

Company No 5407996
Charity No 1109363

Community Hub
Report & Financial Statements
31 March 2010

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Community Hub

Reference & administrative details

For the year ended 31 March 2010

Company number 5407996

Charity number 1109363

**Registered and Operational
address** 33 Corsham Street
London
N1 6DR

Honorary officers Lawrence Simanowitz Chair

Company Secretary Sheila Kenny

Bankers Unity Trust Bank
Nine Brindleyplace
4 Oozells Square
Birmingham
B1 2HB

Solicitors Russell-Cooke
2 Putney Hill
London
SW15 6AB

Auditors Sayer Vincent
8 Angel Gate
City Road
London
EC1V 2SJ

Community Hub

Report of the board of directors

For the year ended 31 March 2010

The board of directors presents its report and the audited financial statements for the year ended 31 March 2010

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005)

Structure, governance and management

Community Hub is a charitable company limited by guarantee, incorporated on 30 March 2005 and registered as a charity on 9 May 2005 governed by its memorandum and articles of association

Under those Articles the members of the board of directors are elected at the Annual General Meeting. There is no limit to the number of board members. The first board comprised two individuals nominated by each member of the company and one person appointed by the board as an independent person as chair. The board can also co-opt other individuals to fill a vacancy who may hold office until the next Annual General Meeting.

Community Hub currently has a board of five people, comprising, a trustee from each of DTA and bassac who is an office holder ie Chair, Secretary, Treasurer or Vice-Chair of DTA or bassac, the Chief Executive of DTA and bassac, an independent Chair with no connection to either DTA or bassac. The maximum term of office of a board member is six years. A trustee induction handbook has been prepared for board members.

The organisation may not undertake any permanent trading activities in raising funds for its charitable objects.

Objectives, activities, achievements and performance

The Community Hub was set up to promote the efficiency and effectiveness of charities and the promotion of the effective use of resources for charitable purposes, in particular by the provision of training, administrative and support services. It was also set up for the promotion of the voluntary sector for the benefit of the public, in particular by the provision and maintenance of a resource centre to be used by the voluntary sector.

As of 31 March 2010, 9 of the 17 desks (53%) have been rented to Community groups including Urban Forum, Community Alliance, and Community Sector Coalition. In addition bassac London, a regional office of bassac, rent two desk spaces. The remaining desks are occupied by staff from bassac and Development Trusts Association. The top floor has been fully occupied throughout the year.

The training room on the ground floor has been let to internal and external clients, with 34% of the income from letting the room coming from external clients from the sector. Community Hub increased its client base from 25 to 32 this year, and is undertaking a marketing campaign in an attempt to increase the base further.

The Community Hub board is committed to reducing the environmental impact of the building. In September 2009 it became a Carbon Smart accredited organisation. A number of measures were put in place to reduce energy consumption including insulation of the roof space of the building last autumn.

Community Hub

Report of the board of directors

For the year ended 31 March 2010

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objects and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objects they have set.

A wide range of community development charities have used our facilities through the year. These organisations provide a range of services to deprived communities throughout the country, and seek to improve people's lives. Community Hub hosted, over several months, a series of Better Banking Campaign meetings attended by CEO's from a coalition of charities including DTA, Urban Forum, ACEVO, London Rebuilding Society, Fair Finance and others.

Community Hub has organised a series of events open to those within the sector and others, including an interactive whiteboard workshop, a number of awareness lunchtime events including a better banking campaign presentation and events supporting the green agenda. Following the success of these events others are planned around use of Information Technology, first aid awareness and presentations of aspects of the work undertaken by some of the organisations within the building. Community Hub also shares its experience with other organisations who are considering sharing space and/or resources and general building administration. This year taking part in the Community Development Foundation (CDF) staff conference, and in consultations with organisations such as the Woman's Resource Centre and Hackney CVS.

Financial review

Community Hub continues to strengthen its financial position, achieving a surplus of £43,096 (down from £57,621 for the previous year). Income fell back slightly from 2009/10 and expenditure slightly higher giving rise to a smaller surplus.

Reserves policy

At 31 March 2010, Community Hub's free reserves stood at £87,384.

