

Registered Company Number 5012490

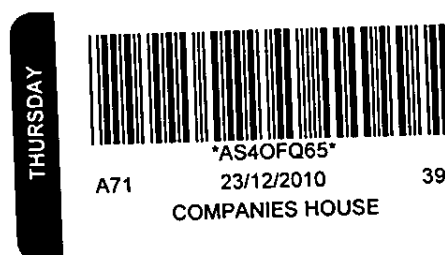
Registered Charity Number 1104088

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
( A Company Limited by Guarantee)

**FINANCIAL STATEMENTS AND ANNUAL REPORT**

**Year Ended 31 March 2010**

Registered Charity Number. 1104088  
Registered Company Number 5012490



**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Report and accounts**  
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**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Reference and Administrative Information**

**Charity Number**  
1104088

**Company Number**  
5012490

**Directors and Trustees**

Hugh Warner	Chair
Rev Nigel Irons	Vice Chair
John Birkett	
Andrew Woodhead	
Kim Walker	
Barbara Woodhead	Elected November 2009
Janet Bailey	Elected November 2009
Cllr Ali Chaudhry	ESBC nominee Cllr Anglesey Ward
Cllr Patricia Ackroyd	ESBC nominee Cllr Branston Ward
Cllr Bernard Peters	ESBC nominee Cllr Brizlincote Ward (resigned Dec 2009)
Cllr Khadim Thathall	ESBC nominee Cllr Shobnall Ward (elected Sep 2010)

**Company Secretary**  
Susan Powell

**Reporting Accountant**  
D Alexander & Co Ltd  
Suite 33  
Anglesey House  
Anglesey Road  
Burton upon Trent  
Staffordshire  
DE14 3NT  
Tel - 01283 743851

**Bankers**  
Unity Trust Bank Plc  
PO Box 1487  
Stafford  
ST16 3GJ  
Tel - 01785 252586

**Registered office**  
Queen Street Neighbourhood Resource Centre  
Queen Street  
Burton Upon Trent  
Staffs  
DE14 3LW  
Tel - 01283 743744

## **QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**

### **Report of the Trustees**

The Trustees present their report, together with the Financial Statements of the Chantable Company for the year ended 31 March 2010. This report represents a trustees' report in accordance with the Charities Act

The financial statements have been prepared in accordance with the Accounting Policies set out in note 1, the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and the Companies Act 2006

The reference and administrative information on page 1 forms part of this report

### **Structure, Governance and Management**

#### **Governing Document**

The Queen Street Neighbourhood Resource Centre is a chantable company limited by guarantee. It was incorporated on 12 January 2004 and registered as a charity on 2 June 2004. The charity was established under a memorandum and articles of association which establishes the objects and powers of the chantable company and is governed under its articles of association. In the event of winding up the members are required to contribute an amount not exceeding £1.

#### **Recruitment and Appointment of Directors**

The Trustees of the company make up the Board of Directors which is elected each year by the members of the Charity. In addition, three nominees from East Staffordshire Borough Council hold office as Trustees and Directors. The Chair is elected by the Trustees from among their number immediately following the Annual General Meeting.

Trustees receive no remuneration for their work as trustees but are reimbursed for their out of pocket expenses, as claimed on an official form.

#### **Trustee Induction and Training**

When a new trustee is appointed they are provided with a pack which contains

- Copies of the company's memorandum and articles of association
- Copy of the most recent annual report and accounts
- Copy of minutes of previous trustee meetings
- Copy of Charity Commission guidance "The Essential Trustee"
- Copy of guidance to Councillors to ESBC nominees

#### **Organisational Structure**

The board of directors administers the charity and meets on a monthly basis. The board delegates the day to day management of the centre to the administrator.

#### **Risk Management**

The trustees have examined the major risks to which the Charity is exposed and are satisfied that the systems are in place to mitigate those risks.

