

**WERNETH AND FREEHOLD
COMMUNITY DEVELOPMENT PROJECT
Report and Financial Statements**

FOR THE YEAR ENDED 31ST MARCH 2017

Charity Number 1035594
Company Limited by Guarantee
Registration number 2889356

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**Werneth and Freehold Community Development Project
Report and Financial Statements for the year ended 31st March 2017**

- 3. Legal and Administrative Information
- 4. Management Committee/Trustees Information
- 5. Trustees/Directors report
- 11. Independent Examiners Report
- 12. Statement of Financial Activities
- 13. Balance sheet
- 14. Notes forming part of the financial statements

**Werneth and Freehold Community Development Project
Legal Information about the Werneth and Freehold Community
Development Project**

The Management Committee presents its report and the financial statements for the year ended 31 March 2017

Reference and Administrative Information

Charity Name: Werneth and Freehold Community Development Project

Charity Registration Number: 1035594

Company Registration Number: 2889356

Bankers: Co-operative Bank PLC
P O Box 250
Delf House
Southway
Skelmersdale
WN8 6WT

Accountants: Godfrey Holland
Venture House
341 Palatine Road
Northenden
Manchester
M22 4FY

Registered Office and Principal Address:

14 Tamworth Street
Werneth
Oldham
OL9 7QU

Telephone Number: 0161 628 2235

Web address: www.wfcdp.com

e.mail: wfcdp@hotmail.com

Werneth and Freehold Community Development Project
Information about the Werneth and Freehold Community Development Project
cont.....

Directors/Trustees/Management Committee

Officers:

Chair: Rev Howard Sutcliffe

Vice Chair: Shabir Ahmed

Treasurer: Tina Graham

Secretary: Steph Gill

Sponsoring Group representatives:

Freehold Community School: No nominations received

UK Islamic Mission: No nominations received

Pakistani Cultural Association: No nominations received

Werneth Jamia Mosque: No nominations received

Christ Church, Chadderton: Christine Mee
John Simmons

Community Representatives: Rev Howard Sutcliffe
Karen Whitworth
Tina Graham
Steph Gill

Co-options: Cllr Javid Iqbal

Trustees' responsibility for the accounts

The trustees are responsible for preparing the Trustees Report and the Financial Statements in accordance with applicable laws and regulations.

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view. In preparing those financial statements, the trustees are required to:

- * Select suitable accounting policies and apply them consistently;
- * Make judgements and estimates that are reasonable and prudent;
- * 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 maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. 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.

Werneth and Freehold Community Development Project. Report of the Trustees

Structure, Governance and Management

The organisation is a charitable company, limited by guarantee, incorporated on 19th January 1994 and registered as a Charity on 24th March 1994. 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

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. Under the requirement of the Memorandum and Articles of Association the Management Committee shall comprise of not less than seven and not more than twenty six members made up as follows:

- a) Up to three representatives may be appointed by each of the following groups:
 - UK Islamic Mission
 - Pakistani Cultural Association
 - Christ Church, Chadderton, Parochial Church Council
 - Freehold Community School
 - Werneth Jamia Mosque
 - Such other groups as may be admitted to membership of the organisation from time to time.
- b) Up to seven elected representatives of the community served by the Project, such representatives to be elected at the Annual General Meeting, from amongst the membership.
- c) Such persons as may be co-opted by the Management Committee (not being more than one third of the total number of the Management Committee) who shall have full voting rights.

Trustee Induction and Training

New trustees are invited and encouraged to attend training sessions to familiarise themselves with the charity and the context in which it operates. These are jointly led by the Chair of the Management Committee and the Project Co-ordinator and cover:

- a) The obligations of the Management Committee members
- b) The main documents which set out the operational framework for the charity including the Memorandum and Articles of Association
- c) Resourcing and the current financial position as set out in the latest published accounts
- d) Future plans and objectives.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

There is also an annual 'Away Day' for Management Committee and staff for reflection and forward planning.

Risk Management

Procedures are in place to ensure compliance with current legislation and good practice to ensure the health and safety of staff, volunteers, service users and visitors to the Project. The staff work in different locations, all premises and activities are risk assessed. All staff undertake relevant training to reduce risk.

The Welfare Rights surgery maintains its consistent quality of delivery. The pre-school operates under the OFSTED framework and staff undertake training to ensure the high standard of work is maintained.

We have counteracted the risk of inadequate funding by looking to some long-term funding schemes.

