

Bedworth Heath Community Centre Ltd
(Company limited by guarantee)

(Company number 4781921)

(Registered Charity number 1105382)

Financial statements
for the year ended 31 March 2012

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Bedworth Heath Community Centre Ltd

Directors' report (incorporating the Trustees' Annual Report) for the year ended 31 March 2012

The Management Committee presents its report and audited financial statements for the year ended 31 March 2012

Reference and Administrative Information

Charity Name	Bedworth Heath Community Centre Ltd
Charity Registration Number	1105382
Company Registration Number	4781921
Registered Office and Operational Address	181 Smorrall Lane, Bedworth, Warwickshire, CV12 0JN

Management Committee:

Mrs K Smith, Chair
Mrs E Alfa, Vice Chair
Mrs M Slack, Treasurer
Mrs M Claire, Secretary
Rev M Hammond
Mr P Murphy
Mr P Bend
Mrs M Dix
Mrs J Walsh

Independent Examiners:

Community Accounting Service, Community House
Coleshill Road, Atherstone, CV9 1BN

Bankers:

NatWest Bedworth Branch, 12 King Street, Bedworth
CV12 8YT

Solicitors:

Cocks Lloyd Solicitors, Riversley House, Coton Road,
Nuneaton, CV11 5TX

Bedworth Heath Community Centre Ltd

Directors' report (incorporating the Trustees' Annual Report) for the year ended 31 March 2012

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 31 August 2004 and registered as a charity on 9th August 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee who are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. As Bedworth Heath Community Centre is well established in the area and would seek new Management Committee members from it's the local area who are aware of the needs and diversification of the community. To enhance the potential pool of committee members the centre has through its website and internal notice boards sought to identify local people in the community to become members and use their own experience to assist the charity. The more traditional business and social skills are well represented on the Management Committee. In an effort to maintain this broad skill mix, members of the Management Committee are requested to provide a list of their skills (and update it each year) and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee.

Trustee Induction and Training

Trustees, new and existing, are invited to attend training courses on a variety of related subjects offered at the local CAVA. New members are appointed provisionally for three months during which time they are encouraged to take an active role within the centre to familiarise themselves with the charity and the context within which it operates. After three months, should they choose to remain, their position on the board will be confirmed on receipt of CRB checks and references.

Organisational Structure

Bedworth Heath Community Centre has a Management Committee made up of ten volunteer members from a variety of professional, business and community backgrounds, who meet monthly. Delegation for the provision of daily services takes place with specific board managers for Finance, Administration and Personnel etc. As there is no Chief Executive as such, the Management Committee as a whole are responsible for ensuring that the Charity delivers the services specified and the key performance indicators are met. The Chairperson and Treasurer have responsibility for the day to day operational management of the centre, individual supervision of staff and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Bedworth Heath Community Centre Ltd

Directors' report (incorporating the Trustees' Annual Report)

for the year ended 31 March 2012

Related Parties

Although the Centre is independently run we maintain close links with local partners

N V C O	Training the local community, staff and volunteers
Learn Direct	IT Software and Training
Community Education	Training in ICT
Spurgeons	Child Care Support

Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre.

Objectives and Activities

The Centre's objectives and principal activities are

- 1 To advance education, promote good health and improve opportunities available to residents of Bedworth Heath
- 2 To provide facilities for and promote leisure and recreational activities in the interests of social welfare
- 3 To maintain, manage and improve the facilities of the Centre for the delivery of activities in partnership with local organisations in furtherance of the stated objectives above

The strategies employed to achieve these objectives include consultation with people of all age groups within the area for feedback to ensure needs are reflected in any planning, working in partnership with other agencies to ensure the widest range of activities that best match the needs of the area are offered plus continued redevelopment of site to offer a modern facility to encourage use.

Volunteers play a vital role in the running of the Centre. The management committee is staffed largely by volunteers who manage the day to day running of the centre – administration, staffing etc. Additional volunteers are then used to run the Community Shop, coffee mornings etc. plus help with additional cleaning. Funding to achieve these objectives is generated via self-organised fundraising and grant awarded monies. The centre does not have any outside investments, any monies generated are re-invested back into the Charity.

Bedworth Heath Community Centre Ltd

Directors' report (incorporating the Trustees' Annual Report)

for the year ended 31 March 2012

Achievements and Performance

The main area of activity is to provide facilities for and promote leisure and recreational activities in the interests of social welfare

Fundraising has been limited to Raffles mainly through the lack of volunteers to help with these activities but we must praise the good work done by our volunteer workers in the Community Shop for improving its income and display

The income from room hire and letting of the offices has deteriorated with the current financial position but, since Christmas 2011, we have gained regular weekly usage by a train club and our hall is now used weekly by a dog training group, pitball and Zumba

Achievement can be measured not only in monetary terms but also in numbers of visitors to the Centre. To this end, records are kept of the usage to each room which at year end can be used to generate a report of percentage occupation, footfall numbers and income generated

The Centre has and continues to be a focal point for regeneration activity within Bedworth Heath which ranks as the 4th most deprived ward within Warwickshire. No other similar facility exists in the area

Financial Review

We continue to plan and develop services with the aid of sound financial management and support from staff. The Centre finances have deteriorated mainly due to the economic climate. Cuts in central government grants have had an adverse effect on Local Authority funding. This has resulted in the local Youth Service having its funding cut so we can no longer guarantee income from room and office hire from the Youth service

