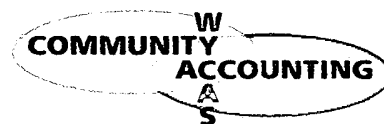


# **Leeds Community Spaces**

Charity number 1194561

A company limited by guarantee number 11208552

## **Annual Report and Financial Statements for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

# **Leeds Community Spaces**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# **Leeds Community Spaces**

## **Trustees' report for the year ended 31 March 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Mark Southwell	Chair	
Howard Bradley		
William Graham		
John Riley		

<b>Charity number</b>	1194561	Registered in England and Wales
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<b>Company number</b>	11208552	Registered in England and Wales
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<b>Registered and principal address</b>	<b>Bankers</b>
Kentmere Community Centre	Unity Trust Bank plc
Kentmere Avenue	Four Brindleyplace
Leeds	Birmingham
LS14 1BW	B1 2JB

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 15 February 2018. It is governed by a memorandum and articles of association as amended by special resolutions dated 10 December 2019, 8 October 2020 and 19 May 2021. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Leeds Community Spaces**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Objectives and activities**

#### **The charity's objects**

To further or benefit the residents of Leeds, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

To promote the voluntary sector for the public benefit in Leeds in particular by:

Building the capacity of charitable and voluntary organisations operating within Leeds and providing them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

Promoting, organising and facilitating co-operation and partnership working between charitable and voluntary organisations and statutory and other relevant bodies within Leeds.

#### **The charity's main activities**

The provision of spaces for local community organisations.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### **Achievements and performance**

2020-2021 has been Leeds Community Spaces(LCS) second full trading year of running, developing and improving Kentmere(In Seacroft) and Meanwood Community Centre that were transferred from Leeds City Council in November 2018. The year has been impacted by the Covid pandemic and seen dramatic changes to the operation during this period.

Kentmere Community Centre has remained open the whole time in the 2020-2021 pandemic as tenants have still been working and delivering critical support to the local community. The centre also became the community hub for the Covid support work in Killingbeck and Seacroft ward and was used as a volunteer collection point, to store and prepare food parcels for people in need and also to prepare and distribute activity boxes for the whole community. During the summer when restrictions changed a summer program for children took place and at all times throughout the year the groups that could run did. The cluster team that gives support for schools and families in the area moved into the centre as tenants during the summer.

Meanwood Community Centre closed for the first part of 2020-2021 during the pandemic and re-opened in the summer to enable a program for children to attend. The centre has remained open since the summer and groups that can run have and the pre school has been operating since this time. A social enterprise who works with textiles to teach practical craft skills while bringing people together to improve everyday wellbeing has also moved into the centre to be a tenant and deliver services from there.

Even with reduced capacity we feel that the buildings have now got a "heart" in them that was missing when the buildings had been run by Leeds City Council.

We have worked closely with tenants and the groups that provide services to ensure that we can support them and know their plans for delivery during and after the lockdown periods.

All areas of saving money got taken when the pandemic hit while making sure compliance was in place with legislation and Covid guidance.

In both buildings during the pandemic work on improving the buildings has taken place and the buildings are fresh and inviting. We have also replaced all emergency lighting and improved the lighting in the front of Meanwood while the buildings have been quieter.

# **Leeds Community Spaces**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Achievements and performance - continued**

Throughout the pandemic the LCS team have worked to ensure buildings are safe and secure and to support any community work needed. We have not furloughed anyone. The vacancy for the finance and bookings role was put on hold during the pandemic and the tasks completed by the manager. The role was re-recruited and a new person started in October. The manager's role has increased hours from 21 to 30 to represent the work they are completing and needing to undertake. The 35 hour building and hospitality person is still in place with our team still at three people.

We have accessed any funding available to us from the council/government for covid disruption and interruption and also received a grant from power to change, some money from local councilors from their covid relief fund and also money from the covid hub fund. Tenant income has continued and income from the groups that can run has still been coming in. We have supported groups with reduced rates and rent free periods when needed as we want to see groups be able to still deliver and support the community when they are able to.

We are proud of the way we have adapted and changed during this year and also with the support we have given to our local communities and feel we are in a good position.

### **Financial review**

*The net income for the year was £67,138, all relating to unrestricted funds.*

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £56,470.

The reserves policy is to maintain free reserves of approximately 3 months worth of future budgeted expenditure. The purpose of the reserve is to enable the charity to meet future commitments to unforeseen expenses without a negative impact on the charity. The policy will be reviewed regularly to ensure that it meets the charity's changing needs and circumstances.

During the year the charity received unplanned unrestricted Covid support grants which have led to an increase in the level of the charity's reserves. Based on our current projections, the reserves at the next year end are likely to be much closer to the policy level as the excess in reserves has been utilised towards our activities.