Community Hub has a commitment to build two unrestricted reserves totalling to a maximum of £111,000. They are:

- A general reserve of between three and six months of unrestricted expenditure to be available to cover running costs in the event of short-term periods of reduced income. Calculated on the basis of next year's budgeted expenditure this would be between £48,000 and £96,000.
- A 'buildings' reserve of £15,000 for unplanned expenditure on building repairs and maintenance.

Community Hub has added to its reserves this year. Free reserves stand at £87,384 and the £15,000 'buildings' reserve has been designated in full. Community Hub will continue to make progress towards its target level of reserves by maintaining current occupation rates of desk spaces and increasing the usage rates of its meeting rooms.

The board of directors reviews both the reserves policy and the level of reserves at least annually and takes necessary steps to ensure that both are sufficient.

Related parties

There were no related party transactions, with the exception of those disclosed in note 13 to the financial statements.

Community Hub

Report of the board of directors

For the year ended 31 March 2010

Risk review

The Community Hub Risk Register is reviewed annually by the board, with each risk considered for its impact, probability and how the board manages that risk

Investment policy

The Memorandum and Articles of Association permit delegation to professional investment managers subject to safeguarding provisions

Responsibilities of the board of directors

Company law requires the board of directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the period then ended

In preparing those financial statements which give a true and fair view, the board of directors should follow best practice and

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis

The board of directors is responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable the directors to ensure that the financial statements comply with the Companies Act 2006

The board of directors is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Each of the directors confirms that to the best of his/her knowledge there is no information relevant to the audit of which the auditors are unaware. Each of the directors also confirms that they have taken all necessary steps to ensure that they are aware of all relevant audit information and that this information has been communicated to the auditors

Members of the board of directors

Members of the board of directors, who are also trustees under charity law, who served during the year and up to the date of this report were as follows

		Date appointed
Nick Dunne	Director	22/05/2008
Paul Gibson	Director	18/04/2005
Ben Hughes	Director	30/03/2005
Steve Wyler	Director	30/03/2005
Lawrence Simanowitz	Chair	25/05/2006

Membership of the board is open to the independent trustee and any organisation which the members unanimously decide to admit to membership being lessees of the premises

Community Hub

Report of the board of directors


For the year ended 31 March 2010

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2009 was 5 (2008: 5). Members of the board of directors have no beneficial interest in the charitable company.

Auditors

Sayer Vincent were re-appointed as the charitable company's auditors during the period and have expressed their willingness to continue in that capacity.

Approved by the board of directors on 10 September 2010 and signed on their behalf by



Sheila Kenny
Secretary

Independent auditors' report

To the members of

Community Hub

We have audited the financial statements of Community Hub for the year ended 31 March 2010 which comprise the statement of financial activities, balance sheet and related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the board of directors and auditors

The responsibilities of the board of directors (who are also the trustees of Community Hub for the purposes of charity law) for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the statement of responsibilities of the board of directors.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the board of directors' annual report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of board of directors' remuneration specified by law are not made.

We read the directors' annual report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the board of directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Independent auditors' report

To the members of

Community Hub

Opinion

In our opinion

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been properly prepared in accordance with the Companies Act 2006, and
- the information given in the board of directors' annual report is consistent with the financial statements

Pamela Craig, Senior Statutory Auditor
for and on behalf of Sayer Vincent, Statutory Auditors

SAYER VINCENT
8 Angel Gate
City Road
LONDON
EC1V 2SJ

5 October 2010

Community Hub

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2010

	Note	2010 Total £	2009 Total £
<i>Incoming resources from generated funds</i>			
Interest received		169	-
<i>Incoming resources from charitable activities</i>			
Servicing community organisations	2	198,312	203,070
<i>Other incoming resources</i>		<u>1,078</u>	<u>-</u>
Total incoming resources		<u>199,559</u>	<u>203,070</u>
Resources expended			
<i>Charitable expenditure</i>			
Community asset development		10,381	6,226
Servicing community organisations		135,443	131,274
<i>Governance costs</i>		<u>10,639</u>	<u>7,949</u>
Total resources expended	3	<u>156,463</u>	<u>145,449</u>
Net incoming resources for the year	5	43,096	57,621
Funds at the start of the year		<u>86,566</u>	<u>28,945</u>
Funds at the end of the year	12	<u><u>129,662</u></u>	<u><u>86,566</u></u>

All the income and expenditure in the year was unrestricted

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 12 to the financial statements.