### **Objectives and Activities**

#### **Objectives**

Queen Street Neighbourhood Resource Centre (operating under the name of Queen Street Community Centre) aims to promote the benefit of the inhabitants of those areas known for administrative purposes as Anglesey Ward and that part of Burton Ward adjacent to Anglesey Ward but bounded by Station Street, Burton upon Trent (hereinafter called the area of benefit) without distinction of race, sex or of political, religious or other opinions.

Queen Street Community Centre pursues these aims by

- 1 associating with the local authorities, voluntary associations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants
- 2 establishing a Community Centre and maintaining, managing and co-operating with any local statutory authority in the maintenance and management of the above aims and objectives
- 3 promoting any other chantable purpose in the area of benefit

## **QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**

### **Report of the Trustees**

#### **Review of the Year's Activities and Future Developments**

It is now five years since the centre reopened after the rebuilding work in 2005. Over this time the Chanty has built links to all major agencies serving the community and provided a first class facility to enable them to access hard to reach groups. The Chanty has had to review its staff arrangements to cover the opening hours, which are now extended from eight am until eight or nine pm, five days a week, plus varying hours on Saturdays.

#### **Queen Street Community Centre Property**

Disappointingly, the Chanty continues to operate with an informal arrangement for lease (subletting) with East Staffordshire Borough Council. The potential benefits which would accrue to the Chanty from defined long term occupation of the building continue to be a low priority for the County and Borough Councils.

The Chanty continues to work closely with the Paget Community and Learning Partnership, who have contracted for longer opening hours, to operate the SureStart "Children's Centre". The C&LP have assisted with alterations in the SureStart unit to create a consultation room for the community midwife service and a small training room with interactive white board. The C&LP has taken on more space to provide an operating base for a multi agency team of community outreach workers. The IT room has been replaced by laptop computers which can be used anywhere in the building through a wireless network.

The Centre continues to seek solutions to problems with the heating system, which still overheats part of the building, while leaving other parts under heated. Alterations have been identified which could improve comfort while cutting operating costs and our carbon footprint.

#### **Partner Organisations and Groups**

The Chanty continues to support a limited number of organisations with rent free accommodation: the Money Spider Credit Union, "Police and Community Together", public consultation meetings and the Probation Service "Community Payback" scheme.

Statutory Organisations and groups using the centre for meetings and training include SureStart, Anglesey Parish Council, Burton College, Guinness Trust HA, Trent and Dove HA, the Primary Care Trust, Barnardos, Stonham Home for "Kiaura" domestic abuse support, Staffordshire Family Group for "Parent Child contact meetings", the NHS "Healthy Kidz" project, ESBC for "Streets Ahead" evening children's activities, Adult & Community Learning running English as a second language and basic mathematics courses, the Social Services "Community Working Partnership" and the Community Midwife. The centre is also used for one off meetings by a range of organisations.

Community Groups using the centre include the YMCA, East Staffs REC for the "Dove Mentoring" project, "Harvey Girls" a teenage mums group, a Polish Choir, a Bingo group, Silver Surfers, the Burton Civic Society, a rowing club for winter fitness training, a Polish mother & toddlers group, a Muslim group for occasional faith celebrations, "Socatots" small child & parent exercise and play, and finally our weekly Aerobics fitness group is now in its seventh year.

The centre continues to be a popular venue hired for private parties and social events. The centre is widely used by all ethnic groups within the local community.

#### **Future Plans**

The Chanty is ready to help the Community in the difficult times ahead from a position of strength. The directors wait with interest to see what opportunities will be offered by the new government through their vision of the "Big Society".

#### **Reserves**

Unrestricted reserves at 31 March 2010 total £37,131 (2009 - £35,837)

The Chanty's reserve policy is to hold a minimum of 6 months, and a maximum of 12 months, operating expenditure in unrestricted reserves.