Organisation Structure

The Werneth and Freehold Community Development Project has a Management Committee of members who meet every eight weeks. These members are representatives from local residents, organisations and young people. The committee is representative of the local community in terms of its mix of people from different ethnicity, cultures, religions, gender and age. The committee are responsible for the strategic direction/policies of the charity. The Project Co-ordinator is responsible for the management of the centre, supervision of staff team and ensuring the team continues to develop their skills and working practices in line with good practice. The Co-ordinator is also responsible for ensuring that the charity delivers services specified by funders and key performance indicators are met.

It is the responsibility of the Project to deliver quality services which respond to the needs specified by the local community.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

Related Parties

Policies to achieve objectives

The Project aims to meet the needs of the people of the Freehold area of the Werneth Ward and surrounding areas. This area is one of serious social and economic disadvantage, compounded by the difficulties and challenges of a multi-cultural community. The Project works on community development principles, supporting people and meeting their need to be valued and supported and, in particular, enabled to work individually or corporately to improve the quality of their lives. The Project aims to reduce inequality and disadvantage, and to promote understanding and friendship across potential and actual barriers of race, culture, and religion. It is making a small contribution to the more just multi-cultural society, to which it is in our common interest to aspire.

The Project meets its aims through the employment of staff, the development of partnerships with other agencies and by the use of volunteers and trainees on placement.

The Werneth and Freehold Community Development Project (WFCDP) is committed as an equal opportunities employer to eliminating all forms of discrimination, whether based on race, sex, disability, sexual orientation, age or religious belief, both through its work, and through its employment policy and practices. We consider such forms of discrimination to be demoralising for those who are affected and divisive and degrading for those who practice discrimination.

Development, activities and achievements in the year.

The following section gives up to date information about the Project's development, activities and achievements in the last year.

Advice Work

We provide Welfare Rights Advice throughout the week, supported by our own staff/volunteers. We provide a weekly job search surgery and help people into education or training and support with CV's, application forms and interview tips. Our staff and volunteers assist people from the community by translating and explaining written English, by writing letters to statutory agencies and services, making telephone calls on their behalf and mediating with debtors. We also have Job Seekers Advice session giving help and advice on training courses, job searches, work trials and placements. The Community Safety Officer holds a weekly surgery. The C.A.B hold a satellite surgery in our centre one morning every two weeks, giving front line advice and arranging further appointments or signposting where necessary.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

Work with Women

- Our work together with Oldham College, WEA, Oldham PCT, and Lifelong Learning to maintain and support women's groups continues. Groups meeting at present include computer skills, English, garment making, health, well-being and fitness, henna, cookery, hair and beauty, grow and taste.
- The Werneth Together group meet weekly at our premises.
- We have a weekly women's coffee morning which is a discussion group.
- We have done extensive work with women relating to health issues. We have run a Why Weight? Course and continue to encourage the women to be active through walks, exercise and the use of our Flabuloss machine.
- We hold a weekly group for women living in difficult circumstances and our worker is available for one to one support throughout the week.
- We secured funding from NLDC (Neighbourhood Learning in Deprived Communities) to outreach and encourage new people to enrol onto classes.

Work with Men

- We have developed a discussion group for men, including lunch.
- Open days and Jobs workshop in partnership with other agencies continues.
- Work and maintenance on the planters in Tamworth Street and Oxford Street continues

Work with children (2-11years)

- We continue to manage the Panda Pre-school Playgroup operating from Christ Church Community Rooms. We are allowed up to 41 children 5 mornings a week, term time only.
- In our second Pre-school in Coppice, we are allowed 20 children and open 5 mornings and 5 afternoons per week, term time only.
- In our third Pre-school, Panda Pre-school, Broadway we are allowed up to 28 children per session and open 5 mornings and 5 afternoons a week. Term time only.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

- We also plan, organise and implement a summer playscheme and holiday play days for children aged between 7-11 years.
- We continue to run a Junior Youth Club, which meets weekly and is a commissioned activity through the Oldham Partnership and Early Intervention Grant.
- Our youth workers visit Freehold School, once a week, during the lunchtime period to deliver play activities and to promote our youth sessions.

Work with young people

- Through our outreach we have organised regular weekly activities for young men and women aged 13-19 years.
- Our young girls' group has proved very successful encouraging girls aged 11 – 18 to get involved with activities on a weekly basis
- We provided a wide-ranging summer programme for young people: extra sessional workers and volunteers were employed.
- We have supported young people in addressing personal issues eg pregnancy, drugs, homelessness etc
- Through our youth work provision we have supported young people involved in gangs, gun and knife crime issues in the locality.
- We have involved young people as volunteers and sessional workers during our playscheme and our regular youth provision.

Other Work

- We have continued our active involvement with the Oldham Children and Young People's Alliance.
- Our Project is represented on the Oldham Play Action Group Board.
- Our building can be used by the local community for small family functions

Werneth and Freehold Community Development Project.

