

Registered Charity Number
1114192

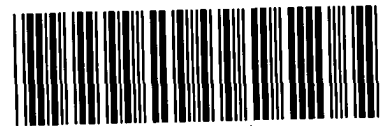
Close House Projects
(A Company Limited by Guarantee)
Report and Accounts

For The Year Ended

31 March 2019

Registered Company Number
05641665

MONDAY



A8KYBGG3

A32

23/12/2019

#81

COMPANIES HOUSE

Close House Projects
Report and accounts
Contents

	Page
Charity and Company information	1
Trustee's Report	2 to 6
Statement of Directors'/Trustees Responsibilities	6
Accountant's report	7
Statement of Financial Activities	8
Income and Expenditure account	9
Statement of total recognised gains and losses	10
Recognised Gains and Losses	10
Movements in Accumulated Funds	10
Balance sheet	11 to 12
Notes to the accounts	13 to 19
Detailed Statement of Financial Activities	20 to 21

Close House Projects Company Information

Close House Projects is established as a Company limited by guarantee and is registered as a Charity within the Charity Commission. The affairs of the Company are governed by its' Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

Chair

Mrs F Keogh

Directors

Mrs F Keogh

Mrs P Rawson

Mr R Kelly

Mr S Pratley

Mr D Robertson (appointed 18th July 2018)

Secretary

Mr B Lea

Accountants

Gareth Vale

Chartered Certified Accountant

3 Holmer Terrace

Holmer

Hereford

HR4 9RH

Bankers

Royal Bank of Scotland

Drummond House

1 Redheughs Avenue

Edinburgh

EH12 9JN

CAF Bank Ltd

25 Kings Hill Avenue

West Malling

ME19 4JQ

Lloyds Bank Plc

6-8 High Street

Hereford

HR1 2AE

Registered office

Close House

3 St Peters Close

Hereford

HR1 2DL

Registered number

05641665

Charity number

1114192

Close House Projects

The report of the trustees for the year ended 31 March 2019

Introduction

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity and its subsidiary for the year ending 31 March 2019 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as applied to small entities by section 1A of the standard) (effective 1 January 2015).

The board of trustees are satisfied with the performance of the charity during the year and the position at 31st March 2019 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations. However, there is a recurring dependence on bid-writing and fundraising that is a constant demand on resources in a climate of increasing competition on diminishing funds.

Name, registered office and constitution of the charity

The full name of the charity is Close House Projects.

The legal registration details are :-

<i>Date of incorporation</i>	01 December 2005
<i>Company Registration Number</i>	05641665
<i>The Registered Office is</i>	Close House, St Peters Square, Hereford. HR1 2DL
<i>Charity Registration Number</i>	1114192
<i>The telephone number is</i>	01432274239

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

The objectives and principal activities of the charity are to help young people in Herefordshire especially but not exclusively through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturing individuals and members of society.

The strategies employed by the charity to meet these objectives are to

- 1) Provide a range of services aimed at improving the quality of life for young people in Herefordshire
- 2) Continue to improve the level of services, information and advice provided.
- 3) Monitoring the level of income received by the charity.

Public benefit that is provided by the charity

Close House works with young people, offering safe social meeting spaces and leisure activities that improve their social, physical and spiritual development. Close House works in an holistic and inclusive way, with services accessible by all young people. We offer young people a real voice in their communities and enable them to fully participate in the life of their community.

Close House Projects

The report of the trustees for the year ended 31 March 2019

An explanation of the charity's main objectives for the year.

We continue to provide drop-in social support and Youth Work from Close House, the former vicarage of St Peters. We use the building, and occasionally church space, as a base for activities and Youth Volunteering projects across the city.

An explanation of the charity's strategies for achieving its stated objectives.

Close House will continue to offer safe, social meeting spaces for young people, together with a range of activities decided upon by the young people. Our work will be carried out in the city centre and at in a number of different community spaces. We will continue to develop the range of projects as the need arises.

