

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 2015

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

Roger Appleby

Died October 2014

Jennie Mechti

Resigned 1 December 2014

Keith Newbold

Anthony Peverell

Gaynor Flash

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

Appointed 1 December 2014

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 2015. *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

The changes in provision of children's services within Staffordshire has had a limited impact on the Centre. The Charity has accommodated a reduction in funding (provided by Staffordshire County Council) to operate the SureStart unit within the Centre. This reduction was down to administrative costs and has been in part offset by staff savings. In addition savings have been made by switching utility providers to more economical suppliers.

The Family Nurse Partnership (FNP) is still based at the Centre working to improve the high local infant mortality rate. The community midwives continue to use the Surestart unit for clinics. A health event was held in the main hall attracting 30 x exhibitors from a variety of health linked service providers.

Funding grants have been received from the Staffordshire Local Community Fund (SLCF) and the Ward Action Service Plan (WASP). These will be used to further extend the Youth Club facility and to improve the aesthetics of the Anglesey Hall. Trent and Dove have provided a grant for use in the garden areas and ESBC has also supported the Centre by donating plants.

The Charity has forged new partnerships with Burton Job Centre Plus, Stoke College and Learn Direct, an office based volunteer has been supplied through these new partners. A previous volunteer with English as a second language has been progressed from a full time voluntary administrative role to paid employment within the Centre as cleaner and crèche supervisor.

Little Scholars Crèche opened in May and now operates during both morning and afternoon slots and is already full to capacity with 18 regular members. It has already received excellent feedback from OFSTED. The crèche operates within the SureStart Unit and compliments the other Early Years Offer activities including - Polish Mums, Harvey Girls, Kimbles, Childminders, Healthy Kidz, Nature Tots, Chill & Chat, Little Groovers, Twinkle Tots, Baby Yoga, Active Birth, Mothers 4 Others, Family Contacts, Family Learning and the Burton & Swadlincote Natural Parents. In addition the midwife service is now offered on a Saturday as well as on a Monday, Wednesday and Friday.

Community areas of the Centre are used for a variety of purposes. ESOL courses at all levels are significant and weekly bingo and computer classes are provided for older residents. Training courses have been provided by SATS Tutors, while Midland Psychology and Heritage Care continue to hold regular courses and conferences here. Paragon Training send two tutors regularly to offer numeracy and literacy classes free of charge, while a trained counsellor has been sourced and attends Work Club when requested. Beat the cold has offered home energy advice to Centre users.

The Money Spider Credit Union operates from the Centre once a week as does the local Work Club. The credit union has its regular users while the work club is well attended by a steady stream of job seekers. Interserve (formerly Sencia) has agreed for the centre to refer clients for additional training. Staffordshire Community Pay-back attend at least once a fortnight to undertake a variety of tasks throughout the Centre.

Three different dance classes have been started at the Centre, the most popular being a ballroom dance group (adults) and a pop/yoga dance group (children) provided by the well known Pat Miller School of Dancing. A popular Russian drama group (twice weekly) for children called Golden Cloud continues to be very successful. A weekly Zumba Class is now run by two class tutors. The Weightloss/Herbalife group still attends twice weekly and now offers a popular Pilate class. While a full English choir attends once a week. Trent Rowing Club have doubled their weekly slots and Mercia Cycling continue to attend weekly.

Strong links have been made with the local PCSO who now holds monthly surgeries at the centre and the Parish Council who now have their regular meetings here. Burton Albion Community Trust continue to supervise the weekly youth club facility incorporating a girls dance class and boys boxing activity. BACT also supervise other activities in then Centre and the popular Sport in the Hood and Socca Tots continue to support children at weekends or out of term time.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE

Report of the Trustees

The Afghan Prayer Night group continues to use the Centre for its yearly bookings and this has increased from one block booking to two. A psychic group has had limited success while a Christian activity group is run by a Catholic priest. Indian Cookery, Baking and Cake Decoration classes now utilise the kitchen area. Parties and weddings are still held during the weekend slots.

