

**Registered number: 7831065**

**Community Spaces Northampton**

**Report and financial statements  
for the year ended  
28 February 2019**



**Natalie Green & Co  
Chartered Accountants  
7G Mobbs Miller House  
Christchurch Road  
Northampton  
NN1 5LL**

**Community Spaces Northampton****Legal and administrative information****Registered charity number: 1146849****Registered company number: 07831065****Trustees:**

Gary Youens  
Toby Birch  
Jane Birch

**Secretary:**

Steven Richards

**Registered office:**

Unit 1, St. Crispin Community Centre  
St. Crispin Drive  
Northampton  
NN5 4GJ

**Independent examiner:**

Natalie Green  
Natalie Green & Co  
Chartered Accountants  
7G Mobbs Miller House  
Christchurch Road  
Northampton  
NN1 5LL

**Bankers:**

HSBC  
22 Abington Street  
Northampton  
NN1 2AN

## **Community Spaces Northampton**

### **Trustees' report for the year ended 28 February 2019**

The trustees, who are also directors of the charity for the purposes of the Companies Act, present herewith their report and the financial statements for the year ended 28 February 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

#### **Structure, governance and management**

The charity is a registered charity and a charitable company limited by guarantee.

Community Spaces Northampton is governed by a memorandum and articles of association. The liability of members is limited. The members of the company are the trustees. The members have the power to appoint and remove trustees of the charity.

The trustees have considered the major risks to which the charity is exposed and having reviewed them have developed systems and procedures to manage those risks.

#### **Objectives and activities**

The objects of the charity are set out in the articles of association. The principal object is to promote the benefit of the inhabitants of Northampton and the neighbourhood by means of advancing education and providing facilities in the interests of social welfare for recreation and leisure-time occupation, with a view to improving the conditions of life for the inhabitants.

To this end the charity maintains, manages and develops the work of nine community centres in Northampton for the benefit of the local communities.

The articles of association give the charity the powers to do anything which is calculated to further its objects or which is conducive or incidental to doing so.

In planning activities, the trustees keep in mind the Charity Commission's guidance on public benefit.

## Community Spaces Northampton

### Trustees' report for the year ended 28 February 2019 - continued

#### Achievements and performance

Details of the income and expenditure for the year are set out in the statement of financial activities on page 6 of the annual report. The charity received grants of £25,247 during the year. Total income from all sources for the year amounted to £218,013 and total expenditure amounted to £186,095. The surplus arising of £31,918 has been transferred to reserves.

#### Statement of trustees responsibilities

The trustees, who are also directors of Community Spaces Northampton for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

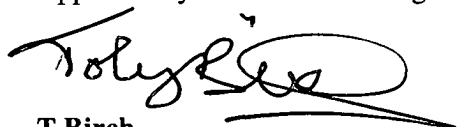
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

The trustees recognise that they have failed in their responsibility to keep proper accounting records, and that they may therefore have inadvertently failed in their responsibilities to safeguard the assets of the company and to take reasonable steps to prevent and detect fraud and other irregularities. The trustees have therefore put in place a new accounting system. Whilst this new system is now in use, the accounting data is not complete and records remain inadequate. The trustees have undertaken to carry out regular reviews to ensure that these inadequacies are rectified as a matter of priority.

Approved by the trustees and signed on their behalf by



**T Birch**

Date: 27 November 2019

## **Independent Examiner's report to the Trustees of Community Spaces Northampton**

I report to the charity trustees on my examination of the accounts of the company for the year ended 28 February 2019 which are set out on pages 6 to 13.

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

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement - matter of concern identified**

I have completed my examination. I have identified a matter of concern that gives me reasonable cause to believe that accounting records were not kept in respect of the company as required by section 386 of the 2006 Act.

Records summarising and analysing receipts and payments in the year have not been maintained on a timely or adequately detailed basis. The records do not disclose with reasonable accuracy at any chosen time the financial position of the company. The records do not distinguish adequately between restricted and unrestricted funds.

The accounts have therefore been prepared from bank statements, and from analyses and information, and other explanations supplied by you.

It appears that of the reported income from room hire rentals of £192,761, some £24,854 may relate to the late reporting of room hire rentals from the financial year ended 28 February 2018.

In view of the lack of historical timeliness in sales invoicing, and the lack of adequate sales ledger control, I am further concerned that there may be unidentified doubtful debts.

