

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 2016

Registered Charity Number: 1104088
Registered Company Number: 5012490

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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

Barbara Woodhead

Christine Birkett

Keith Newbold

Anthony Peverell

Gaynor Flash

appointed 13 July 2015

Asmah Rehman

Cllr. Ali Chaudhry

ESBC nominee Cllr Anglesey Ward

Cllr. David Leese

ESBC nominee Cllr Winshill Ward resigned 13 July 2015

Cllr. Patricia Ackroyd

ESBC nominee Cllr Branston Ward resigned 13 July 2015

Cllr. Rebecca Carlton

ESBC nominee Cllr Stretton Ward appointed 13 July 2015

Company Secretary

David Adkins

Reporting Accountant

D Alexander & Co Ltd

12 Granary Wharf Business Park

Wetmore Road

Burton upon Trent

Staffordshire

DE14 1DU

Tel - 01283 743851

Bankers

Unity Trust Bank Plc

PO Box 1487

Stafford

ST16 3GJ

Tel - 0345 140-1000

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 Charitable Company for the year ended 31 March 2016. 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 charitable 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 charitable 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 delegate the day to day management of the centre to the manager.

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 aim 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 charitable purpose in the area of benefit.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

Review of the Year's Activities and Future Developments

As one of the three remaining children's centres in East Staffordshire the priority has been on sustainability. This has been through actively seeking income from room hire and from funding bids. The SureStart unit continues to be the major source of income and we continue to support the early years offer. There have been no further reductions in SureStart funding to date. Three main areas of sustainable income have been secured this year, a long term room rental, youth club funding and ESOL classes in partnership with Telford College. All three are predicted to continue annually on a sustainable basis.

The Family Nurse Partnership (FNP) remains committed to the centre and has increased the number of permanent room rentals from one to two. The community midwives continue to operate from the centre and now have clinics every Monday, Wednesday, Friday and Saturday while separate Active Birth sessions are held every three weeks. All of these services are very well attended.

Funding grants have been received from the Staffordshire Local Community Fund (SLCF), the Ward Action Service Plan (WASP), the Staffordshire Police Commissioners People Power Fund, Anglesey Parish Council and Trent & Dove. The Charity has forged a new partnership with Telford College to deliver free ESOL classes to the unemployed. This extended service will largely replace the existing ESOL provision for which there was a charge. The Charity is also developing a working relationship with the Argos Distribution Centre and UNITE who we are hopeful will provide the Centre with ongoing support.

The Little Scholars Crèche has developed into the Little Scholars Community Nursery. It has increased its intake by extending its original morning sessions to include afternoons. As different children attend the morning and afternoon sessions the total number of users is 36 children each day. In August the Nursery held its first graduation ceremony, many children progressing on to the neighbouring Anglesey Academy. The nursery operates as part of the Early Years Offer which also includes groups such as Polish Mums and Harvey Girls, while a number of other classes have replaced those on offer in 2015.

The Money Spider Credit Union continues to operate from the Centre once a week and holds its monthly board meetings here. The Work Club now has a dedicated tutor/coach who works on a voluntary basis and to a very high standard. The numbers attending for job search on a weekly basis have increased from 4 to an average of 6. Heritage Care, Midland Psychology, Family Contact Groups, Weight Loss, Mercia Cycling and Trent Rowing continue to be repeat bookers. Staffordshire Community Pay-back attend weekly to undertake a variety of tasks throughout the Centre by working on both indoor and outdoor areas they bring enormous benefit to the Charity and at no cost.

There are several dance groups operating from the Centre including Batacuda Dance School, Pat Millar School of Dance, Stacey Jones Dance Academy, and Touch of Life. The performing arts undertaken at the Centre include our regular Russian drama group called Golden Cloud and "2 Step Dip". While physical exercise and sport groups include weekly Socatots, a Girls Only Youth Club, Zumba (Golden Oldies) and Pilates.

Strong links continue with the local PCSO who now holds monthly surgeries at the centre and the Parish Council now have most of their meetings here. UNITE now hold local meetings here and a number of high profile meetings and debates have been hosted at the Centre. TV personalities Twist & Pulse and Bradley Wiggins have made official visits to the Centre and these have been broadcast on both national and local radio. The Centre has increased its promotional activity with its newly improved Facebook page.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

Staffing levels have increased to include two additional administrators (part time) focusing on "bookings" and "marketing" respectively. The manager's post which was made full time in 2015 continues at 37.5 hours per week. The total number of staff employed is now six of which five are part time.

The Centre now has a commemorative memorial situated within a new garden "The Queen's Garden" created to celebrate the 90th birthday of the Queen. The memorial consists of a large rock weighing over a tonne which was quarried from the Island of Anglesey in Wales, after which the Parish of Anglesey is ultimately named. "The Stone of Anglesey" will be used for commemorative services such as November 11th remembrance day and will also be used for personal reflection of any kind.