Report of the Trustees cont.....

Staff Training and Project Development

Staff have undertaken various courses including Asset Based Community Development Course, level 5, Leaders and Managers in Childcare, Community Work Training, First Aid, SENCO, Sign along. Risk Assessment and Child Protection Training. Regular bi-weekly team meetings are held.

We have worked to raise our profile in the community, we have formalised our 'branding', put our name on the outside wall and developed a web site for both the organisation and the pre-schools. We have developed a face-book and twitter account. We use whatsapp to contact groups.

We employ a Project Co-ordinator, Administrator/Development Worker, Youth Workers, 3 x Pre-school Managers, 3 x Deputy and 11 x Assistants, 2 x Apprentices and a cleaner.

Public Benefit

The trustees have had regard to the guidance on public benefit published by the Charity Commission.

Financial Matters

Overall the Project operated at a surplus in the year. At the year-end general funds showed a balance carried forward of £9,008 and restricted funds showed balances carried forward of £41,928.

The Trustees are actively pursuing addition sources of funding, core funding is continuing in 2017/8 and the Trustees consider the financial position of the Project to be satisfactory.

Reserves Policy

The Trustees have reviewed the organisation's need for reserves and consider that one month's running costs should be retained in general funds. At the year end the general funds were below this target, the trustees plan to meet the objective in the medium term.

Conclusion

The Project has continued to maintain and develop its work in accordance with its agreed priorities.

Audit Exemptions

The trustees have decided to take advantage of the audit exemption provisions of the Companies Act.

This report has been prepared in accordance with Part 15 of the Companies Act 2006 applicable to Companies subject to the small companies regime.

Approved by the trustees on 27th November 2017 and signed on their behalf by:

Tina Graham
Treasurer



**Werneth & Freehold Community Development Project
Independent Examiners Report to the Trustees of Werneth & Freehold Community
Development Project**

I report on the accounts of the Project for the year ended 31st March 2017 set out on pages 12 to 15.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent Examiners Statement


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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- 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

(2) to which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Frank Richard Godfrey FCCA
Godfrey Holland
Venture House
341 Palatine Road
Northenden
Manchester
M22 4FY
27th November 2017

Werneth & Freehold Community Development Project
Statement of financial activities (incorporating income & expenditure account) for the year
ended 31st March 2017

	Notes	General funds £	Restricted funds £	Total 2017 £	2016 £
Income					
From charitable activities:					
Oldham M.B.C.- main grant		29,250	-	29,250	29,250
NLDC development work		7,000	-	7,000	7,000
Panda playgroups:					
Early years grant		-	177,757	177,757	167,175
Special education needs & disabilities grants			19,914	19,914	-
Parents contributions		-	17,740	17,740	11,113
Other		-	1,852	1,852	2,962
LAA for junior youth club/summer playscheme				-	6,655
Children in Need - youth work		-	30,926	30,926	28,800
Awards for All		-	7,280	7,280	-
VAO Action Fund		-		-	2,470
VAO Make a difference		-		-	8,955
Bank interest		15	-	15	48
Other income (including contracts)		<u>6,485</u>	-	<u>6,485</u>	<u>8,402</u>
Total income		<u>42,750</u>	<u>255,469</u>	<u>298,219</u>	<u>272,830</u>
Expenditure					
Charitable activities:					
Salaries (inc Er NI)		10,356	205,099	215,455	226,998
Pension contributions		331	-	331	1,200
Staff training & travel		436	2,280	2,716	1,733
Rent, rates, insurances, repairs & services		14,426	16,118	30,544	27,139
Activities & groups		5,088	9,867	14,955	15,346
Panda Broadway set up costs		-	279	279	5,441
IT equipment & consumables		86	674	760	1,716
Accountancy & independent examination		970	-	970	970
Other		<u>3,674</u>	<u>3,172</u>	<u>6,846</u>	<u>8,305</u>
Total expenditure		<u>35,367</u>	<u>237,489</u>	<u>272,856</u>	<u>288,848</u>
Net income (outgoings)		7,383	17,980	25,363	(16,018)
Transfers between funds		783	(783)	-	-
Total funds at 1 April 2016	5	<u>842</u>	<u>24,731</u>	<u>25,573</u>	<u>41,591</u>
Total funds at 31 March 2017	5	<u>9,008</u>	<u>41,928</u>	<u>50,936</u>	<u>25,573</u>

Werneth & Freehold Community Development Project**Balance sheet as at 31st March 2017**