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Report of the Trustees**

**Trustee's Responsibilities in relation to the financial statements**

Company law requires the Trustees as Directors to prepare accounts for each financial year which give a true and fair view of the state of the company's affairs and the surplus or deficit for that year. In preparing these accounts, the trustees are required to

- (i) Select suitable accounting policies and then apply them consistently
- (ii) Make judgements and estimates that are reasonable and prudent,
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and enable them to ensure the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small Company Exemptions**

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



On behalf of the Trustees  
Trustee Hugh Warner

Date 25 October 2010

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Independent examiner's report to the trustees of**  
**for the year ended 31 March 2010**

I report on the accounts of the company for the year ended 31 March 2010 set out on pages 2 to 13

***Respective responsibilities of trustees and examiner***

The trustees (who are also the 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 this year under section 43(2) or the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income did not exceed £250,000 and is not required to select an examiner who is a member of a designated professional body.

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

- examine the accounts under section 43 of the 1993 Act,
- to follow procedures laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- 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 statement below.

***Independent examiner's 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



David Alexander AICB  
D Alexander & Co Ltd  
Suite 33 Anglesey House  
Anglesey Road  
Burton upon Trent  
Staffordshire

Date 25th October 2010

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Statement of Financial Activities**  
**(Including Income and Expenditure Account)**  
**for the year ended 31 March 2010**

	Notes	2010 Unrestricted £	2010 Restricted £	2010 Total £	2009 Total £
<b><u>Incoming Resources</u></b>					
<b>Incoming resources from generated funds</b>					
<i>Voluntary income</i>					
Donations	2	-	-	-	-
Grants receivable	3	-	3,694	3,694	846
<i>Investment income</i>					
Interest received		-	-	-	138
<b>Incoming resources from charitable activities</b>					
Community space and services		51,550	-	51,550	52,080
<b>Total Incoming Resources</b>		<b>51,550</b>	<b>3,694</b>	<b>55,244</b>	<b>53,064</b>
<b><u>Resources Expended</u></b>					
Costs of Generating Funds	4	4,111	-	4,111	3,740
<i>Charitable Services</i>					
Community space and services	5	44,606	1,773	46,379	43,538
<b>Governance costs</b>	6	1,539	-	1,539	1,550
<b>Total Resources Expended</b>		<b>50,256</b>	<b>1,773</b>	<b>52,029</b>	<b>48,828</b>
Net Incoming / (Outgoing) Resources before transfer (Net Income / (Expenditure) )		1,294	1,921	3,215	4,236
Transfer from Restricted Funds to Unrestricted		-	-	-	-
<b>Net Movement in Funds</b>		<b>1,294</b>	<b>1,921</b>	<b>3,215</b>	<b>4,236</b>
<b>Total Funds brought forward</b>		<b>35,837</b>	<b>7,242</b>	<b>43,079</b>	<b>38,843</b>
<b>Total Funds carried forward</b>		<b>37,131</b>	<b>9,163</b>	<b>46,294</b>	<b>43,079</b>

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

All amounts derived from continuing activities



**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Balance Sheet**  
**as at 31 March 2010**

	Notes	2010 £	2009 £
<b>Fixed assets</b>			
Tangible assets	10	27,294	25,897
<b>Current assets</b>			
Debtors	11	6,277	2,745
Cash at bank and in hand		<u>20,238</u>	<u>18,181</u>
		26,515	20,926
<b>Creditors amounts falling due within one year</b>	12	(7,515)	(3,744)
<b>Net current assets</b>		<u>19,000</u>	<u>17,182</u>
<b>Net assets</b>		<u>46,294</u>	<u>43,079</u>
<b>Income Funds</b>			
Restricted funds		9,163	7,242
Unrestricted funds		37,131	35,837
<b>Shareholder's funds</b>		<u>46,294</u>	<u>43,079</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act

The directors acknowledge their responsibilities 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 provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime

Approved and authorised for issue by the Trustees on 25 October 2010

  
Trustee John Birkett

The notes form part of these financial statements

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 March 2010**

**1 Accounting policies**

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued March 2005, applicable UK Accounting Standards, the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective January 2007)

The principal accounting policies adopted in the preparation of the financial statements are set out below