We are investigating other usage of the Community Centre to bring our income up to a manageable level with our expenditure

Principal Funding Sources

It is also determined that the Centre remain self supporting and that we continue to promote the Centre and its commercial activities to generate sufficient income to cover all operational costs of the charity. Although the Centre has been given grant money in the past this funding was awarded for capital expenditure ie building of new Children's centre, conference equipment etc not to pay for operational costs such as utilities etc. Currently all other funds are raised by the Community Shop and principally from the short and long term letting of offices and the hiring of rooms to community groups

Plans for the Future

Unfortunately our previous plan for funding monies to appoint paid Manager/Development worker did not come to fruition, but we continue to slowly develop the following aims ourselves and are making another attempt for funding monies, but the current financial climate is not encouraging

Bedworth Heath Community Centre Ltd

Directors' report (incorporating the Trustees' Annual Report) for the year ended 31 March 2012

The main aims for this new worker will be

- to promote the usage of the Centre to it's full potential and also to consolidate and support current users
- to bring a more business structured and enterprising approach to the charity so we can build a solid base for the future, establishing an adequate and sustainable cash flow to ensure financial viability and long-term self-sustainability
- to ensure that the Centre provides effective, efficient, inclusive and economically appropriate services required by the community for the community
- to undertake liaison, consultation and development work within the community, also working with funding, commissioning, partner and colleague organisations in the community, voluntary, public and private sectors, in Bedworth Heath, Nuneaton and Bedworth and more widely as appropriate

We have achieved the signing of the lease between ourselves and Warwickshire County Council for the Children's Centre, which gives us more stability, without the changes that would be needed if a different approved children's services and organisation are appointed to provide for the Bedworth Heath area

Responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date, and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to assume the company will continue on that basis

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Bedworth Heath Community Centre Ltd

Directors' report (incorporating the Trustees' Annual Report)

for the year ended 31 March 2012

Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 2

Accounts

The Community Accounting Service based in Atherstone have been appointed as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

Approval

This report was approved by the Management Committee on xxx and signed on its behalf by

K. Smith Mrs K Smith Date 30/11/12
(Chairperson)

Bedworth Heath Community Centre Ltd

Income and Expenditure account

for the year ended 31 March 2012

		Unrestricted Funds	Restricted Funds	2012 Total Funds	2011
	Note	£	£	£	£
Incoming resources					
Grants & donations	2	-	14,000	14,000	11,876
Centre Hire		30,255	-	30,255	17,069
Annex Hire		5,586	-	5,586	3,685
IT Suite		-	-	-	2,885
Children's Centre Lease		-	-	-	15,357
Shop		8,098	-	8,098	6,303
Parties		-	-	-	1,346
Fundraising		200	-	200	434
Miscellaneous		801	-	801	1,044
Total Incoming resources		<u>44,940</u>	<u>14,000</u>	<u>58,940</u>	<u>59,998</u>
Resources expended					
Water rates		658	-	658	825
Light & Heat		5,755	-	5,755	8,008
Property Repairs and Maintenance		3,170	2,905	6,075	1,097
Salaries	5	22,540	-	22,540	20,238
Telephone		492	-	492	512
Photocopying		904	-	904	570
Postage		50	-	50	63
Stationery & Printing		147	-	147	320
Ground Rent		45	-	45	45
Insurance		3,348	-	3,348	3,117
Equipment Maintenance and Repairs		2,143	-	2,143	3,425
Sundries		2,043	-	2,043	13,038
Cleaning and Refuse		523	-	523	2,233
Travelling Expenses		86	-	86	8
Accountancy	8	450	-	450	450
Web Site		48	-	48	-
Depreciation - Leasehold Property		-	2,127	2,127	2,127
Depreciation - Equipment		127	-	127	-
Total resources expended		<u>42,530</u>	<u>5,033</u>	<u>47,562</u>	<u>56,077</u>
Net income (expenditure)		2,410	8,967	11,378	3,921
Total funds brought forward		4,713	93,586	98,300	94,378
Transfers between funds		-	-	-	-
Total funds carried forward		<u>7,123</u>	<u>102,554</u>	<u>109,677</u>	<u>98,300</u>

Bedworth Heath Community Centre Ltd

Balance Sheet at 31 March 2012

	Note	2012 £	2011 £
Fixed Assets			
Tangible Assets	3	99,871	93,586
Total fixed assets		99,871	93,586
Current assets			
Debtors		-	
Cash at bank and in hand		10,655	7,108
Total current assets		10,655	7,108
Liabilities			
Creditors			
amounts falling due within one year	4	(849)	(2,395)
Net current assets		9,806	4,713
Net assets		109,677	98,299
The funds of the charity			
Unrestricted income funds		7,123	4,713
Restricted income funds		102,554	93,586
Total funds		109,677	98,299

Exemption from audit

For the year ending 31 March 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The trustees declare that they have approved the accounts above
Signed on behalf of the charity's trustees

Signed K Smith

Dated 30/11/12

Bedworth Heath Community Centre Ltd

Notes to the accounts

for the year ended 31 March 2011

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts

Resources expended

These have been analysed using a natural classification

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives at the following rates

The rates applicable are

Office equipment -25%straight line

Leasehold property - over the term of the lease

2. Grants & donations

	2012	2011
	£	£
Warwickshire County Council	14,000	11,876
	<u>14,000</u>	<u>11,876</u>