

REGISTERED COMPANY NUMBER: 04321455 (England and Wales)
REGISTERED CHARITY NUMBER: 1091558
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017
FOR
ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.

Accountancy Solutions (UK) Limited
Chartered Certified Accountants
& Statutory Auditors
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Lysaghts Way
Scunthorpe
North Lincolnshire
DN15 9YG

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
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for the year ended 31 December 2017

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**ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
REPORT OF THE TRUSTEES
for the year ended 31 December 2017**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2017. The trustees have adopted the provisions of 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) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Mission Statement

"What we can do TOGETHER"

By working with the local community, Local Authority and other organisations we provide facilities to give everyone the opportunity to realise their talents and potential in order to create, together, a vibrant community for the common good.

Mission Implementation

We have set out our realistic Mission Statement which provides our aims and objectives going forward whilst maintaining the History and inspiration of the St Stephens Community.

- Encourage Partnership working
- Expand user involvement
- Raise self-esteem and social inclusion
- Act as advocates for our community
- Listen to our community to identify our needs
- Encourage diversity of groups
- Encourage volunteers to develop their skills
- Ensure continued monitoring and evaluation of our work.

The main focus of the work of the SSNC during the year was the same as 2015:- to provide Youth Workers, who work alongside other local agencies, to support young people in the community. It also continues to support the Housebound Group by acting as host to their activities and offers the Hall for hire for activities or parties as prescribed by the needs of the community.

The trustees confirm they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning their activities for the year.

The trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit, guidance as published by the Charities Commission.

FINANCIAL REVIEW

Principal funding sources

The principal funding sources for the charity's activities have been provided by way of grant and contract income from:

Hall hire fees, Hull City Council and a final payment from Peoples Health Trust.

Investment policy and objectives

Aside from retaining a prudent amount in reserves each year most of the charity's funds are spent in the short term so there are few funds available for long term investment.

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
REPORT OF THE TRUSTEES
for the year ended 31 December 2017

FINANCIAL REVIEW

Reserves policy

The Management Committee are examining the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 to 6 months of the expenditure. The reserves are needed to meet the working capital requirements of the charity and the Management Committee are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding.

A strategy has been developed to continue to build reserves through planned operating surpluses in the future and the Management Committee is well aware that it is unlikely that the target range will be reached for at least three years. In the short term the Management Committee will also consider the extent to which existing activities and expenditure could be curtailed should such circumstances arise and have started a process of Board Development and Review using the skills of the North Bank Forum. This process will allow the Board to ensure our presence is needed on the Estate and what strategy needs to be structured to take the Charity forward in such financial climate.

FUTURE PLANS

The charity plans to continue the activities outlined above for the foreseeable future subject to satisfactory funding arrangements. Funding arrangements are continually reviewed and plans are being developed to:

- To secure continuation funding of our projects.
- To secure sufficient core funding to ensure we maintain the employment of a caretaker which in turns ensures the upkeep of the premises in the most cost effective way.
- To maintain our programme for the recruitment of volunteers that recognises the generosity of time in the form of personal development.
- To market the services of SSNC more effectively and raise its profile within the community with the further development of our website and by expanding our followers on Facebook.
- Ensure a continuous plan for the development of staff to ensure their skills meet the needs of the local community and their own aspirations.
- To develop a proactive marketing strategy to increase the rental income of the hall etc.
- To conduct a regular review of activities to ensure they meet the needs of the community through effective monitoring, evaluation and research.
- Create a framework for regular feedback from our existing users and prospective users so that we can plan our projects effectively.
- To explore the benefits of Partnership working for future funding opportunities with like minded Charitable organisations.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.

REPORT OF THE TRUSTEES

for the year ended 31 December 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Recruitment and appointment of new trustees 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 requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Sr Maria Robb and Mrs Debbie Peacock being eligible offer themselves for re-election.

The current Management Committee has a range of skills and knowledge that contribute to the management of the organisation. In an effort to maintain their broad skills mix, members of the Management Committee are requested to complete an annual skills audit and update it each year, where gaps are identified appropriate training is provided.

Organisational structure

The SSNC is independent of St Stephens Parish but shares a campus and an ethos. The SSNC has the use of its buildings on a peppercorn rent from the Diocese of Middlesbrough as a contribution to its work. The Centres' values are based upon Christian principles, but open to people of all or no faith. These core principles are Respect, Tolerance, Community, Care and Outreach.