It is anticipated that the Centre will continue to attract different user groups and to increase income by increasing bookings, accessing a wider variety of funding pots, attract sustainable sponsorship from local business through innovations to the Anglesey Hall, maintaining core clients such as the FNP and furthering existing partnerships. An ongoing drive to improve the building is continuing with both external and internal areas being addressed. This will create a more marketable building to help further increase revenue. Weekend bookings for children's parties will be increased through a campaign with the school.

Queen Street Community Centre Property

For the tenth 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.

Reserves

Unrestricted reserves at 31 March 2015 total £31,367 (2014 - £34,144).

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.



On behalf of the Trustees
Trustee: Hugh Warner

Date: 21st August 2015

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Independent examiner's report to the trustees of
for the year ended 31 March 2015

I report on the accounts of the company for the year ended 31 March 2015 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 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 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 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.



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

Date: 21st August 2015

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Statement of Financial Activities
(Including Income and Expenditure Account)
for the year ended 31 March 2015

	Notes	2015 Unrestricted £	2015 Restricted £	2015 Total £	2014 Total £
<u>Incoming Resources</u>					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donations	2	-	-	-	-
Grants receivable	3	134	563	697	12,846
<i>Investment Income:</i>					
Interest received		20	-	20	22
Incoming resources from charitable activities:					
Community space and services		56,020	-	56,020	56,838
Total Incoming Resources		56,174	563	56,737	69,706
<u>Resources Expended</u>					
Costs of Generating Funds	4	5,316	-	5,316	5,249
<i>Charitable Services:</i>					
Community space and services	5	51,456	5,684	57,140	57,235
Governance costs	6	2,179	-	2,179	2,170
Total Resources Expended		58,951	5,684	64,635	64,654
Net Incoming / (Outgoing) Resources before transfer (Net Income / (Expenditure))		(2,777)	(5,121)	(7,898)	5,052
Transfer from Restricted Funds to Unrestricted		-	-	-	-
Net Movement in Funds		(2,777)	(5,121)	(7,898)	5,052
Total Funds brought forward		34,144	11,658	45,802	40,750
Total Funds carried forward		31,367	6,537	37,904	45,802

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 2015

	Notes	2015 £	2014 £
Fixed assets			
Tangible assets	10	13,298	15,830
Current assets			
Debtors	11	2,305	3,374
Cash at bank and in hand		<u>24,498</u>	<u>30,127</u>
		26,803	33,501
Creditors: amounts falling due within one year	12	(2,197)	(3,529)
Net current assets		<u>24,606</u>	<u>29,972</u>
Net assets		<u>37,904</u>	<u>45,802</u>
Income Funds			
Restricted funds	15	6,537	11,658
Unrestricted funds	15	31,367	34,144
Shareholder's funds		<u>37,904</u>	<u>45,802</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 21st August 2015



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 2015

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 2015

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 £	2015 Total £	2014 Total £
Flooring Renewal Grant	-	-	-	1,803
Youth Club Project	-	-	-	10,543
Gardening Project Grant	-	563	563	500
Workclub WASP Grant	134	-	134	-
	<u>134</u>	<u>563</u>	<u>697</u>	<u>12,846</u>

4 Cost of generating funds

	Unrestricted Funds £	Restricted Funds £	2015 Total £	2014 Total £
Salaries	5,298	-	5,298	5,232
Recruitment	18	-	18	17
	<u>5,316</u>	<u>-</u>	<u>5,316</u>	<u>5,249</u>

5 Expenditure in furtherance of charity's objects

	Unrestricted £	Restricted £	2015 £	2014 £
People related (note 7)	31,137	-	31,137	30,743
Premises related	12,434	-	12,434	13,322
Organised activities	1,103	5,068	6,171	4,340
Office expenses	2,394	-	2,394	3,194
Other expenses	2,472	-	2,472	2,989
Depreciation	1,916	616	2,532	2,647
	<u>51,456</u>	<u>5,684</u>	<u>57,140</u>	<u>57,235</u>