# Leeds Community Spaces

## Trustees' report (continued) for the year ended 31 March 2021

### Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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 the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 24/1/22

Signed  (Trustee)

Name: JOHN N. RILEY

# **Leeds Community Spaces**

## **Independent examiner's report to the trustees of Leeds Community Spaces**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 7 to 12.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable 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 charitable 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 charity's accounts as carried out under section 145 of the Charities Act ('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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 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
- 4 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)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Simon Bostrom FCIE

15/03/2022

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Community Spaces**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	111,502	15,240	126,742	55,020
Rental income		47,035	-	47,035	53,408
Other income		1,060	-	1,060	3,650
<b>Total income</b>		<b>159,597</b>	<b>15,240</b>	<b>174,837</b>	<b>112,078</b>
<b>Expenditure on:</b>					
Salaries NI and pensions	(3)	49,117	-	49,117	47,282
Staff travel expenses		221	-	221	876
Staff and volunteer training		300	-	300	-
Payroll charges		444	-	444	426
Utilities		6,531	-	6,531	27,089
Telephone and internet		1,899	-	1,899	50
Postage and stationery		116	-	116	240
Advertising and publicity		156	-	156	120
Waste and recycling		4,245	-	4,245	2,043
Insurance		3,709	-	3,709	3,379
Repairs and maintenance		16,784	3,948	20,732	21,559
Food and refreshments		2,380	-	2,380	172
Cleaning and sundries		7,567	1,615	9,182	11,768
Legal and professional		3,433	-	3,433	939
Room hire		-	-	-	634
Tools and equipment		1,043	-	1,043	1,069
Events and activities		-	-	-	400
Computer consumables and software		443	-	443	1,750
Independent examination		480	-	480	480
Depreciation		1,840	-	1,840	162
Taxation		(123)	-	(123)	123
Bank charges		72	-	72	72
PPE and work wear		1,479	-	1,479	-
<b>Total expenditure</b>		<b>102,136</b>	<b>5,563</b>	<b>107,699</b>	<b>120,633</b>
<b>Net income / (expenditure)</b>		<b>57,461</b>	<b>9,677</b>	<b>67,138</b>	<b>(8,555)</b>
<b>Transfers between funds</b>		<b>9,677</b>	<b>(9,677)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>67,138</b>	<b>-</b>	<b>67,138</b>	<b>(8,555)</b>
<b>Fund balances brought forward</b>		<b>(3,572)</b>	<b>-</b>	<b>(3,572)</b>	<b>4,983</b>
<b>Fund balances carried forward</b>	(4)	<b>63,566</b>	<b>-</b>	<b>63,566</b>	<b>(3,572)</b>

All incoming resources and resources expended derive from continuing activities.



# Leeds Community Spaces

## Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 7,096	-	7,096	648
<b>Total fixed assets</b>	<u>7,096</u>	<u>-</u>	<u>7,096</u>	<u>648</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 18,719	-	18,719	2,373
Cash at bank	41,690	-	41,690	4,722
<b>Total current assets</b>	<u>60,409</u>	<u>-</u>	<u>60,409</u>	<u>7,095</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 3,939	-	3,939	11,192
<b>Total current liabilities</b>	<u>3,939</u>	<u>-</u>	<u>3,939</u>	<u>11,192</u>
<b>Net current assets / (liabilities)</b>	<u>56,470</u>	<u>-</u>	<u>56,470</u>	<u>(4,097)</u>
<b>Total assets less current liabilities</b>	<u>63,566</u>	<u>-</u>	<u>63,566</u>	<u>(3,449)</u>
<b>Provision for liabilities</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>123</u>
<b>Net assets</b>	<u>63,566</u>	<u>-</u>	<u>63,566</u>	<u>(3,572)</u>
<b>Funds</b>				
Unrestricted funds	63,566	-	63,566	(3,572)
Restricted funds	-	-	-	-
<b>Total funds</b>	<u>63,566</u>	<u>-</u>	<u>63,566</u>	<u>(3,572)</u>

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) 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 and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 24/1/22.