The SSNC has a Management Committee of up to nine members who meet monthly and are responsible for the strategic direction and policy of the charity. At present the Committee has eight members from a variety of professional backgrounds relevant to the work of the charity. The Secretary also sits on the Committee but has no voting rights. There is an Executive Board which has delegated powers and meets monthly to review finances, funding bids and activities. Task Groups cover issues such as Health & Safety, Finance, Personnel and Community Links.

Safeguarding (Child Protection) is under the auspices of the Diocese and the point of reference is Mr Mick Walker. The point of reference for St Stephen's Neighbourhood Centre is Mrs Mary Clark .

Induction and training of new trustees

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 are jointly led by the Chair of the Management Committee and the Chief Officer of the charity and cover:

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

A Question and Answer pack has been produced drawing information from various Charity Commission publications signposted through the Commissions guide "The Essential Trustee" as a follow up to these sessions. This is distributed to all new and existing trustees along with the Memorandum and Articles and the latest financial statements. Feedback from new trustees about their induction is also collected.

In relation to training, each year all of the staff are assessed and courses attended. The Project Manager also ensures monthly discussions are held with the staff to identify training issues. A review of training needs has been undertaken to ensure that all of the staff are up to date with current regulations.

Related parties

The charity is conscious of the needs of the community and the changes to local and national targets.

Wherever practicable the charity is guided by local and national policy.

Networking and Partnerships are encouraged in the development of the Centre.

Our current partners include Hull Kingston Rovers Community Trust, Hull City Council Youth Development service, Greatfield Residents Improving their Neighbourhood (GRIN), Ganton School, Tweendykes Special School, Archbishop Sentamu Snr. School, Andrew Marvel Senior School, Oldfleet, Stockwell and St Richards Primary Schools, University of Hull, Youth Dynamix, Children's Centre (Marfleet), City Safe, St Hilda's, The Housebound Group, South East Hull Parish, Max Life Youth Group and Big Local.

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.

REPORT OF THE TRUSTEES

for the year ended 31 December 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

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 periodically. 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 financial transactions. Policies and procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Centre.

The charity is an equal opportunities organisation and is committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. The charity will make reasonable adjustment to meet the needs of staff or volunteers who are or become disabled. Volunteers are an important resource in undertaking our work. All staff and volunteers with the charity undertake a DBS check prior to commencement of work or trusteeship..

All our trustees give their time freely and no remuneration was paid to them in the year.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04321455 (England and Wales)

Registered Charity number

1091558

Registered office

96 Annandale Road
Greatfield Estate
Hull
HU9 4LA

Trustees

Mrs D M Thompson
Mrs M T Clark
P J Doyle
B V France
Reverend C J D Larwood
Mrs D L Peacock
P Rawson
Sister M G Robb

Religious

- appointed 1.6.17

Company Secretary

Approved by order of the board of trustees on 10 September 2018 and signed on its behalf by:

Mrs D M Thompson - Trustee

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2017

	Notes	Unrestricted funds £	Restricted funds £	31.12.17 Total funds £	31.12.16 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		3,018	1,833	4,851	7,816
Charitable activities					
Scheme projects		19,447	(4,185)	15,262	11,024
Investment income	2	<u>2</u>	<u>-</u>	<u>2</u>	<u>3</u>
Total		<u>22,467</u>	<u>(2,352)</u>	<u>20,115</u>	<u>18,843</u>
EXPENDITURE ON					
Charitable activities					
Scheme projects		<u>34,707</u>	<u>7,877</u>	<u>42,584</u>	<u>50,810</u>
NET INCOME/(EXPENDITURE)		<u>(12,240)</u>	<u>(10,229)</u>	<u>(22,469)</u>	<u>(31,967)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>88,453</u>	<u>11,070</u>	<u>99,523</u>	<u>131,490</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>76,213</u></u>	<u><u>841</u></u>	<u><u>77,054</u></u>	<u><u>99,523</u></u>

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
BALANCE SHEET
At 31 December 2017

		Unrestricted funds	Restricted funds	31.12.17 Total funds	31.12.16 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	6	71,763	763	72,526	84,438
CURRENT ASSETS					
Cash at bank and in hand		6,424	80	6,504	16,129
CREDITORS					
Amounts falling due within one year	7	(1,975)	(1)	(1,976)	(1,044)
NET CURRENT ASSETS		<u>4,449</u>	<u>79</u>	<u>4,528</u>	<u>15,085</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>76,212</u>	<u>842</u>	<u>77,054</u>	<u>99,523</u>
NET ASSETS		<u>76,212</u>	<u>842</u>	<u>77,054</u>	<u>99,523</u>
FUNDS	8				
Unrestricted funds				76,212	88,453
Restricted funds				<u>842</u>	<u>11,070</u>
TOTAL FUNDS				<u>77,054</u>	<u>99,523</u>