The Charity's grant making policies

The charity does not make grants to other charities or organisations.

The contribution of volunteers

The Charity has a governing board of 5 trustees who are also directors of the company, all of whom are volunteers, and utilises the services of several volunteers at any one time on a regular basis, some of whom are involved on training schemes.

Investment performance achieved against investment objectives set

We have been able to successfully build reserves to give ourselves a healthy start for the coming year, and the local community and local Charitable Trusts are to be thanked for this, alongside the hard work of the youth workers who achieve the targets set by their respective funders.

Summary of the main achievements of the charity during the year

Close House is well attended and successfully delivering Drop-in, EPIC Volunteering and LiveWire music projects. The EPICs continue to be a celebrated community asset, and the Youth Council are serving the Hereford youth community in a creative and exciting way. 19/20 will be a year of growth for Close House Drop-in, with the opening hours extending into the evening. Thanks to the team; the staff, volunteers and young people who have built a community to be proud of.

Close House Projects

The report of the trustees for the year ended 31 March 2019

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

Close House Projects is established as a Company limited by guarantee and is registered as a Charity within the Charity Commission. The affairs of the Company are governed by its Memorandum and Articles of Association. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.00.

The methods adopted for the recruitment and appointment of new trustees

The existing directors recommend new directors for appointment by the board at the company's general meetings. The board appoint directors who can provide specific skills and knowledge to the company to enable the furtherance of its charitable objectives. No director receives any remuneration or reimbursement of any expenses. Prospective directors are provided with details of the company's objectives, their legal obligations under company law and charitable law and what their role as director will entail prior to any appointment being made.

The organisational structure of the charity and how decisions are made.

The Directors of the charitable company have appointed a Chairman to control and review the company's management structure. The management structure controls and manages the activities of each of the charity's current projects.

The systems of internal control operated by the company are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. These include:

- 1) Annual budgets approved by the Board
- 2) Regular consideration by both the Board and senior management of financial results, variances from budgets and other financial and non-financial indicators
- 3) Delegation of authority and segregation of duties
- 4) Identification and management of risks

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to manage those risks.

Financial Review

Policies on reserves

The directors have reviewed the reserves of the company. The review encompassed the nature of the income and expenditure streams, the existing contractual arrangements and the work undertaken, together with the need to match variable income with fixed commitments. The review concluded that to allow the company to be managed effectively and to provide a buffer for uninterrupted services, a general Unrestricted Funds reserve equivalent to six months of normal expenditure costs should be maintained, this is around £54,000 (2018 £54,000). The general Unrestricted Funds reserve at 31st March 2019 amounted to £71,330 (2018: £35,750) it is the intention of the Board in future to modify the policy on reserves so that it is more sensible and achievable.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Close House Projects

The report of the trustees for the year ended 31 March 2019

Transactions and Financial position

The financial statements are set out on pages 8 to 21. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Statement of Financial Activities show net incoming / (outgoing) resources for the year of a revenue nature of £35,580 (2018: £24,667).

The total reserves at the year end stand at £71,330 (2018: £35,750).

Share Capital

The company is limited by guarantee and therefore has no share capital

The name of the Manager and other senior staff member(s) to whom day to day management of the charity is delegated by the charity trustees.

During the year the trustees delegated the day to day management of the charity to Mr B Lea, the manager, by the trustees.

The members of the Board of Trustees of the Charity during the year ended 31st March 2019 were :-

Mrs F Keogh - Chair
Ven G Benson (resigned 18 July 2018)
Mr A Weston (resigned 18 July 2018)
Mrs P Rawson
Mr D Robertson (appointed 18 July 2018)
Mr R Kelly
Mr S Pratley

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Acts.