Community Hub (Limited by Guarantee)


Company No 5407996

Balance sheet

As at 31 March 2010

	Note	£	2010 £	2009 £
Tangible fixed assets	8		27,278	23,209
Current assets				
Debtors	9	26,514		16,004
Cash at bank and in hand		91,785		59,835
		118,299		75,839
Creditors: amounts falling due within one year	10	15,915		12,482
Net current assets			102,384	63,357
Net assets	11		129,662	86,566
Funds	12			
Unrestricted funds				
Designated funds			42,278	38,209
General funds			87,384	48,357
Total funds			129,662	86,566

Approved by the board of directors on 10 September 2010 and signed on their behalf by



Lawrence Simanowitz - Chair

Community Hub

Notes to the financial statements

For the period ended 31 March 2010

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) and the Companies Act 2006

- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable

Income and expenditure is recognised in the financial statements when associates purchase goods on behalf of Community Hub. The value of these donated goods is based on the cost of the goods donated

- c) Rental, room hire and service charge income is received through the lease of excess space of the freehold property and is included in full in the Statement of Financial Activities when receivable

- d) Revenue grants are credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless they relate to a specific future period, in which case they are deferred. Grants are credited to "Incoming resources from generated funds" on the SOFA except for general and core grants which are allocated to voluntary income

- e) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund

- f) Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes

- g) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the basis of an estimate, based on staff time, of the amount attributable to each of the organisation's projects and activities

Governance costs include the management of the charitable company's assets, organisational management and compliance with constitutional and statutory requirements

- h) Costs of generating funds relate to the costs incurred by the charitable company in inducing others to make voluntary contributions to it

- i) Tangible fixed assets costing more than £1,000 are capitalised and included at cost. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life. The useful lives in use are as follows

Computer equipment 3 years
Furniture equipment 5 years
Fixtures and fittings 15 years

Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities

Community Hub

Notes to the financial statements

For the period ended 31 March 2010

2. Incoming resources from charitable activities:

	2010 Total £	2009 Total £
Servicing Community organisations		
Rent and service charges	171,740	172,180
Room Hire	26,572	30,890
	198,312	203,070

3. Total resources expended

	Community asset development £	Servicing community organisations £	Governance £	2010 Total £	2009 Total £
Temporary staff and other staffing costs	-	7,670	-	7,670	4,229
Premises	-	59,119	-	59,119	55,271
Communications	-	37,674	-	37,674	36,421
Equipment	-	25,890	-	25,890	29,753
Depreciation	9,080	-	-	9,080	6,226
Loss on disposals	1,301	-	-	1,301	-
Audit, accountancy and legal	-	5,090	10,639	15,729	13,549
Total resources expended	10,381	135,443	10,639	156,463	145,449

4. Analysis of support costs by activity

	Direct Activity	Support costs	Total
Community asset development	10,381	-	10,381
Servicing community organisations	130,353	5,090	135,443
Governance	10,639	-	10,639
	151,373	5,090	156,463

Support costs are the costs of financial administration. They are allocated on the basis of time input to activities.

5 Net incoming resources for the year

This is stated after charging

	2010 £	2009 £
Depreciation	9,080	6,226
Board members' remuneration	Nil	Nil
Board members' reimbursed expenses	Nil	Nil
Auditors' remuneration		
▪ Current year audit	5,170	4,945

