



**Catalyst Stockton-On-Tees Limited**  
(Company Limited by Guarantee)

Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2020

"Registrar of Companies Copy"  
Company Number: 04016295

**Catalyst Stockton-On-Tees Limited**

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**for the Year Ended 31 March 2020**

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## **Catalyst Stockton-On-Tees Limited**

### **Report of the Trustees** **for the Year Ended 31 March 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of 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 2019).

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Catalyst has a traditional structure for a small charity:

Board - has governance and strategic responsibility

Chief Executive - has executive responsibility to run operations

3 x Senior Management Team - responsible for Stockton Voice, Catalyst Health and Company Secretary duties

#### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **Trustees of the charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

L Cooke	
O S Mack	
G D Naidoo	Chair
S I Nelson	
C J Fawcett	resigned 13 May 2019
C D Marshall	
W Williams	resigned 05 November 2019
P Burgum	
Dr H D Dudiak	

#### **Chief Executive**

Steve Rose (left January 2020)

Jon Carling (appointed May 2020)

#### **Trustee Recruitment**

Trustees are recruited in order to ensure that the skills needed on the Board are present. These are identified using a skills and experience matrix which is refreshed on an annual basis.

There is an open application process which anyone can use to apply to be a Trustee. The Board reserve the right to accept or reject an application based on:

- Whether there is an obvious vacancy;
- Skills and experience of the person applying being needed on the Board;
- Availability and commitment of the person applying.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and activities**

The main objective set by the Trustees is for Catalyst Stockton-on-Tees to be seen as a forward thinking and modern infrastructure organisation for the voluntary, community & social enterprise sector (VCSE). In 2019/20, this objective aimed to meet under five clear strategic priorities:

- 1 Delivery of the VCSE Strategy 2015-20: the agreed high-level strategy for the VCSE which describes the services expected of Catalyst by all stakeholders. This includes support, training and guidance for the VCSE; management of development projects; efficient running of networks and consultations; advocacy for the VCSE and public sector;

## **Catalyst Stockton-On-Tees Limited**

### **Report of the Trustees** **for the Year Ended 31 March 2020**

- 2 Engagement & Consultation: Catalyst to ensure that engagement with communities, stakeholders and discrete groups informs policy-making and delivery of services across the VCSE. Also, to maintain and promote distinct reference groups such as Over 50s Forum, Multi-Cultural Group, LGBT Group and Disability Forum;
- 3 Organisational Excellence: The Board is clear in wanting Catalyst to be an exemplar of good practice as a VCSE Organisation in all policies and practice. This has meant that all aspects of governance and internal policy-making on a rolling timetable of review formally built into the Board's practice. Trustee appraisals and formality over remuneration were introduced in 2017;
- 4 Health & Wellbeing Programme: maintenance and growth of the Health & Wellbeing Programme including continuing to be seen as an organisation of excellent practice in NHS England programmes in the context of partnership working with public sector bodies;
- 5 Business Growth: The Board have determined the need to extend income generating activity to ensure long-term sustainability as a priority. This will include the development of new services and development projects as well as extending the geographical footprint of Catalyst, especially in the context of the Tees Valley Combined Authority and new NHS configuration.

Catalyst is developing a new strategic business plan for 2020/21 and the following years.

#### **Volunteers**

Catalyst makes use of volunteers as Trustees, and also to undertake administrative tasks in the office. In 2019-20, Catalyst took on 4 volunteers, each doing several hours each week.

#### **Performance Management**

Expected performance outputs and outcomes are set as a part of the annual business planning process which was approved by the Board in March 2019 including the budget for the year. Each officer has clear personal goals as well as those set for the organisation as a whole. The business plan's introduction states that it is an internal document but not confidential and is discussed with VCSE partners through the Council of Interest and individually as required.

A new business plan is being developed by Catalyst, under the direction of the new Chief Executive who came into post in May 2020.

#### **Public Benefit Statement**

As the VCSE infrastructure organisation for Stockton-on-Tees our existence is predicated on the belief that a strong and sustainable voluntary, community and social enterprise sector has significant, positive impact on the lives of people who live, visit and work in the borough. The business of Catalyst is to ensure that other agencies have the necessary support and resources to support and improve the lives of people across the borough, especially those living in significant need and under the pressures caused by economic deprivation. Catalyst is monitored by the VCSE through a Council of Interest to ensure it continues to serve in this capacity in addition to requirements of funders and other external partners.