Queen Street Community Centre Property

For the eleventh year the Charity continues to operate under an informal arrangement for lease (subletting) with East Staffordshire Borough Council. We continue to have security due to the arrangements in place before the major redevelopment of the site in 2005. While the responsibilities and rights to the building remain unclear, the increasing maintenance issues are being honoured by the Borough Council under the original lease.

The Charity Trustees have carried a review of their obligations with the assistance of an experienced solicitor provided by the Community Matters organisation. The duties and responsibilities of the Trustees extend to ensuring that the legacy of the grants they secured to create the building are safeguarded. This would usually be through formal agreements with the landlord, East Staffordshire Borough Council, and Staffordshire County Council as the freeholder of the land leased by ESBC. In view of the reluctance of the two Councils to formalise the arrangement the Trustees have agreed to record an interest on the Land Register to recognise this duty.

Reserves

Unrestricted reserves at 31 March 2016 total £26,542 (2015 - £31,367).

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

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.

H. Warner

On behalf of the Trustees
Trustee: Hugh Warner

Date: 31st August 2016

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Independent examiner's report to the trustees of
for the year ended 31 March 2016

I report on the accounts of the company for the year ended 31 March 2016 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 144(2) or the Charities Act 2011 (the 2011 Act) and that an independent examination is required. 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 145 of the 2011 Act;
- to follow 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 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.

It is unclear whether property expenditure of Queen Street Community Centre is the responsibility of East Staffordshire Borough Council (landlord) or the Trustees (tenant). In the absence of a formal sublease I cannot, therefore, be certain that all property expenditure (capital, repair, renewal, maintenance) is correct and proper expense of the Charitable Trustees. Furthermore, the lack of clarity may also impact on the charity's ability to generate additional income that would improve the financial performance, and thus help to further achieve its objectives.

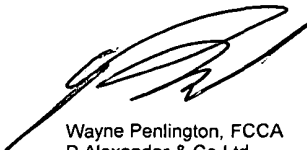
Independent examiner's statement

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 sections 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 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.



Wayne Penlington, FCCA
D Alexander & Co Ltd
12 Granary Wharf Business Park
Wetmore Road
Burton upon Trent
Staffordshire
DE14 1DU

Date: 31st August 2016

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Statement of Financial Activities
(Including Income and Expenditure Account)
for the year ended 31 March 2016

	Notes	2016 Unrestricted £	2016 Restricted £	2016 Total £	2015 Total £
<u>Incoming Resources</u>					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donations	2	-	-	-	-
Grants receivable	3	-	6,175	6,175	697
<i>Investment Income:</i>					
Interest received		-	-	-	20
Incoming resources from charitable activities:					
Community space and services		50,238	-	50,238	56,020
Total Incoming Resources		50,238	6,175	56,413	56,737
<u>Resources Expended</u>					
Costs of Generating Funds	4	5,176	-	5,176	5,316
<i>Charitable Services:</i>					
Community space and services	5	47,748	6,785	54,533	57,140
Governance costs	6	2,139	-	2,139	2,179
Total Resources Expended		55,063	6,785	61,848	64,635
Net Incoming / (Outgoing) Resources before transfer (Net Income / (Expenditure))		(4,825)	(610)	(5,435)	(7,898)
Transfer from Restricted Funds to Unrestricted		-	-	-	-
Net Movement in Funds		(4,825)	(610)	(5,435)	(7,898)
Total Funds brought forward		31,367	6,537	37,904	45,802
Total Funds carried forward		26,542	5,927	32,469	37,904

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 2016

	Notes	2016 £	2015 £
Fixed assets			
Tangible assets	10	10,546	13,298
Current assets			
Debtors	11	2,481	2,305
Cash at bank and in hand		<u>21,700</u>	<u>24,498</u>
		24,181	26,803
Creditors: amounts falling due within one year	12	(2,258)	(2,197)
Net current assets		<u>21,923</u>	<u>24,606</u>
Net assets		<u>32,469</u>	<u>37,904</u>
Funds			
Restricted funds	15	5,927	6,537
Unrestricted funds	15	26,542	31,367
Total Funds		<u>32,469</u>	<u>37,904</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 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

(b) 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 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 have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved and authorised for issue by the Trustees on 31st August 2016



Trustee: Ali Chaudhry

The notes form part of these financial statements.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2016

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 April 2008).

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 2016

2 Incoming resources - Donations, Legacies and similar income

There was no income received during the year, or previous year, from donations, legacies or similar income.