The directors/trustees are all members of the charity

Close House Projects

The report of the trustees for the year ended 31 March 2019

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Mrs F Keogh
Mrs P Rawson
Mr R Kelly
Mr S Pratley
Mr D Robertson (appointed 18 July 2018)

Statement of Directors' and Trustees' Responsibilities

The Charities Acts and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- observe methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- 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;

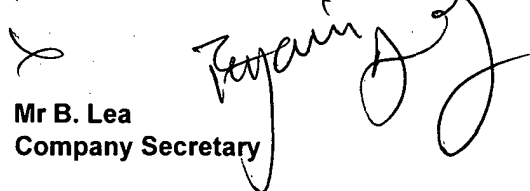
The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2011 and comply with regulations made under the Charity (Accounts and Reports Regulations) 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report.

Method of preparation of accounts

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

This report was approved by the board of trustees on 15/12/2019


Mr B. Lea
Company Secretary

Close House Projects

Independent Accountant's Report

Independent Examiners Report to the trustees on the accounts of the Charity for the year ended 31 March 2019

I report on the financial statements of the charity on pages 8 to 21 which have been prepared in accordance with the FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard), as modified by the 2011 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, under the historical cost convention and the accounting policies set out on 13.

Respective responsibilities of directors and accountant

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) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to 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 the procedures laid down in the general Directions given by the Charity - Commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

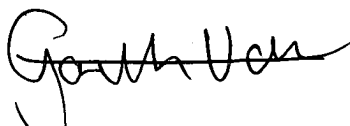
Independent examiner's statement

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



Gareth Vale
Chartered Certified Accountant
3 Holmer Terrace
Holmer
Hereford
HR4 9RH

The date upon which this report was completed is :-

11 December 2019

Close House Projects
Statement of Financial Activities
for the year ended 31 March 2019

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2019 £	2019 £	2019 £	2018 £
Income from				
Voluntary Income	80,154	87,067	167,221	121,992
Investment Income	32	-	32	2
Total income	80,186	87,067	167,253	121,994
Costs of charitable activities	77,663	53,750	131,413	97,057
Governance costs	260	-	260	270
Total expenses	77,923	53,750	131,673	97,327
Net income				
before transfers between funds	2,263	33,317	35,580	24,667
Gross transfers between funds	-	-	-	-
Net income before				
Other recognised gains and losses	2,263	33,317	35,580	24,667
Net income	2,263	33,317	35,580	24,667
Reconciliation of funds				
Total funds brought forward	35,750	-	35,750	11,083
Total Funds carried forward	38,013	33,317	71,330	35,750

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on page 11 as required by the said statement.

All activities derive from continuing operations

The notes on pages 13 to 19 form an integral part of these accounts.

**Close House Projects
Statement of Financial Activities
for the year ended 31 March 2019**

**Income and Expenditure Account as required by the Companies Act
for the year ended 31 March 2019**

	2019 £	2018 £
Turnover	167,221	121,992
Direct costs of turnover	131,413	97,057
Gross surplus	<u>35,808</u>	<u>24,935</u>
Governance costs	260	270
Operating surplus	<u>35,548</u>	<u>24,665</u>
Interest receivable	32	2
Surplus on ordinary activities before tax	<u>35,580</u>	<u>24,667</u>
Surplus for the financial year	<u>35,580</u>	<u>24,667</u>
Retained surplus for the financial year	<u>35,580</u>	<u>24,667</u>

All activities derive from continuing operations

The notes on pages 13 to 19 form an integral part of these accounts.

**Close House Projects
Statement of Financial Activities
for the year ended 31 March 2019**

**Statement of Total Recognised Gains and Losses
for the year ended 31 March 2019**

	2019	2018
Excess of Expenditure over income before realisation of assets	35,580	24,667
Profit per Profit and Loss account	35,580	24,667
Net Movement in funds before taxation	35,580	24,667

**Movements in revenue and capital funds
for the year ended 31 March 2019**

Revenue accumulated funds	Unrestricted Funds	Restricted Funds	Total Funds	Last year Total Funds
	2019 £	2019 £	2019 £	2018 £
Accumulated funds brought forward	35,750	-	35,750	11,083
Recognised gains and losses before transfers	2,263	33,317	35,580	24,667
	38,013	33,317	71,330	35,750
Closing revenue accumulated funds	38,013	33,317	71,330	35,750
			£	£

Summary of funds

	Designated Funds	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	2019	2019	2019	2019	2018
Revenue accumulated funds	-	38,013	33,317	71,330	35,750

The notes on pages 13 to 19 form an integral part of these accounts.