#### **Achievements and Performance**

- (a) Engagement & Consultation: Catalyst continues to facilitate a range of engagement and consultation mechanisms, including: Stockton Over 50s Forum, VCSE Safeguarding Forum, Council of Interest, Stockton Voice Forum, Senior Leaders Meetings, Multicultural Forum, Disability Forum and support for the four locality Forums across the borough. In 2019-20 a new Partnership for Refugees and Asylum Seekers is to be introduced;
- (b) VCSE Support: Centre of Excellence delivered a variety of training events attended by VCSE organisations, and a number of other agencies received informal support.
- (c) Volunteering: the Stockton Volunteering Partnership website was relaunched in January 2019 and the Volunteering Partnership continues to meet on a regular basis. A new kitemark for volunteering standards is being trialled and is now being rolled out. In June 2019 the second Stockton Volunteer Market was held in Stockton High Street with 36 different groups having stalls and an estimated 200 attending during the day;

## **Catalyst Stockton-On-Tees Limited**

### **Report of the Trustees** **for the Year Ended 31 March 2020**

- (d) The Health & Wellbeing programme delivered the Community Health Ambassador programme across Hartlepool & Stockton-on-Tees; a culture change programme for the 0-19yrs service in the borough and a range of smaller initiatives. In 2019 a new Community Health Navigator project managed by Catalyst was introduced which focuses on managing better outcomes on discharge from hospital into care homes with VCSE and community support;
- (e) Clear communication: Catalyst weekly eBulletin reaches over 1,000 addresses weekly and is cascaded more widely - achieves highest satisfaction rating of any Catalyst activity. Website continues to increase footfall. An Annual Report is published each year in hard copy form and online which describes business activity and a summary of the accounts;
- (f) Awards & Events: Catalyst Achievement Awards were held in June 2019 during Volunteering Week and was attended by 300 people with full coverage in local press. The annual conference was also held in November 2019 and attracted over 130 people and 25 stall holders.

#### **FINANCIAL REVIEW**

Catalyst has faced serious financial challenges over the past two years. The amount held in unrestricted reserves reduced from £368,408 in March 2019 to £283,100 in March 2020. The Board took ownership of the worsening financial position and made significant changes to the operation of Catalyst in 2019/20, including the removal of a number of posts and ultimately the appointment of a new Chief Executive from May 2020, with a remit to secure the future of the organisation. As a consequence, Catalyst has a recovery plan consisting of cost savings, increased income, and sound management of the organisation's finances. Catalyst will aim to have at least the equivalent of three month's income in free reserves. The ambition will be to carry at least £120,000 in free reserves. The Board will keep this under review. Currently unrestricted reserves are £283,100 of which free reserves are £27,582. Fixed assets are £255,377 and programme related investments are £141. The trustees are currently endeavouring to source additional funding to meet this deficit.

#### **Risks**

A risk register is discussed and updated each year by the Board of Catalyst. The main risks to the future of the organisation both in terms of running smoothly and developing into the future are:

- Political change locally: although the core support for the organisation is through the local authority the risk to Catalyst of political change would be mitigated by the good relationships generated across all parties;
- Loss of confidence in Catalyst by voluntary sector colleagues, and/or by public sector partners. The new CEO has a remit to develop strong working relationships with partners, and to deliver quality infrastructure services to the satisfaction of colleagues in all sectors, to mitigate this risk.

#### **Principal Funding Sources**

The main themes for all sources of funding as represented in the accounts are:-

- Core Funding: grants paid from public bodies (local authority) to ensure that Catalyst is sustainable and able to act efficiently as the VCSE infrastructure body for Stockton-on-Tees which is its core charitable purpose;
- Project income: fees derived from delivering projects which enhance the VCSE sector and strengthen relationships with public sector partners both key parts of the charitable objectives of Catalyst;
- Rent, room hire & services to tenants: derives income that can be used to offer enhanced services and support for the VCSE such as purchasing fundraising resources and hiring specific expertise to support the VCSE;
- Sponsorship: used to ensure that large events can continue such as the achievement awards, conference and volunteering market.