Company Registration No. 2889356

Charity registration no. 1035594

	Notes	2017 £	2016 £
Fixed assets			
Tangible assets	3	<u>1</u>	<u>1</u>
Current assets			
Cash at bank & in hand		51,545	27,864
Grant & services debtors		3,475	1,328
Prepayments		<u>629</u>	<u>629</u>
		55,649	29,821
Creditors			
Amounts falling due within one year	4	<u>4,714</u>	<u>4,249</u>
Net current assets/(liabilities)		50,935	25,572
Total assets		50,936	25,573
 Represented by:			
Accumulated funds	5	<u>50,936</u>	<u>25,573</u>

For the year ended 31st March 2017 the Project was entitled to audit exemption under section 477 of the Companies Act 2006. No notice has been deposited under section 476 by members requesting an audit in relation to the accounts for the financial year. The trustees acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. The accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.

Approved by the trustees on 27th November 2017 and signed on their behalf by:

 (Trustee/Director)
Tina Graham

The accompanying notes form an integral part of these accounts.

Werneth & Freehold Community Development Project
Notes to the accounts for the year ended 31st March 2017

1. Accounting policies

Basis of Accounting. The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard 102 (FRS102) Section 1A applicable to small entities and the Charities Statement of Recommended Practice (SORP) FRS102. This is the first year that the entity has prepared its financial statements under the provisions of FRS102. The transition has not resulted in any changes to the accounting policies that were used previously.

Fund accounting. Unrestricted funds are corporate funds available for use at the discretion of the directors in accordance with the Project's objects. Restricted funds are trust funds subject to specific restrictive conditions imposed by the grantor. Designated funds comprise unrestricted funds which have been set aside by the directors for specific purposes.

Incoming resources. All income is accounted for on a receivable basis. Any grants whose use is restricted by the grantor to some future accounting period are accounted for as deferred income until the restriction has been satisfied.

Resources expended. All resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Debtors. Short term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

Creditors. Short term creditors are measured at transaction price.

Taxation. As a registered charity the company is generally exempt from Income Tax and Capital Gains Tax but not from VAT.

Gifts in kind. Voluntary income received by way of donations and gifts is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment 33.3% straight line

Pensions. Contributions in respect of the company's defined contribution pension scheme (qualifying auto-enrolment scheme) are charged to the income and expenditure account for the

2. Employees, trustees & related parties.

The trustees did not receive any remuneration or re-imbursement of expenses during the year.

The average number of employees during the year was:

	2017	2016
Fixed term contract employees - head count basis	<u>25</u>	<u>25</u>

No employee received emoluments of more than £60,000.

There were no related party transactions requiring disclosure in the year.

Werneth & Freehold Community Development Project
Notes to the accounts for the year ended 31st March 2017

3. Fixed assets

	Fixtures & Equipment
Cost:	£
brought forward & carried forward	<u>25,217</u>
Depreciation:	
brought forward	25,216
charge for the year	<u>-</u>
carried forward	<u>25,216</u>
Net book value:	
31.03.17	<u>1</u>
31.03.16	<u>1</u>

4. Creditors - amounts falling due within one year

	2017	2016
	£	£
Creditors & accrued expenses	2,459	2,759
Tax & social security	2,255	1,490
	<u>4,714</u>	<u>4,249</u>

5. Funds

	Brought forward	Incoming resources	Outgoing resources	Transfers between funds	Carried forward
	£	£	£	£	£
General funds	842	42,750	35,367	783	9,008
Restricted funds:					
Panda playgroups	4,948	217,263	208,911	-	13,300
LAA for junior youth club/summer playscheme	870	-	-	(870)	-
Children in Need - youth work	8,842	30,926	19,747	-	20,021
VAO Action Fund	2,160	-	2,160	-	-
VAO Make a difference	6,584	-	6,671	87	-
Awards for All	-	7,280	-	-	7,280
Local transition fund	576	-	-	-	576
District partnership - pop up restaurant	77	-	-	-	77
CUF - Near Neighbours - helping hands	366	-	-	-	366
Austin & Hope Trust/Great Places - wmns grp	308	-	-	-	308
Total funds	<u>25,573</u>	<u>298,219</u>	<u>272,856</u>	<u>-</u>	<u>50,936</u>

Represented by:

	General funds	Restricted funds	Total
	£	£	£
Fixed assets	1	-	1
Net current/(liabilities) assets	<u>9,007</u>	<u>41,928</u>	<u>50,935</u>
Net (liabilities)/assets	<u>9,008</u>	<u>41,928</u>	<u>50,936</u>

Restricted funds carried forward will be utilised in the current financial year.

6. Other information

The project is a public benefit entity incorporated as a company in England (no. 2889356) and it is a registered charity (no. 1035594). Registered office 14 Tamworth Street, Werneth, Oldham OL9 7QU