**Fund Accounting**

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

Restricted funds are those to be used in accordance with specific restrictions imposed by donors

**Incoming Resources**

Incoming resources are included in the SOFA when it is quantifiable with reasonable accuracy

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers

**Resources Expended**

All expenditure is accounted for on an accruals basis

**Donations and Voluntary Income**

Donations and voluntary income are accounted for gross when received

**Deferred Income**

Incoming resources are shown in the Statement of Financial Activities in the period to which they relate

Where income is received in advance of and subject to certain conditions being met, for example advance payments for room hire, then it is treated as deferred income until those conditions are satisfied

**Grants Receivable**

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds

**Tangible Fixed Assets and Depreciation**

Fixed assets for charity use are capitalised at cost, where acquired, or market value as determined by the trustees where donated. They are stated in the financial statements at cost or original value less depreciation

Depreciation is calculated to write off the cost or valuation of the fixed assets, less their estimated residual value, over their expected useful lives on the following basis

Aerobics equipment	7 years
CCTV equipment	8 years
Equipment	3 years
Furniture	15 years
Office and computer equipment	3 years

**Allocation of costs**

Costs are allocated between fundraising costs, direct costs in furtherance of the charity's objects and other expenditure according to the nature of the cost. Where items involve more than one category they are apportioned on a basis consistent with the use of the resource

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 March 2010**

**2 Incoming resources - Donations, Legacies and similar income**

	Unrestricted Funds £ £	Restricted Funds £ £	2010 Total £ £	2009 Total £ £
Donations - Queen Street	-	-	-	-

**3 Incoming resources - Grants Receivable**

	Unrestricted Funds £	Restricted Funds £	2010 Total £	2009 Total £
Staffordshire County Council	-	2,694	2,694	-
European Regional Development Fund	-	-	-	(504)
Other	-	-	-	1,350
Staffordshire County Council	-	1,000	1,000	-
	-	3,694	3,694	846

**4 Cost of generating funds**

	Unrestricted Funds £	Restricted Funds £	2010 Total £	2009 Total £
Salaries	4,060	-	4,060	3,687
Recruitment	51	-	51	53
	4,111	-	4,111	3,740

**5 Expenditure in furtherance of charity's objects**

	Unrestricted £	Restricted £	2010 £	2009 £
People related (note 7)	24,078	-	24,078	21,905
Premises related	12,336	-	12,336	10,480
Organised activities	-	-	-	-
Office expenses	2,214	-	2,214	1,889
Other expenses	3,575	-	3,575	5,698
Depreciation	2,403	1,773	4,176	3,566
	44,606	1,773	46,379	43,538

**Premises related**

The charity leases the Neighbourhood Resource Centre from East Staffordshire Borough Council for a peppercorn rent

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 March 2010**

**6 Governance costs**

	Unrestricted Funds £	Restricted Funds £	2010 Total £	2009 Total £
People related	1,175	-	1,175	1,069
Accountancy	364	-	364	481
	<u>1,539</u>	<u>-</u>	<u>1,539</u>	<u>1,550</u>

**7 People related**

	Unrestricted Funds £	Restricted Funds £	2010 Total £	2009 Total £
Wages and salaries	28,153	-	28,153	25,100
Social Security	848	-	848	1,234
Recruitment and training	362	-	362	380
	<u>29,363</u>	<u>-</u>	<u>29,363</u>	<u>26,714</u>

The average number of employees during the accounting period was

	2010	2009
Cost of generating funds	0.14	0.14
Activities in furtherance of the charity's objects	2.82	2.82
Management and administration	0.04	0.04
Total	<u>3.00</u>	<u>3.00</u>

No employee received emoluments in excess of £50,000

**8 Trustees remuneration and Expenses**

No remuneration was paid or is payable for the year out of the funds of the charity, either directly or indirectly, to any trustee or person known to be connected to any trustee