Community Hub

Notes to the financial statements

For the period ended 31 March 2010

6 Staff costs and numbers

No staff were employed by Community Hub in the year

7. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes

8. Tangible fixed assets

	Fixtures & Fittings	Furniture & equipment £	Computer equipment £	Total £
COST				
At 1 April 2009	16,556	16,855	5,255	38,666
Additions in year	3,279	1,116	11,456	15,851
Disposals in year	-	(13,507)	(1,034)	(14,541)
At 31 March 2010	<u>19,835</u>	<u>4,464</u>	<u>15,677</u>	<u>39,976</u>
DEPRECIATION				
At 1 April 2009	1,104	9,443	4,910	15,457
Charge for the year	1,323	3,594	4,163	9,080
Disposals in year	-	(10,805)	(1,034)	(11,839)
At 31 March 2010	<u>2,427</u>	<u>2,232</u>	<u>8,039</u>	<u>12,698</u>
NET BOOK VALUE				
At 31 March 2010	<u>17,408</u>	<u>2,232</u>	<u>7,638</u>	<u>27,278</u>
At 31 March 2009	<u>15,452</u>	<u>7,412</u>	<u>345</u>	<u>23,209</u>

During 2005 Community Hub purchased the freehold property 33 Corsham Street for a VAT inclusive price of £1,198,500 and subsequently leased 40% of the floorspace to bassac, and 60% of the floorspace to DTA on 999-year leases. The leases were made at cost. Community Hub continues to manage the property on their behalf, but as the risks and rewards of ownership now lie with bassac and DTA, the asset is not shown in the financial statements of Community Hub.

9. Debtors

	2010 £	2009 £
Trade debtors	13,380	13,333
Other debtors	10,007	-
Prepayments	3,127	2,671
	<u>26,514</u>	<u>16,004</u>

10. Creditors - amounts falling due within one year

	2010 £	2009 £
Trade creditors	9,601	7,289
Accruals and deferred income	6,314	5,193
	<u>15,915</u>	<u>12,482</u>

Community Hub

Notes to the financial statements

For the period ended 31 March 2010

11 Analysis of net assets between funds

	Total funds 2010 £	Total funds 2009 £
Fixed Assets	27,278	23,209
Current assets	118,299	76,274
Current liabilities	(15,915)	(12,917)
Net assets at 31 March 2010	129,662	86,566

12. Movements in funds

	At 1 April 2009 £	Incoming resources £	Outgoing resources £	Transfers between funds £	At 31 March 2010 £
Unrestricted funds.					
<i>Designated funds</i>					
Buildings	15,000	-	-	-	15,000
Fixed assets	23,209	-	(10,381)	14,450	27,278
<i>Total designated funds</i>	38,209	-	(10,381)	14,450	42,278
General funds	48,357	199,559	(146,082)	(14,450)	87,384
Total unrestricted funds	86,566	199,559	(156,463)	-	129,662
Total funds	86,566	199,559	(156,463)	-	129,662

Community Hub had no restricted funds during the year

Purposes of designated funds

Buildings

Funds for unplanned expenditure on building repairs and maintenance

Fixed Assets

Funds for the future depreciation of fixed assets owned by the charity. Outgoing resources for the year is depreciation charged on these assets. A transfer has been made to this fund from the general fund for additions during the year.

Community Hub

Notes to the financial statements

For the period ended 31 March 2010

13 Related parties

The freehold property owned by Community Hub is leased 40% to bassac, and 60% to DTA on a 999-year lease. Community Hub is an associate of both bassac and DTA, with two common board members from each entity. Paul Gibson is a director of DTA and Community Hub. Steve Wyler is the chief executive of DTA and is a director of Community Hub. Nick Dunne is a director of bassac and Community Hub. Ben Hughes is the chief executive at bassac and is a director of Community Hub.

14. Related party transactions

During the year Community Hub charged DTA £75,582 for rental and service charges, room and equipment hire, and catering services. As at 31 March 2010, DTA owed £5,835 to Community Hub related to these services.

During the year Community Hub charged bassac £78,572 for rental and service charges, room and equipment hire, and catering services. As at 31 March 2010, bassac owed £4,755 to Community Hub related to these services.

During the year Community Hub reimbursed £7,117 expenses to DTA. As at 31 March 2010, £1,541 was still outstanding.

During the year Community Hub reimbursed £2,929 expenses to bassac. As at 31 March 2010, £653 was still outstanding.

During the year £665 legal fee was paid to Bates, Wells & Braithwaite for advice regarding licences. The Chair, Lawrence Simanowitz, is a partner of the law firm.

All transactions were made at arm's length.

15. Operating lease

	Equipment	
	2010	2009
	£	£
Between two and five years	<u>4,260</u>	<u>-</u>