charity's objectives and activities, as well as providing public benefit.

#### **Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply

**Ards Development Bureau & Community Network**

**Trustees' Annual Report**

**Year Ended 31 March 2023**

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

J Gill  
Trustee



D W McAlonan  
Trustee & Chair



Dated: 20 December 2023

**Independent Examiner's Report to the Members of Ards Development Bureau  
& Community Network for the Year Ended 31 March 2023**

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 9 to 18.

**Respective responsibilities of trustees' and examiner**

The charity's trustees', who are also the directors of Ards Development Bureau & Community Network for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008, the 2008 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:

- (i) examine the accounts under section 65(3)(a) of the 2008 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 65(9)(b) of the 2008 Act; and
- (iii) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

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 next statement.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R. Colin Stewart  
for and on behalf of  
Guardian  
Chartered Accountants  
2 William Street  
Newtownards  
Co. Down  
BT23 4AH

Dated: 20 December 2023

**Ards Development Bureau & Community Network**

**Statement of Financial Activities (incorporating the Income and Expenditure Account)**

**For the Year Ended 31 March 2023**

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>Income from:</b>					
Grants	2	-	321,482	321,482	295,603
Other income	3	14,833	-	14,833	14,655
Bank interest	4	-	68	68	6
<b>Total income</b>		<b>14,833</b>	<b>321,550</b>	<b>336,383</b>	<b>310,264</b>
<b>Expenditure on:</b>					
<b>Charitable activities</b>					
Direct costs	5	-	200,282	200,282	250,488
Support & Governance costs	6	-	91,345	91,345	88,100
<b>Total expenditure</b>		<b>-</b>	<b>291,627</b>	<b>291,627</b>	<b>338,588</b>
<b>Net income/(expenditure)</b>		<b>14,833</b>	<b>29,923</b>	<b>44,756</b>	<b>(28,324)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>14,833</b>	<b>29,923</b>	<b>44,756</b>	<b>(28,324)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		205,935	1,109,092	1,315,027	1,343,351
<b>Fund balances at 31 March 2023</b>		<b>220,768</b>	<b>1,139,015</b>	<b>1,359,783</b>	<b>1,315,027</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# Ards Development Bureau & Community Network

## Balance Sheet

For the Year Ended 31 March 2023

		2023	2022
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	7	1,357,326	1,196,577
		<u>1,357,326</u>	<u>1,196,577</u>
<b>Current assets</b>			
Debtors	8	33,954	57,266
Cash at bank and in hand		79,983	109,013
		<u>113,937</u>	<u>166,279</u>
<b>Creditors: amounts falling due within one year</b>	9	(111,480)	(47,829)
<b>Net current assets</b>		<u>2,457</u>	<u>118,450</u>
<b>Total assets less current liabilities</b>		<u><b>1,359,783</b></u>	<u><b>1,315,027</b></u>
<b>Income funds</b>			
Restricted funds	10	1,139,015	1,109,092
Unrestricted funds		220,768	205,935
<b>Total charity funds</b>		<u><b>1,359,783</b></u>	<u><b>1,315,027</b></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 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

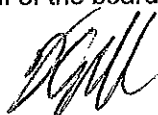
The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board on 20 December 2023.

Signed on behalf of the board of trustees

J Gill  
Trustee



D W McAlonan  
Trustee & Chair



Company Registration No. NI037588

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2023

### 1 Summary of significant accounting policies

#### (a) General information and basis of preparation

Ards Development Bureau & Community Network is a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is 43-45 Frances Street, Newtownards, Co. Down, BT23 7DX.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act (Northern Ireland) 2008, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### (b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### (c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

Voluntary income is received by way of grants, donations and gifts and is included in the full Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the

## Ards Development Bureau & Community Network

### Notes to the Financial Statements

#### For the Year Ended 31 March 2023

amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is included when receivable.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, probable receipt and the amount can be measured with sufficient reliability.

#### **(d) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds;
- Expenditure on charitable activities includes; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### **(e) Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

#### **(f) Tangible fixed assets**

Tangible fixed assets, other than freehold land & buildings, are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings	33% per annum reducing balance
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## Ards Development Bureau & Community Network

### Notes to the Financial Statements

#### For the Year Ended 31 March 2023

Computer equipment	20% per annum reducing balance
Motor vehicles	25% per annum reducing balance

#### **(g) Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

#### **(h) Loans and borrowings**

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

#### **(i) Impairment**

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

#### **(j) Provisions**

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

#### **(k) Leases**

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

#### **(l) Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### **(m) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

# Ards Development Bureau & Community Network

## Notes to the Financial Statements

### For the Year Ended 31 March 2023

#### (n) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 2 Training and investment income

	Unrestricted £	Restricted £	2023 £	2022 £
Revenue grant income	-	321,482	321,482	295,603
	-	321,482	321,482	295,603

#### 3 Other income

	Unrestricted £	Restricted £	2023 £	2022 £
Rental income	14,833	-	14,833	14,655
	14,833	-	14,833	14,655

