

REGISTERED COMPANY NUMBER: 04321455 (England and Wales)  
REGISTERED CHARITY NUMBER: 1091558

Report of the Trustees and

Financial Statements

for the Year Ended 31 December 2019

for

St. Stephen's Neighbourhood Centre Ltd.

SKS Bailey Group Limited  
Suite 9 Normanby Gateway  
Scunthorpe  
North Lincolnshire  
DN15 9YG

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COMPANIES HOUSE

St. Stephen's Neighbourhood Centre Ltd.

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for the Year Ended 31 December 2019

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St. Stephen's Neighbourhood Centre Ltd.

Report of the Trustees  
for the Year Ended 31 December 2019

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 2019. 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 2019).

**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 in previous years:- 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 Charity 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.

**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.

St. Stephen's Neighbourhood Centre Ltd.

Report of the Trustees  
for the Year Ended 31 December 2019

**FUTURE PLANS**

Our plans remain unchanged in that we intend to continue our progress to sustainability and therefore only look for funding in relation to Projects that cannot generate their own income.

We will still look;

- To secure continuation funding of our projects.
- To secure sufficient core funding.
- 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 effectively.
- 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.
- Listen to the feedback from our existing users and prospective users so that we can plan our projects effectively.
- To continue our Partnership working for future funding opportunities with likeminded 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.

**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.

Mrs Diane Thompson, Mr Peter Rawson and Mr Bernard France 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 eight 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.

Report of the Trustees  
for the Year Ended 31 December 2019

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**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.

**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

St. Stephen's Neighbourhood Centre Ltd.

Report of the Trustees  
for the Year Ended 31 December 2019

**Registered office**  
96 Annandale Road  
Greatfield Estate  
Hull  
HU9 4LA

**Trustees**

Mrs D M Thompson  
Mrs M T Clark  
P J Doyle (resigned 21.1.20)  
B V France  
Reverend C J D Larwood  
Mrs D L Peacock (resigned 16.1.19)  
P Rawson  
Mrs S Dunne Solicitors Clerk (appointed 20.11.19)

**Company Secretary**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 26 March 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'Mrs D M Thompson', written over a horizontal line.

Mrs D M Thompson - Trustee

St. Stephen's Neighbourhood Centre Ltd.

Statement of Financial Activities  
for the Year Ended 31 December 2019.

	Notes	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		2,952	4,320	7,272	40,686
<b>Charitable activities</b>					
Scheme projects		4,143	18,817	22,960	22,971
Investment income	2	23	-	23	2
<b>Total</b>		<b>7,118</b>	<b>23,137</b>	<b>30,255</b>	<b>63,659</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Scheme projects		22,009	24,288	46,297	54,530
<b>NET INCOME/(EXPENDITURE)</b>		<b>(14,891)</b>	<b>(1,151)</b>	<b>(16,042)</b>	<b>9,129</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>78,872</b>	<b>7,311</b>	<b>86,183</b>	<b>77,054</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>63,981</b>	<b>6,160</b>	<b>70,141</b>	<b>86,183</b>

The notes form part of these financial statements.

St. Stephen's Neighbourhood Centre Ltd.

Balance Sheet  
31 December 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets.	6	50,921	763	51,684	60,857
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		14,205	5,397	19,602	26,437
<b>CREDITORS</b>					
Amounts falling due within one year	7	(1,145)	-	(1,145)	(1,111)
<b>NET CURRENT ASSETS</b>		<u>13,060</u>	<u>5,397</u>	<u>18,457</u>	<u>25,326</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>63,981</u>	<u>6,160</u>	<u>70,141</u>	<u>86,183</u>
<b>NET ASSETS</b>		<u>63,981</u>	<u>6,160</u>	<u>70,141</u>	<u>86,183</u>
<b>FUNDS</b>	8				
Unrestricted funds				63,981	78,872
Restricted funds				<u>6,160</u>	<u>7,311</u>
<b>TOTAL FUNDS</b>				<u>70,141</u>	<u>86,183</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- 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.