Signed:  (Trustee)

Name: JOHN RILEY

# **Leeds Community Spaces**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounting policy in respect of grant income recognition has changed in light of the securing of charity status. However this has not necessitated any restatement of the comparatives in these accounts.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Computer equipment: over 4 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

# Leeds Community Spaces

## Notes to the accounts continued

### for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council Covid support	58,574	-	58,574	-
LCC other grants	52,928	240	53,168	46,020
Power to Change	-	15,000	15,000	-
Good Things Foundation	-	-	-	3,000
Cardigan Centre	-	-	-	6,000
	<u>111,502</u>	<u>15,240</u>	<u>126,742</u>	<u>55,020</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	48,344	43,339
Social security costs	3,643	3,042
Employment allowance	(3,643)	-
Pensions	773	901
	<u>49,117</u>	<u>47,282</u>

The average number employees during the year was 2.5, being an average of 2.2 full time equivalent (2020: 2.4, 1.8 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	773	901
Amount of any contributions outstanding at the year end	-	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Power to Change	-	15,000	5,323	(9,677)	-
LCC	-	240	240	-	-
	<u>-</u>	<u>15,240</u>	<u>5,563</u>	<u>(9,677)</u>	<u>-</u>

Fund name	Purpose of restriction
Power to Change	To provide emergency finance needed as a result of the Covid-19 crisis. The transfer relates to sums in respect of loss of rental income for the charity as opposed to being applied towards expenditure.
LCC	Towards equipment to aid with social distancing

# Leeds Community Spaces

## Notes to the accounts continued

### for the year ended 31 March 2021

#### 5 Tangible assets

	Computers and IT	Fixtures and fittings	Total
<u>Cost</u>	£	£	£
At 1 April 2020	-	810	810
Additions	406	7,882	8,288
At 31 March 2021	406	8,692	9,098
<u>Depreciation</u>			
At 1 April 2020	-	162	162
Charge for year	102	1,738	1,840
At 31 March 2021	102	1,900	2,002
<u>Net book value</u>			
At 31 March 2021	304	6,792	7,096
At 31 March 2020	-	648	648

#### 6 Debtors and prepayments

	2021	2020
	£	£
Debtors	18,719	2,373
Prepayments	-	-
	18,719	2,373

#### 7 Creditors and accruals

	2021	2020
	£	£
Creditors	-	5,319
Accruals	2,213	5,873
Income received in advance	1,726	-
	3,939	11,192

#### 8 Related party transactions

##### Trustee expenses

No trustee received any expenses during this year or the previous year.

##### Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

# Leeds Community Spaces

## Statement of Financial Activities including comparatives for all funds

(including summary income and expenditure account)

for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Grants and donations	111,502	46,020	15,240	9,000	126,742	55,020
Rental income	47,035	53,408	-	-	47,035	53,408
Other income	1,060	3,650	-	-	1,060	3,650
<b>Total income</b>	<b>159,597</b>	<b>103,078</b>	<b>15,240</b>	<b>9,000</b>	<b>174,837</b>	<b>112,078</b>
<b>Expenditure</b>						
Salaries NI and pensions	49,117	38,282	-	9,000	49,117	47,282
Staff travel expenses	221	876	-	-	221	876
Staff and volunteer training	300	-	-	-	300	-
Payroll charges	444	426	-	-	444	426
Utilities	6,531	27,089	-	-	6,531	27,089
Telephone and internet	1,899	50	-	-	1,899	50
Postage and stationery	116	240	-	-	116	240
Advertising and publicity	156	120	-	-	156	120
Waste and recycling	4,245	2,043	-	-	4,245	2,043
Insurance	3,709	3,379	-	-	3,709	3,379
Repairs and maintenance	16,784	21,559	3,948	-	20,732	21,559
Food and refreshments	2,380	172	-	-	2,380	172
Cleaning and sundries	7,567	11,768	1,615	-	9,182	11,768
Legal and professional	3,433	939	-	-	3,433	939
Room hire	-	634	-	-	-	634
Tools and equipment	1,043	1,069	-	-	1,043	1,069
Events and activities	-	400	-	-	-	400
Computer consumables and software	443	1,750	-	-	443	1,750
Independent examination	480	480	-	-	480	480
Depreciation	1,840	162	-	-	1,840	162
Taxation	(123)	123	-	-	(123)	123
Bank charges	72	72	-	-	72	72
PPE and work wear	1,479	-	-	-	1,479	-
<b>Total expenditure</b>	<b>102,136</b>	<b>111,633</b>	<b>5,563</b>	<b>9,000</b>	<b>107,699</b>	<b>120,633</b>
<b>Net income / (expenditure)</b>	<b>57,461</b>	<b>(8,555)</b>	<b>9,677</b>	<b>-</b>	<b>67,138</b>	<b>(8,555)</b>
<b>Transfers between funds</b>	<b>9,677</b>	<b>-</b>	<b>(9,677)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>67,138</b>	<b>(8,555)</b>	<b>-</b>	<b>-</b>	<b>67,138</b>	<b>(8,555)</b>
<b>Fund balances brought forward</b>	<b>(3,572)</b>	<b>4,983</b>	<b>-</b>	<b>-</b>	<b>(3,572)</b>	<b>4,983</b>
<b>Fund balances carried forward</b>	<b>63,566</b>	<b>(3,572)</b>	<b>-</b>	<b>-</b>	<b>63,566</b>	<b>(3,572)</b>