#### **Investment Policy**

Catalyst asks that all funds are used within ethical investments of medium or low risk - these are reviewed annually with a wealth management company and Board.

**Catalyst Stockton-On-Tees Limited**

**Report of the Trustees**  
**for the Year Ended 31 March 2020**

**PLANS FOR FUTURE PERIODS**

**Current & Future Developments**

Catalyst will continue to deliver a range of infrastructure services, including:

- Forums: currently running around 60 meetings each year that are made up of networks, forums and specialist groups that ensure that the voices of Stockton are being heard in the development of public policy as well as providing a vehicle for groups and individuals to discuss, share information and develop joint working initiatives.
- Training & Development Programme: Around 50-80 training opportunities organised by Catalyst each year - it is intended that this will continue as resources allow. A new accredited Level 5 Leadership Course was developed in 2019 and has started to operate;
- Capacity Building: support in governance, finance, policy development and problem solving helps individual organisations to grow their capacity. This is at the heart of what a VCSE infrastructure organisation should be delivering and new developments will be selling these to other areas;
- Catalyst Grantfinder: as part of the Centre of Excellence, Catalyst aids VCSE organisations in locating grant funders, and supports their applications for grants through the use of a professional bid writer as a critical friend. Grantfinder is contracted until 2021, and additional bid writing support will continue as resources allow;
- Refugee and Asylum Seeker project: aiming to ensure that services provided for refugees and asylum seekers in Stockton, by a range of providers, are coordinated and working well together; and delivering a forum and a Migration Partnership to oversee those services
- Strategic Boards: Catalyst sits on a range of strategic boards in Community Safety and is used as the access to greater community knowledge - it is hoped this may translate to more tangible work in the future.
- Stockton Volunteers: Catalyst operates the Stockton Volunteers website for brokerage of volunteering opportunities;
- Volunteering Kitemark: Catalyst is trialling a kitemark for volunteering in the borough to demonstrate higher quality and better experience for those volunteering.

Catalyst networks well with VCSE infrastructure organisations across the Tees Valley and is actively seeking opportunities to co-deliver activities at sub-regional level.

Catalyst will also deliver a range of funded projects for partners, including:

- Community Health Ambassadors: a developed programme of volunteers used by the CCG and managed by Catalyst to get feedback and ideas on health-related issues. The CCG has indicated this will continue until 2021;
- Care Home Navigator project: a programme to help those leaving hospital and seeking a care home for the first time, to find a place that best meets their needs
- Holiday Enrichment Programme: providing a range of opportunities for young people and families during the summer months, and helping to ensure that all children and young people have a healthy, balanced diet
- Digital inclusion programme: providing training and hardware for people in Stockton who do not currently have access to on-line services

Catalyst has also been fully involved in Stockton's response to the COVID pandemic, including co-managing the delivery and distribution of food parcels to households, shopping, collection of prescriptions, and pet care.

**Catalyst Stockton-On-Tees Limited**

**Report of the Trustees**  
**for the Year Ended 31 March 2020**

**Catalyst Consultancy**

Catalyst is developing a consultancy function, using associates rather than employees, to undertake work for public and voluntary sector clients, in the following areas:

- Project Evaluation
- Assessing outputs and outcomes
- Market Research
- Community Engagement
- Bid-writing
- Project or Programme Management
- Human Resources
- Interim Management
- Business mediation
- PR and Marketing

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

04016295 (England and Wales)

**Registered Charity number**

1083231

**Registered office**

Catalyst House  
27 Yarm Road  
Stockton-On-Tees  
Cleveland  
TS18 3NJ

**Company Secretary**

Ms A L Atherley

**Independent Examiners**

Anderson Barrowcliff LLP  
Statutory Auditors  
Chartered Accountants  
3 Kingfisher Court  
Bowesfield Park  
Stockton on Tees  
TS18 3EX

**Catalyst Stockton-On-Tees Limited**

**Report of the Trustees**  
**for the Year Ended 31 March 2020**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Catalyst Stockton-On-Tees Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 period. In preparing those financial statements, the trustees are required to

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

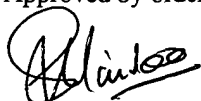
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Anderson Barrowcliff LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 4/9/20 and signed on its behalf by:



Guru Naidoo

Trustee



**Independent Examiner's Report to the Trustees of  
Catalyst Stockton-On-Tees Limited**

**Independent examiner's report to the trustees of Catalyst Stockton-On-Tees Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

**Responsibilities and basis of report**

As the charity's 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 charity'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**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACCA and ACA which are two of the listed bodies.