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
BALANCE SHEET - CONTINUED
At 31 December 2017

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.
- (b)

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 10 September 2018 and were signed on its behalf by:

Mrs D M Thompson -Trustee

Mrs M T Clark -Trustee

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Improvements to property	- 5% on cost
Fixtures and fittings	- at varying rates on cost
Computer equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	31.12.17	31.12.16
	£	£
Deposit account interest	<u>2</u>	<u>3</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.17	31.12.16
	£	£
Depreciation - owned assets	<u>11,912</u>	<u>12,552</u>

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 December 2017

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2017 nor for the year ended 31 December 2016.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.17	31.12.16
Number of project staff	4	4
Number of management staff	1	1
Number of trustees	8	8
	<u>13</u>	<u>13</u>

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2017 and 31 December 2017	<u>203,174</u>	<u>26,682</u>	<u>13,404</u>	<u>243,260</u>
DEPRECIATION				
At 1 January 2017	123,265	24,250	11,307	158,822
Charge for year	<u>10,419</u>	<u>956</u>	<u>537</u>	<u>11,912</u>
At 31 December 2017	<u>133,684</u>	<u>25,206</u>	<u>11,844</u>	<u>170,734</u>
NET BOOK VALUE				
At 31 December 2017	<u>69,490</u>	<u>1,476</u>	<u>1,560</u>	<u>72,526</u>
At 31 December 2016	<u>79,909</u>	<u>2,432</u>	<u>2,097</u>	<u>84,438</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.17 £	31.12.16 £
Trade creditors	896	-
Accrued expenses	<u>1,080</u>	<u>1,044</u>
	<u>1,976</u>	<u>1,044</u>

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 December 2017

8. MOVEMENT IN FUNDS

	At 1.1.17 £	Net movement in funds £	At 31.12.17 £
Unrestricted funds			
General fund	88,453	(20,987)	67,466
Lunch Club - Unrestricted	-	8,746	8,746
	<u>88,453</u>	<u>(12,241)</u>	<u>76,212</u>
Restricted funds			
Greatfield Friends	547	(547)	-
SFA	3,983	(3,983)	-
Lloyds TSB Foundation for England and Wales	1,136	(1,136)	-
Lunch Club	5,404	(5,404)	-
Celebrate Funding	-	307	307
LPM	-	535	535
	<u>11,070</u>	<u>(10,228)</u>	<u>842</u>
TOTAL FUNDS	<u>99,523</u>	<u>(22,469)</u>	<u>77,054</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	13,721	(34,708)	(20,987)
Lunch Club - Unrestricted	8,746	-	8,746
	<u>22,467</u>	<u>(34,708)</u>	<u>(12,241)</u>
Restricted funds			
Greatfield Friends	-	(547)	(547)
Youth Outreach/Children In need	1,170	(1,170)	-
SFA	-	(3,983)	(3,983)
Lloyds TSB Foundation for England and Wales	-	(1,136)	(1,136)
Lunch Club	(4,428)	(976)	(5,404)
Celebrate Funding	239	68	307
LPM	667	(132)	535
	<u>(2,352)</u>	<u>(7,876)</u>	<u>(10,228)</u>
TOTAL FUNDS	<u>20,115</u>	<u>(42,584)</u>	<u>(22,469)</u>

ST. STEPHEN'S NEIGHBOURHOOD CENTRE LTD.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 December 2017

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.16 £	Net movement in funds £	At 31.12.16 £
Unrestricted Funds			
General fund	109,673	(21,220)	88,453
Restricted Funds			
Greatfield Friends	548	(1)	547
Youth Outreach/Children In need	14,015	(14,015)	-
SFA	4,257	(274)	3,983
Lloyds TSB Foundation for England and Wales	-	1,136	1,136
Lunch Club	2,997	2,407	5,404
	<u>21,817</u>	<u>(10,747)</u>	<u>11,070</u>
TOTAL FUNDS	<u>131,490</u>	<u>(31,967)</u>	<u>99,523</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	12,817	(34,037)	(21,220)
Restricted funds			
Greatfield Friends	(1)	-	(1)
Youth Outreach/Children In need	954	(14,969)	(14,015)
SFA	(274)	-	(274)
Lloyds TSB Foundation for England and Wales	2,432	(1,296)	1,136
Lunch Club	2,915	(508)	2,407
	<u>6,026</u>	<u>(16,773)</u>	<u>(10,747)</u>
TOTAL FUNDS	<u>18,843</u>	<u>(50,810)</u>	<u>(31,967)</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2017.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.