**9 Net incoming resources**

Net incoming resources for the year are stated after charging

	2010 £	2009 £
Accountancy	364	481
Depreciation of owned assets	4,176	3,566

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**

**Notes to the Accounts**

**for the year ended 31 March 2010**

**10 Tangible fixed assets**

	Equipment £	CCTV System £	Furniture and Office Equipment £	Total £
<b>Cost</b>				
At 1 April 2009	2,014	4,991	35,393	42,398
Additions	421	646	4,508	5,575
At 31 March 2010	<u>2,435</u>	<u>5,637</u>	<u>39,901</u>	<u>47,973</u>
<b>Depreciation</b>				
At 1 April 2009	1,586	1,822	13,094	16,502
Charge for the year	233	451	3,493	4,177
At 31 March 2010	<u>1,819</u>	<u>2,273</u>	<u>16,587</u>	<u>20,679</u>
<b>Net book value</b>				
At 31 March 2010	<u>616</u>	<u>3,364</u>	<u>23,314</u>	<u>27,294</u>
At 31 March 2009	<u>428</u>	<u>3,169</u>	<u>22,299</u>	<u>25,896</u>

**11 Debtors**

	2010 £	2009 £
Trade debtors	5,993	2,601
Other debtors	284	144
	<u>6,277</u>	<u>2,745</u>

**12 Creditors amounts falling due within one year**

	2010 £	2009 £
Accruals	2,685	2,701
Trade creditors	762	328
Other taxes and social security costs	-	363
Deferred income	4,068	352
	<u>7,515</u>	<u>3,744</u>

**13 Taxation**

No liability to UK Corporation Tax arose on ordinary activities for the year ended 31 March 2010 (2009 - nil)

**14 Legal status of the charity**

The charity is limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

**15 Funds**

The assets and liabilities are represented by the following funds

	Restricted £	Unrestricted £	Total £
Fixed Assets	9,163	18,131	27,294
Current Assets	-	26,515	26,515
Creditors	-	(7,515)	(7,515)
	<u>9,163</u>	<u>37,131</u>	<u>46,294</u>

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Detailed Income and Expenditure Account**  
**for the year ended 31 March 2010**

<u>Incoming Resources</u>	2010 £	2009 £
Donations	-	-
Grants receivable		
European Regional Development Fund	-	(504)
Staffordshire County Council - laptop contribution	2,694	-
Staffordshire County Council - flooring contribution	1,000	-
Other	-	1,350
	<u>3,694</u>	<u>846</u>
Facilities hire		
Other Income	1,711	3,235
Room Hire	<u>49,839</u>	<u>48,845</u>
	51,550	52,080
Interest received	-	138
	<u>-</u>	<u>-</u>
<b>Total Income</b>	<u>55,244</u>	<u>53,064</u>
<b>Total Expenditure (page 13)</b>	52,028	48,828
<b>Surplus Income for the year</b>	<u>3,216</u>	<u>4,236</u>

**QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE**  
**Detailed Income and Expenditure Account**  
**for the year ended 31 March 2010**

<b><u>Resources Expended</u></b>	<b>2010 £</b>	<b>2009 £</b>
<b>People related</b>		
Wages and salaries	28,153	25,100
Social security costs	848	1,234
Recruitment and training	362	380
	<u>29,363</u>	<u>26,714</u>
<b>Premises related:</b>		
Rates	244	270
Cleaning, laundry and waste disposal	1,236	962
Repairs and maintenance	4,117	1,431
Utilities	6,739	7,817
	<u>12,336</u>	<u>10,480</u>
<b>Activities.</b>		
Communications and postage	2,214	1,889
	<u>2,214</u>	<u>1,889</u>
Accountancy	364	481
Advertising and promotion	96	-
Insurance and licences	1,038	1,128
Books and software	913	1,649
Refreshment expenses	1,336	997
Sundry expenses	192	120
Exceptional Expenses	-	1,804
	<u>3,939</u>	<u>6,179</u>
Depreciation	<u>4,176</u>	<u>3,566</u>
<b>Total Expenditure</b>	<u><u>52,028</u></u>	<u><u>48,828</u></u>