Close House Projects
Company Number
Balance Sheet
as at 31 March 2019

05641665

	Notes	2019 £	2018 £
The assets and liabilities of the charity :			
Fixed assets			
Current assets			
Debtors	10	3,383	4,312
Cash at bank and in hand		85,177	46,091
Total current assets		88,560	50,403
Creditors:-			
amounts due within one year	11	(17,230)	(14,653)
Net current assets		71,330	35,750
Total assets less current liabilities		71,330	35,750
Creditors:-			
amounts due after more than one year		-	-
Provisions for liabilities and charges		-	-
Net assets including pension asset / liability		71,330	35,750
The funds of the charity :			
Unrestricted income funds			
Unrestricted revenue accumulated funds		38,013	35,750
Total unrestricted funds		38,013	35,750
Restricted income funds			
Restricted revenue accumulated funds		33,317	-
Total restricted funds		33,317	-
Total charity funds		71,330	35,750

Close House Projects
Company Number
Balance Sheet
as at 31 March 2019

05641665

The directors are satisfied that for the year in question the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

No member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The director(s) acknowledge their responsibility 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 and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.

The notes on pages 13 to 19 form an integral part of these accounts.



Mrs F. Keogh

Trustee

Approved by the board of trustees on 18/12/2019

Close House Projects
Notes to the Accounts
for the year ended 31 March 2019

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (as applied to small entities by section 1A of the standard) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Income recognition

Income is accounted for on a receivable basis deferred as described below where appropriate.

Income includes grant income and all other income relating to the company's operations including donations, statutory funding and fund-raising.

Grants received are allocated equally over the periods to which they relate.

Investment Income

Bank Interest received is included on an actual receipts basis.

Deferred income

In accordance with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

**Close House Projects
Notes to the Accounts
for the year ended 31 March 2019**

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales.

Expenditure recognition

The policy for including items within the relevant activity categories of expenses is accounted for on an accruals basis.

In particular the policy for including items within costs of generating funds, charitable activities and governance costs is:

Costs of generating funds

There are no costs that are attributable to the generating of funds.

Charitable activities

Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :

Activities in furtherance of the charity's objectives

The cost of goods and services that have been incurred in charitable activities.

Governance costs

Governance costs shall include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

Allocation of costs within types of resources expended

The methods and principles for the allocation and apportionment of all costs between the different activity categories of resources set out above are :

There are a number of costs, including staffing costs, where it is impracticable to allocate these costs precisely between administration and charitable expenditure and the trustees have allocated such costs on the basis of reasonable estimates as follows :

Staffing costs and related expenses

On the basis of salary costs, and an estimate of hours spent on different activities. The salary and pension costs of the Manager and Secretary are shared equally between Charitable and Activities. The Trustees believe this provides a true reflection of the costs incurred.

Unrealised and realised gains

Realised gains and losses are included in the accounts on the date at which a contractual obligation is entered into.

Unrealised gains and losses are computed by reference to the market value of the investments at the balance sheet date, compared to the brought forward cost or valuation, and gains and losses arising on similar categories of investments are netted off.

Close House Projects
Notes to the Accounts
for the year ended 31 March 2019

Fixed assets and depreciation

Furniture and equipment purchased is written off in the year of acquisition.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

Recognition of pension costs and pension assets and liabilities

The Charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

Close House Projects
Notes to the Accounts
for the year ended 31 March 2019

3 Surplus for the financial year	2019	2018
	£	£
This is stated after crediting :-		
Revenue Turnover from ordinary activities	167,221	121,992
and after charging:-		
Rentals under operating leases	7,855	6,800
Pension costs	1,835	1,799
Reporting Accountant's fees	260	270

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part.