I confirm that no other matters have come to my attention in connection with the examination that give me reasonable cause to believe that in any material respect:

1. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
2. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

**Independent Examiner's report to the Trustees of Community Spaces Northampton - continued**

I confirm that there are no other matters in connection with the examination to which your attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

*Natalie Green*

**Natalie Green**

Chartered Accountant

7G Mobbs Miller House, Christchurch Road, Northampton, NN1 5LL.

Date: 27 November 2019

## Community Spaces Northampton

### Statement of financial activities including summary income and expenditure account for the year ended 28 February 2019

		2019 £	2018 £
<b>Income from:</b>			
Voluntary income			
Grants - NBC for St Crispins (restricted)		-	78,783
Grants - NBC for youth project (restricted)		-	11,250
Grants - NBC wages contribution (restricted)		-	16,250
Grants - NBC restricted		4,000	-
Grant - NBC other		500	-
Grant - NBC Partnership funding (restricted)		7,500	-
Grants - councillors' empowerment grants		3,247	2,000
Grants - other re Storehouse Church (restricted)		10,000	4,418
Grants - other		-	1,792
Activities for generating funds			
Rentals from room hire		167,907	120,084
Rentals from room hire - prior year		24,854	-
Investment income			
Bank interest		5	5
<b>Total income</b>		<u>218,013</u>	<u>234,582</u>
<b>Expenditure on:</b>			
Governance costs	2	11,686	17,161
Other costs	3	174,409	181,436
<b>Total expenditure</b>		<u>186,095</u>	<u>198,597</u>
<b>Net income/(expenditure)</b>		<u>31,918</u>	<u>35,985</u>
Net income for the year (as above)		31,918	35,985
Total funds brought forward at 01/03/2018		103,334	67,349
<b>Total funds carried forward at 28/02/2019</b>	11	<u>135,252</u>	<u>103,334</u>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The above incoming resources relate to unrestricted funds, with the exceptions of certain NBC grants and a grant re Storehouse Church. These grants amount to £21,500 and represent restricted income.

The above resources expended relate to unrestricted funds, with the exceptions of governance costs in the sum of £2,759, and other costs in the sum of £11,450, which were met from restricted income.

The balance of net income, and the fund balance carried forward, therefore comprise both restricted and unrestricted funds as detailed in note 11 to the accounts.

**Community Spaces Northampton - Registered company number: 07831065**

**Balance sheet as at 28 February 2019**

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	8	27,925	32,804
<b>Current assets</b>			
Debtors	9	73,653	44,146
Cash at bank and in hand		46,653	34,104
		120,306	78,250
<b>Creditors: amounts falling due within one year</b>	10	(12,979)	(7,720)
<b>Net current assets</b>		107,327	70,530
<b>Total assets less current liabilities</b>		135,252	103,334
<b>Funds</b>			
<b>Restricted funds</b>	11	69,850	62,559
<b>Unrestricted funds</b>			
General funds	11	65,402	40,775
<b>Total funds</b>		135,252	103,334

For the year ending 28 February 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved and authorised for issue by the trustees on 27 November 2019 and signed on their behalf by:



**T Birch**  
**Director**



## **Community Spaces Northampton**

### **Notes to the financial statements for the year ended 28 February 2019**

#### **1 Accounting policies**

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014, the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

#### **Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up the liability in respect of the guarantee is limited to £10 per member of the charity.

#### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

#### **Income recognition**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Expenditure recognition**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### **Irrecoverable VAT**

Irrecoverable VAT is charged to the category of resources expended for which it was incurred.

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2019 - continued

#### 1 Accounting policies - continued

##### Pension costs

The charity has contributed to a defined benefit scheme for the benefit of its employees. The costs of contributions are written off against net income in the year they are payable.

##### Depreciation and amortisation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives on a straight line basis using the following rates:

Office equipment	20% or 10% per annum
Heating systems	10% per annum

#### 2 Governance costs

	2019	2018
	£	£
Legal fees	6,466	12,241
Independent examiner's fees (see note 7)	5,220	4,920
	<u>11,686</u>	<u>17,161</u>