#### 4 Income from investments

	2023 £	2022 £
Interest receivable	68	6
	68	6

**Ards Development Bureau & Community Network**

**Notes to the Financial Statements**

**For the Year Ended 31 March 2023**

**5 Project costs**

	Unrestricted £	Restricted £	2023 £	2022 £
Wages and salaries	-	59,214	29,214	61,037
Staff pension costs	-	4,299	4,299	3,941
Printing postage stationery	-	2,318	2,318	1,860
Rent	-	4,515	4,515	12,022
Donations	-	-	-	6,750
Family poverty packs	-	-	-	1,416
Mentoring/facilitation	-	60,731	60,731	121,407
Event costs	-	69,205	69,205	42,055
<b>Total</b>	<b>-</b>	<b>200,282</b>	<b>200,282</b>	<b>250,488</b>

**6 Governance and support costs**

	Unrestricted £	Restricted £	2023 £	2022 £
Wages and salaries	-	25,377	25,377	26,414
Staff pension costs	-	1,843	1,843	1,689
Staff training costs	-	-	-	1,160
Insurance	-	8,848	8,848	5,373
Light & heat	-	9,056	9,056	9,267
Repairs and maintenance	-	12,286	12,286	3,941
Cleaning	-	2,665	2,665	3,084
Postage & stationery	-	1,545	1,545	2,861
Telephone	-	5,440	5,440	5,198
Computer expenses	-	711	711	529
Travelling expenses	-	3,094	3,094	4,038
Legal and professional	-	318	318	1,189
Accountancy	-	2,085	2,085	1,919
Bank charges and interest	-	589	589	555
Sundry expenses	-	4,050	4,050	4,780
Depreciation on computer equipment	-	7,369	7,369	7,937
Depreciation on office equipment	-	444	444	666
Depreciation on motor vehicles	-	5,625	5,625	7,500
<b>Total</b>	<b>-</b>	<b>91,345</b>	<b>91,345</b>	<b>88,100</b>

**Ards Development Bureau & Community Network**

**Notes to the Financial Statements**

**For the Year Ended 31 March 2023**

**7 Tangible fixed assets**

	Land and buildings freehold £	Computer equipment £	Office furniture and fittings £	Motor Vehicles £	Total £
<b>Cost:</b>					
At 1 April 2022	1,140,996	137,181	68,004	30,000	1,376,181
Additions	162,092	5,095	-	-	174,187
Disposals	-	-	-	-	-
At 31 March 2023	<u>1,310,088</u>	<u>142,276</u>	<u>68,004</u>	<u>30,000</u>	<u>1,550,368</u>
<b>Depreciation:</b>					
At 1 April 2022	-	105,433	66,671	7,500	179,604
Charge for the year	-	7,369	444	5,625	13,438
On Disposal	-	-	-	-	-
At 31 March 2023	<u>-</u>	<u>112,802</u>	<u>67,115</u>	<u>13,125</u>	<u>193,042</u>
<b>Net book value:</b>					
At 31 March 2023	<u>1,310,088</u>	<u>29,474</u>	<u>889</u>	<u>16,875</u>	<u>1,357,326</u>
At 31 March 2022	<u>1,140,996</u>	<u>31,748</u>	<u>1,333</u>	<u>22,500</u>	<u>1,196,577</u>

**8 Debtors**

	2023 £	2022 £
Accrued income	33,954	57,266
	<u>33,954</u>	<u>7,266</u>

# Ardis Development Bureau & Community Network

## Notes to the Financial Statements

For the Year Ended 31 March 2023

### 9 Creditors: amounts falling due within one year

	2023 £	2022 £
Loans	98,660	-
Trade creditors	8,119	42,010
Other tax and social security	2,616	3,754
Accruals and deferred income	2,085	2,085
	<u>111,480</u>	<u>47,829</u>

### 10 Restricted funds

	Balance at 2022 £	Income £	Expenditure £	Transfers £	Balance at 2023 £
Other reserves	53,328	321,550	(291,627)	-	83,251
Premises modernisation Project	1,040,194	-	-	-	1,040,194
Outreach Community Resource Centres	7,054	-	-	-	7,054
Scrabo Project	8,516	-	-	-	8,516
	<u>1,109,092</u>	<u>321,550</u>	<u>(291,627)</u>	<u>-</u>	<u>1,139,015</u>

The other restricted reserves relate to ongoing projects within the charity.

The Premises Modernisation Project relates to the cost of the purchase and refurbishment of the building at 43-45 Frances Street and is the total cost to date of land and buildings freehold as shown in note 7.

The Outreach Community Resource Centres funds relate to the purchase and depreciation of computers for these centres.

The Scrabo Project funds relate to the ongoing project in Newtownards.

### 11 Contingent liabilities

The grants received are subject to repayment if conditions relevant to their payment do not continue to be met. Except for the above there are no other commitments and contingencies requiring disclosure.

Notes to the Financial Statements

For the Year Ended 31 March 2023

**12 Trustees**

None of the trustees (or any person connected with them) received any remuneration or benefits from the charity during the year.

**13 Employees**

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Employees	<u>3</u>	<u>3</u>

**14 Staff costs and employee benefits**

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

**15 Taxation**

No corporation tax has been provided in these accounts because the income of the charity is within the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

**16 Company limited by guarantee**

The company is limited by guarantee. The liability of each member is limited to £1 each.

**17 Related party transactions**

There were no related party transactions during the year.