4 Statement that no expenses were paid to trustees or connected persons

No expenses were paid to trustees or persons connected with them.

5 Detailed analysis of certain transactions required by the the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales

Various items which are required by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales to be disclosed in the notes to the accounts are set out in the Detailed Schedule to the Statement of Financial Activities and its appendices on pages 20 to 21 which should be read together with these notes.

6 Investment Income	2019	2018
	£	£
Bank deposit interest received	<u>32</u>	<u>2</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2019

7 Deferred Incoming Resources & Reserves- Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Police Crime Commissioner	4,271	4,271	-	-
Wessex Trust for Live Wire	10,000	10,000	-	-
Idle Hands	-	-	16,960	16,960
Total	<u>14,271</u>	<u>14,271</u>	<u>16,960</u>	<u>16,960</u>

	2019 £	2018 £
These deferrals are included in creditors	<u>16,960</u>	<u>14,271</u>

The deferrals included in creditors relate to those grants and donations specified by the donors as relating to specific periods and represent those parts of the grants or donations which relate to periods subsequent to the accounting year end and are treated as grants in advance, or alternatively where there are conditions which must be fulfilled prior to entitlement or use of the grant or donation by the charity .

8 Staff Costs and Emoluments

	2019 £	2018 £
Gross Salaries	100,751	77,273
Pension Contributions	<u>1,835</u>	<u>1,799</u>
	<u>102,586</u>	<u>79,072</u>

Numbers of employees

	2019	2018
Engaged on charitable activities	7	8
Engaged on management and administration	<u>1</u>	<u>1</u>
	<u>8</u>	<u>9</u>

There were no employees with emoluments in excess of £60,000 per annum

The pension details of such higher paid staff were :-

	£	£
Numbers of such staff to whom benefits are accruing :-	No	No
Under money purchase pension schemes	<u>2</u>	<u>2</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2019

9 Trustees' Remuneration

Neither the trustees nor any persons connected with them have received any remuneration, either in the current year or the prior year.

10 Debtors	2019	2018
	£	£
Prepaid expenses	-	112
Accrued income	-	700
Taxation Recoverable	3,383	3,500
	<u>3,383</u>	<u>4,312</u>

Amounts due after more than one year included in the total above are analysed as:-

11 Creditors: amounts falling due within one year	2019	2018
	£	£
Trade creditors	-	112
Accrued expenses	270	270
Deferred income and grants in advance (see note 7)	16,960	14,271
	<u>17,230</u>	<u>14,653</u>

12 Analysis of the Net Movement in Funds	2019	2018
	£	£
Net movement in funds from Statement of Financial Activities	<u>35,580</u>	<u>24,667</u>

13 Particulars of Individual Funds and analysis of assets and liabilities representing funds				
At 31 March 2019	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Current Assets	55,243	-	33,317	88,560
Current Liabilities	(17,230)	-	-	(17,230)
	<u>38,013</u>	<u>-</u>	<u>33,317</u>	<u>71,330</u>
At 1 April 2018	Unrestricted funds	Designated funds	Restricted funds	Total Funds
Current Assets	50,403	-	-	50,403
Current Liabilities	(14,653)	-	-	(14,653)
	<u>35,750</u>	<u>-</u>	<u>-</u>	<u>35,750</u>

Close House Projects
Notes to the Accounts
for the year ended 31 March 2019

The individual funds included above are :-

	Funds at 2018	Movements in Funds as below	Transfers Between funds	Funds at 2019
	£	£	£	£
General funds	35,750	2,263	-	38,013
Police Crime Commissioner	-	-	-	-
Live Wire Project	-	33,317	-	33,317
Sundry other funds	-	-	-	-
	<u>35,750</u>	<u>35,580</u>	<u>-</u>	<u>71,330</u>