The financial statements were approved by the Board of Trustees and authorised for issue on 26 March 2021 and were signed on its behalf by:



D M Thompson - Trustee

MT Clark

M.T. CLARK - Trustee

The notes form part of these financial statements



St. Stephen's Neighbourhood Centre Ltd.

Balance Sheet - continued

31 December 2019

M T Clark - Trustee

MTClark

Notes to the Financial Statements  
for the Year Ended 31 December 2019

**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 2019)', 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**

	2019	2018
	£	£
Deposit account interest	23	2
	<u>      </u>	<u>      </u>

St. Stephen's Neighbourhood Centre Ltd.

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019

**3. NET INCOME/(EXPENDITURE)**

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

	2019	2018
	£	£
Depreciation - owned assets	<u>10,066</u>	<u>11,669</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

**TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31 December 2019 nor for the year ended 31 December 2018.

**5. STAFF COSTS**

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

	2019	2018
Number of project staff	4	4
Number of management staff	1	1
Number of trustees	6	7
	<u>11</u>	<u>12</u>

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

**6. TANGIBLE FIXED ASSETS**

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2019	203,174	26,682	13,404	243,260
Additions	-	-	893	893
At 31 December 2019	<u>203,174</u>	<u>26,682</u>	<u>14,297</u>	<u>244,153</u>
<b>DEPRECIATION</b>				
At 1 January 2019	144,104	25,917	12,382	182,403
Charge for year	9,030	275	761	10,066
At 31 December 2019	<u>153,134</u>	<u>26,192</u>	<u>13,143</u>	<u>192,469</u>
<b>NET BOOK VALUE</b>				
At 31 December 2019	<u>50,040</u>	<u>490</u>	<u>1,154</u>	<u>51,684</u>
At 31 December 2018	<u>59,070</u>	<u>765</u>	<u>1,022</u>	<u>60,857</u>

St. Stephen's Neighbourhood Centre Ltd.

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019	2018
	£	£
Accrued expenses	<u>1,145</u>	<u>1,111</u>

**8. MOVEMENT IN FUNDS**

	At 1.1.19	Net movement in funds	At 31.12.19
	£	£	£
<b>Unrestricted funds</b>			
General fund	67,029	(17,609)	49,420
Lunch Club - Unrestricted	<u>11,843</u>	<u>2,718</u>	<u>14,561</u>
	78,872	(14,891)	63,981
<b>Restricted funds</b>			
Youth Outreach	4,333	(4,305)	28
Celebrate Funding & Ward Funding	1,117	14	1,131
LPM	1,494	-	1,494
BSA	12	(12)	-
Rank Foundation	355	(355)	-
James Reckitt Grant	<u>-</u>	<u>3,507</u>	<u>3,507</u>
	<u>7,311</u>	<u>(1,151)</u>	<u>6,160</u>
<b>TOTAL FUNDS</b>	<u><u>86,183</u></u>	<u><u>(16,042)</u></u>	<u><u>70,141</u></u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	3,249	(20,858)	(17,609)
Lunch Club - Unrestricted	<u>3,869</u>	<u>(1,151)</u>	<u>2,718</u>
	7,118	(22,009)	(14,891)
<b>Restricted funds</b>			
Youth Outreach	18,817	(23,122)	(4,305)
Celebrate Funding & Ward Funding	735	(721)	14
BSA	-	(12)	(12)
Rank Foundation	-	(355)	(355)
James Reckitt Grant	<u>3,585</u>	<u>(78)</u>	<u>3,507</u>
	<u>23,137</u>	<u>(24,288)</u>	<u>(1,151)</u>
<b>TOTAL FUNDS</b>	<u><u>30,255</u></u>	<u><u>(46,297)</u></u>	<u><u>(16,042)</u></u>

St. Stephen's Neighbourhood Centre Ltd.