#### 3 Other costs

	2019	2018
	£	£
Staff costs (see note 4)	83,213	84,250
Payroll administration fee	728	540
Heat, light and power	8,733	29,128
Rent (lease payment)	1,968	1,968
Water	4,042	3,502
Insurance	3,063	2,714
Office expenses and community development	3,912	4,665
Telephone	2,425	1,815
Repairs, maintenance and cleaning	38,681	24,617
Bad debts	8,375	-
PRS and PPL licence	2,762	2,795
Briar Hill Community Hub	-	2,968
Free2talk project	-	13,216
Standens Barn youth club	-	1,000
NBC re Storehouse Church	10,000	-
Miscellaneous costs	1,346	3,107
Bank charges	154	169
Depreciation	5,007	4,982
	<u>174,409</u>	<u>181,436</u>

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2019 - continued

#### 4 Staff costs

	2019	2018
	£	£
Wages and salaries	77,999	81,168
Social security costs	3,075	2,367
Employer's pension contributions	2,139	715
	<u>83,213</u>	<u>84,250</u>
 Average number of staff (in addition to trustees)	 3	 3
	<u>3</u>	<u>3</u>

No employees had emoluments in excess of £60,000 (2018: nil).

#### 5 Trustees remuneration

The trustees did not receive any remuneration or expenses payments during the year.

#### 6 Pension costs

The company contributes to a defined contribution pension scheme. The assets of the scheme are held separately from those of the company. The pension cost charge represents contributions payable by the company to the fund and amounted to £2,139 during the year.

#### 7 Independent examiner's fees

	2019	2018
	£	£
Fees payable to independent examiner:		
- independent examination	600	600
- other	3,900	3,900
- prior year under accrual	720	420
	<u>5,220</u>	<u>4,920</u>

# Community Spaces Northampton

## Notes to the financial statements for the year ended 28 February 2019 - continued

### 8 Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
At 1 March 2018	46,272	46,272
Additions	129	129
	<hr/>	<hr/>
At 28 February 2019	46,401	46,401
	<hr/>	<hr/>
<b>Depreciation</b>		
At 1 March 2018	13,468	13,468
Charge for the year	5,008	5,008
	<hr/>	<hr/>
At 28 February 2019	18,476	18,476
	<hr/>	<hr/>
<b>Net book value</b>		
At 28 February 2019	27,925	27,925
	<hr/>	<hr/>
At 29 February 2018	32,804	32,804
	<hr/>	<hr/>

### 9 Debtors

	2019 £	2018 £
Trade debtors	69,859	40,420
Prepayments	3,794	3,726
	<hr/>	<hr/>
	73,653	44,146
	<hr/>	<hr/>

### 10 Creditors - amounts falling due within one year

	2019 £	2018 £
Trade creditors	2,299	-
Accruals	10,680	7,720
	<hr/>	<hr/>
	12,979	7,720
	<hr/>	<hr/>

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2019 - continued

#### 11 Statement of funds

	At 01/03/2018	Net incoming resources £	Transfer re fixed asset additions £	At 28/02/2019 £
<b>Restricted funds</b>	62,559	7,291	-	69,850
<b>Unrestricted funds</b>				
General reserve	40,775	24,627	-	65,402
<b>Total funds</b>	<u>103,334</u>	<u>31,918</u>	<u>-</u>	<u>135,252</u>

The general reserve represents the free funds of the charity which are not designated for specific purposes.

The restricted funds relate to unexpended grant income intended for specific purposes, and comprise:

	2019 £	2018 £
Water boiler Briar Hill	-	450
St Crispins - legal fees	-	2,759
St Crispins - set up expenses	21,817	21,817
St Crispins - costs	37,533	37,533
Briar Hill community development	7,500	-
BHCH group and hand dryers	1,000	-
Vernon Terrace maintenance	2,000	-
	<u>69,850</u>	<u>62,559</u>

Certain costs have been met with regard to St Crispins and Briar Hill community development, but these have not been separately quantified, and therefore have not been matched with grants received. As a consequence, the restricted funds as at 28 February 2019 as analysed above may be overstated.

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2019 - continued

#### 12 Lease commitments

At the balance sheet date the company had annual commitments under operating leases relating to land and buildings. The total future minimum lease payments are as follows:

	2019 £	2018 £
Payable:		
- not later than one year	1,968	1,968
- later than one and not later than five years	7,872	7,872
- later than five years	21,024	22,992
	<u>30,864</u>	<u>32,832</u>

#### 13 Related party transactions

There were no related party transactions requiring disclosure during the year (2018: none).

#### 14 General Information

Community Spaces Northampton Registered number 7831065 is a private company limited by guarantee and is incorporated in England & Wales. The Registered Office is Unit 1, St. Crispin Community Centre, St. Crispin Drive, Northampton, NN5 4GJ.