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 2015

6 Governance costs

	Unrestricted Funds £	Restricted Funds £	2015 Total £	2014 Total £
People related	1,519	-	1,519	1,500
Accountancy	660	-	660	670
	<u>2,179</u>	<u>-</u>	<u>2,179</u>	<u>2,170</u>

7 People related

	Unrestricted Funds £	Restricted Funds £	2015 Total £	2014 Total £
Wages and salaries	37,815	-	37,815	37,373
Recruitment and training	131	-	131	119
	<u>37,972</u>	<u>-</u>	<u>37,972</u>	<u>37,492</u>

The average number of employees during the accounting period was:

	2015	2014
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:

	2015 £	2014 £
Accountancy	660	670
Depreciation of owned assets	2,532	2,647

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2015

10 Tangible fixed assets

	CCTV System £	Furniture and Office Equipment £	Total £
Cost			
At 1 April 2014	7,476	43,903	51,379
At 31 March 2015	<u>7,476</u>	<u>43,903</u>	<u>51,379</u>
Depreciation			
At 1 April 2014	4,406	31,143	35,549
Charge for the year	598	1,934	2,532
At 31 March 2015	<u>5,004</u>	<u>33,077</u>	<u>38,081</u>
Net book value			
At 31 March 2015	<u>2,472</u>	<u>10,826</u>	<u>13,298</u>
At 31 March 2014	<u>3,070</u>	<u>12,760</u>	<u>15,830</u>

11 Debtors

	2015 £	2014 £
Trade debtors	1,885	1,239
Other debtors	<u>420</u>	<u>2,135</u>
	<u>2,305</u>	<u>3,374</u>

12 Creditors: amounts falling due within one year

	2015 £	2014 £
Accruals	1,685	1,562
Trade creditors	<u>512</u>	<u>1,967</u>
	<u>2,197</u>	<u>3,529</u>

13 Taxation

No liability to UK Corporation Tax arose on ordinary activities for the year ended 31 March 2015 (2014 - 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	3,543	9,755	13,298
Current Assets	2,994	23,809	26,803
Creditors	-	(2,197)	(2,197)
	<u>6,537</u>	<u>31,367</u>	<u>37,904</u>

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2015

<u>Incoming Resources</u>	2015 £	2014 £
Donations	-	-
Grants receivable:		
Flooring Grant	-	1,803
Youth Club Grant	-	10,543
Gardening Project Grant	563	500
Workclub WASP Grant	134	-
	<u>697</u>	<u>12,846</u>
Facilities hire:		
Other Income	2,392	2,025
Room Hire	<u>53,628</u>	<u>54,813</u>
	<u>56,020</u>	<u>56,838</u>
Interest received	<u>20</u>	<u>22</u>
Total Income	<u><u>56,737</u></u>	<u><u>69,706</u></u>
Total Expenditure (page 13)	<u>64,635</u>	<u>64,654</u>
Surplus Income for the year	<u><u>(7,898)</u></u>	<u><u>5,052</u></u>

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2015

<u>Resources Expended</u>	2015 £	2014 £
People related:		
Wages and salaries	37,815	37,373
Recruitment and training	131	119
	<u>37,972</u>	<u>37,492</u>
Premises related:		
Gardening Project	-	335
Flooring Project	-	1,803
Rates	201	243
Cleaning, laundry and waste disposal	2,483	1,944
Repairs and maintenance	2,846	2,381
Utilities	6,904	6,616
	<u>12,434</u>	<u>13,322</u>
Activities:		
Activity expenses	<u>6,171</u>	<u>4,340</u>
Communications and postage	1,888	2,544
Stationery	506	650
	<u>2,394</u>	<u>3,194</u>
Accountancy	660	670
Advertising and promotion	-	325
Insurance and licences	1,879	2,029
Books and software	238	194
Refreshment expenses	171	388
Sundry expenses	184	53
	<u>3,132</u>	<u>3,659</u>
Depreciation	<u>2,532</u>	<u>2,647</u>
Total Expenditure	<u><u>64,635</u></u>	<u><u>64,654</u></u>