Analysis of movements in funds as shown in the table above

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
	£	£	£	£
General funds	80,186	77,923	-	2,263
Police Crime Commissioner	28,451	28,451	-	-
Live Wire Project	58,616	25,299	-	33,317
Sundry other funds	-	-	-	-
	<u>167,253</u>	<u>131,673</u>	<u>-</u>	<u>35,580</u>

The funds included above are to be utilised as follows:

Live Wire Project

Livewire is an inclusive music development programme for young people between the ages of 11 and 22 in Herefordshire aimed at developing young musicians musical and performance skills, confidence and a platform for musical opportunities.

Police Crime Commissioner

To continue 'the EPICS' community volunteering programme for the under 18's and provide free after-school drop in support at Close House for the at-risk young people who need extra support to engage.

Explanation of the nature of each material transfer between funds.

Where applicable transfers are made from the unrestricted funds to restricted funds at the year end to clear any deficits that have arisen.

No transfers are made from individual restricted funds.

14 Share Capital

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding ten pounds as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are 5 members of the company (2018 - 5 members)

Close House Projects
Schedule to the Statement of Financial Activities
for the year ended 31 March 2019
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2011 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2019	2019	2019	2018
	£	£	£	£
Incoming Resources				
Government and public bodies				
Incoming resources of a revenue nature				
Funding	15,000	24,639	39,639	36,288
Total	15,000	24,639	39,639	36,288
Non government and non public bodies				
Incoming resources of a revenue nature				
Donations	22,846	242	23,088	28,154
Grants	37,075	58,492	95,567	54,770
Other	5,233	3,694	8,927	2,780
Total	65,154	62,428	127,582	85,704
Total Grants, Legacies & Donations Received	80,154	87,067	167,221	121,992
Total Voluntary Income	80,154	87,067	167,221	121,992
Investment Income				
Bank deposit interest received	32	-	32	2
Total Investment Income	32	-	32	2
Total Incoming Resources	80,186	87,067	167,253	121,994
Charitable expenditure				
Support costs of charitable activities				
Direct support costs				
Gross wages and salaries - charitable activities	43,115	41,290	84,405	62,047
Pension contributions charitable employees	1,099	-	1,099	1,080
Activity costs	2,191	11,405	13,596	3,257
Equipment costs	493	-	493	131
	46,898	52,695	99,593	66,515

**Management and administration costs
in support of charitable activities**

Staff costs in support of charitable activities

Salaries - Administrative staff	16,346	-	16,346	15,095
Pension Contributions - administrative staff	736	-	736	719
	17,082	-	17,082	15,814

Indirect employee costs

Training and welfare	-	-	-	15
	-	-	-	15

Premises Costs

Rent payable	6,800	1,055	7,855	6,800
Insurance	1,749	-	1,749	1,695
Cleaning	884	-	884	938
Premises repairs and renewals	1,490	-	1,490	1,598
	10,923	1,055	11,978	11,031

General administrative expenses:

Telephone and fax	809	-	809	690
Stationery and printing	375	-	375	1,152
Subscriptions and donations	-	-	-	411
Administration costs	1,512	-	1,512	1,353
Bank charges	64	-	64	76
	2,760	-	2,760	3,682

Total Support costs

77,663	53,750	131,413	97,057
---------------	---------------	----------------	---------------

Support costs for grants paid

Total Expended on Charitable Activities	77,663	53,750	131,413	97,057
--	---------------	---------------	----------------	---------------

**Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work
(including management and administration costs)**

Specific governance costs

Reporting Accountant's Fees	260	-	260	270
Total governance costs	260	-	260	270

Analysis of transfers between funds

Transfer to/(from) unrestricted funds	-	-	-	-
Transfer to/(from) restricted funds	-	-	-	-
	-	-	-	-