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019

**8. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
<b>Unrestricted funds</b>			
General fund	67,466	(437)	67,029
Lunch Club - Unrestricted	8,746	3,097	11,843
	<u>76,212</u>	<u>2,660</u>	<u>78,872</u>
<b>Restricted funds</b>			
Youth Outreach	-	4,333	4,333
Celebrate Funding & Ward Funding	307	810	1,117
LPM	535	959	1,494
BSA	-	12	12
Rank Foundation	-	355	355
	<u>842</u>	<u>6,469</u>	<u>7,311</u>
<b>TOTAL FUNDS</b>	<u>77,054</u>	<u>9,129</u>	<u>86,183</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	22,649	(23,086)	(437)
Lunch Club - Unrestricted	5,246	(2,149)	3,097
	<u>27,895</u>	<u>(25,235)</u>	<u>2,660</u>
<b>Restricted funds</b>			
Youth Outreach	30,527	(26,194)	4,333
Celebrate Funding & Ward Funding	1,468	(658)	810
LPM	2,844	(1,885)	959
BSA	500	(488)	12
Rank Foundation	425	(70)	355
	<u>35,764</u>	<u>(29,295)</u>	<u>6,469</u>
<b>TOTAL FUNDS</b>	<u>63,659</u>	<u>(54,530)</u>	<u>9,129</u>

St. Stephen's Neighbourhood Centre Ltd.

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019

**8. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.18 £	Net movement in funds £	At 31.12.19 £
<b>Unrestricted funds</b>			
General fund	67,466	(18,046)	49,420
Lunch Club - Unrestricted	8,746	5,815	14,561
	<u>76,212</u>	<u>(12,231)</u>	<u>63,981</u>
<b>Restricted funds</b>			
Youth Outreach	-	28	28
Celebrate Funding & Ward Funding	307	824	1,131
LPM	535	959	1,494
James Reckitt Grant	-	3,507	3,507
	<u>842</u>	<u>5,318</u>	<u>6,160</u>
<b>TOTAL FUNDS</b>	<u>77,054</u>	<u>(6,913)</u>	<u>70,141</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	25,898	(43,944)	(18,046)
Lunch Club - Unrestricted	9,115	(3,300)	5,815
	<u>35,013</u>	<u>(47,244)</u>	<u>(12,231)</u>
<b>Restricted funds</b>			
Youth Outreach	49,344	(49,316)	28
Celebrate Funding & Ward Funding	2,203	(1,379)	824
LPM	2,844	(1,885)	959
BSA	500	(500)	-
Rank Foundation	425	(425)	-
James Reckitt Grant	3,585	(78)	3,507
	<u>58,901</u>	<u>(53,583)</u>	<u>5,318</u>
<b>TOTAL FUNDS</b>	<u>93,914</u>	<u>(100,827)</u>	<u>(6,913)</u>

St. Stephen's Neighbourhood Centre Ltd.

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2019

**9. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2019.

St. Stephen's Neighbourhood Centre Ltd.

Detailed Statement of Financial Activities  
for the Year Ended 31 December 2019

	2019 £	2018 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	2,952	2,304
Grants	4,320	38,382
	<u>7,272</u>	<u>40,686</u>
<b>Investment income</b>		
Deposit account interest	23	2
<b>Charitable activities</b>		
Room hire, activities and other income	22,960	17,971
Rent	-	5,000
	<u>22,960</u>	<u>22,971</u>
<b>Total incoming resources</b>	<u>30,255</u>	<u>63,659</u>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	27,863	28,699
Insurance	316	304
Light and heat	1,409	1,771
Telephone	138	314
Postage and stationery	110	387
Repairs, travel, overheads and activities	4,293	6,507
Travel and subsistence	123	257
Training	90	16
Rent, rates and office costs	733	3,347
Improvements to property	9,030	10,419
Fixtures and fittings	274	711
Computer equipment	761	538
	<u>45,140</u>	<u>53,270</u>
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy and legal fees	1,157	1,260
<b>Total resources expended</b>	<u>46,297</u>	<u>54,530</u>
<b>Net (expenditure)/income</b>	<u>(16,042)</u>	<u>9,129</u>

This page does not form part of the statutory financial statements