3 Incoming resources - Grants Receivable

	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
Youth Club Project	-	3,000	3,000	-
Gardening Project Grant	-	537	537	563
WASP Syed	-	452	452	-
Christmas Party	-	943	943	-
Workclub WASP Grant	-	-	-	134
Hall Display Boards	-	1,243	1,243	-
	-	6,175	6,175	697

4 Cost of generating funds

	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
Salaries	5,155	-	5,155	5,298
Recruitment	21	-	21	18
	5,176	-	5,176	5,316

5 Expenditure in furtherance of charity's objects

	Unrestricted £	Restricted £	2016 £	2015 £
People related (note 7)	30,316	-	30,316	31,137
Premises related	10,688	-	10,688	12,434
Organised activities	21	4,474	4,495	6,171
Office expenses	2,285	-	2,285	2,394
Other expenses	2,302	1,695	3,997	2,472
Depreciation	2,136	616	2,752	2,532
	47,748	6,785	54,533	57,140

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 2016

6 Governance costs

	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
People related	1,479	-	1,479	1,519
Accountancy	660	-	660	660
	<u>2,139</u>	<u>-</u>	<u>2,139</u>	<u>2,179</u>

7 People related

	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
Wages and salaries	36,821	-	36,821	37,815
Recruitment and training	150	-	150	131
	<u>36,971</u>	<u>-</u>	<u>36,971</u>	<u>37,946</u>

The average number of employees during the accounting period was:

	2016	2015
Cost of generating funds	0.00	0.00
Activities in furtherance of the charity's objects	2.70	2.70
Management and administration	0.00	0.00
Total	<u>2.70</u>	<u>2.70</u>

No employee received emoluments in excess of £50,000

8 Trustees remuneration and Expenses

During the year Sue Marbrow became an employee to act as minutes secretary to the Board. She works on a zero hours contract at national minimum wage. No other 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:

	2016 £	2015 £
Accountancy	660	660
Depreciation of owned assets	2,752	2,532

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2016

10 Tangible fixed assets

	CCTV System £	Furniture and Office Equipment £	Total £
Cost			
At 1 April 2015	7,476	43,903	51,379
At 31 March 2016	7,476	43,903	51,379
Depreciation			
At 1 April 2015	5,004	33,077	38,081
At 31 March 2016	5,602	35,231	40,833
Net book value			
At 31 March 2016	1,874	8,672	10,546
At 31 March 2015	2,472	10,826	13,298

11 Debtors

	2016 £	2015 £
Trade debtors	1,595	1,885
Other debtors	886	420
	2,481	2,305

12 Creditors: amounts falling due within one year

	2016 £	2015 £
Accruals	1,923	1,685
Trade creditors	335	512
	2,258	2,197

13 Taxation

No liability to UK Corporation Tax arose on ordinary activities for the year ended 31 March 2016 (2015 - 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	2,927	7,619	10,546
Current Assets	3,000	21,181	24,181
Creditors	-	(2,258)	(2,258)
	5,927	26,542	32,469

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2016

<u>Incoming Resources</u>	2016 £	2015 £
Donations	-	-
Grants receivable:		
Youth Club Grant	3,000	-
Gardening Project Grant	537	563
WASP Syed	452	-
Christmas Party	943	-
Hall Display Boards	1,243	-
Workclub WASP Grant	-	134
	<u>6,175</u>	<u>697</u>
Facilities hire:		
Other Income	626	2,392
Room Hire	49,612	53,628
	<u>50,238</u>	<u>56,020</u>
Interest received	-	20
Total Income	<u>56,413</u>	<u>56,737</u>
Total Expenditure (page 13)	61,848	64,635
Surplus Income for the year	<u><u>(5,435)</u></u>	<u><u>(7,898)</u></u>

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2016

<u>Resources Expended</u>	2016 £	2015 £
People related:		
Wages and salaries	36,821	37,815
Recruitment and training	150	131
Other	-	26
	<u>36,971</u>	<u>37,972</u>
Premises related:		
Rates	267	201
Cleaning, laundry and waste disposal	2,113	2,483
Repairs and maintenance	2,543	2,846
Utilities	5,765	6,904
	<u>10,688</u>	<u>12,434</u>
Activities:		
Activity expenses	<u>4,495</u>	<u>6,171</u>
Communications and postage	1,792	1,888
Stationery	493	506
	<u>2,285</u>	<u>2,394</u>
Accountancy	660	660
Advertising and promotion	1,243	-
Insurance and licences	1,930	1,879
Books and software	436	238
Refreshment expenses	294	171
Sundry expenses	94	184
	<u>4,657</u>	<u>3,132</u>
Depreciation	<u>2,752</u>	<u>2,532</u>
Total Expenditure	<u><u>61,848</u></u>	<u><u>64,635</u></u>