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

- 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.



Pauline Robinson FCCA, ACA  
ACCA and ACA  
Anderson Barrowcliff LLP  
Chartered Accountants  
3 Kingfisher Court  
Bowesfield Park  
Stockton on Tees  
TS18 3EX

Date: 15<sup>th</sup> September 2020

**Catalyst Stockton-On-Tees Limited**

**Statement of Financial Activities**  
**(Incorporating an Income and Expenditure Account)**  
**for the Year Ended 31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	97,750	-	97,750	98,500
<b>Charitable activities</b>	6				
Projects		34,824	315,886	350,710	993,327
Training and development		-	37,282	37,282	44,408
Other trading activities	4	34,214	-	34,214	32,122
Investment income	5	3,808	-	3,808	3,294
<b>Total</b>		<b>170,596</b>	<b>353,168</b>	<b>523,764</b>	<b>1,171,651</b>
<b>EXPENDITURE ON</b>					
Raising funds	7	33,340	-	33,340	39,201
<b>Charitable activities</b>	8				
Projects		94,346	389,867	484,213	998,224
Training and development		25,865	59,773	85,638	51,551
Core and organisational management		116,634	-	116,634	161,619
<b>Total</b>		<b>270,185</b>	<b>449,640</b>	<b>719,825</b>	<b>1,250,595</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(99,589)</b>	<b>(96,472)</b>	<b>(196,061)</b>	<b>(78,944)</b>
Transfers between funds	20	14,281	(14,281)	-	-
Net movement in funds		(85,308)	(110,753)	(196,061)	(78,944)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		368,408	273,087	641,495	720,439
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>283,100</b>	<b>162,334</b>	<b>445,434</b>	<b>641,495</b>

The notes form part of these financial statements

**Catalyst Stockton-On-Tees Limited****(Registered number: 04016295)****Balance Sheet****31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	15	255,377	-	255,377	259,382
Social investments	16	<u>141</u>	<u>-</u>	<u>141</u>	<u>15,000</u>
		255,518	-	255,518	274,382
<b>CURRENT ASSETS</b>					
Debtors	17	61,346	40,000	101,346	41,074
Cash at bank and in hand		<u>84,863</u>	<u>218,151</u>	<u>303,014</u>	<u>443,418</u>
		146,209	258,151	404,360	484,492
<b>CREDITORS</b>					
Amounts falling due within one year	18	(118,627)	(95,817)	(214,444)	(117,379)
<b>NET CURRENT ASSETS</b>		<u>27,582</u>	<u>162,334</u>	<u>189,916</u>	<u>367,113</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>283,100</u>	<u>162,334</u>	<u>445,434</u>	<u>641,495</u>
<b>NET ASSETS</b>		<u>283,100</u>	<u>162,334</u>	<u>445,434</u>	<u>641,495</u>
<b>FUNDS</b>	20				
Unrestricted funds				283,100	368,408
Restricted funds				<u>162,334</u>	<u>273,087</u>
<b>TOTAL FUNDS</b>				<u>445,434</u>	<u>641,495</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

**Catalyst Stockton-On-Tees Limited**

**(Registered number: 04016295)**

**Balance Sheet - continued**

**31 March 2020**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on.....4/9/20..... and were signed on its behalf by:



.....  
Trustee – Guru Naidoo

The notes form part of these financial statements

**Catalyst Stockton-On-Tees Limited**

**Cash Flow Statement**  
**for the Year Ended 31 March 2020**

	Notes	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	23	(155,635)	(318,642)
Interest paid		<u>(1,042)</u>	<u>(1,281)</u>
Net cash used in operating activities		<u>(156,677)</u>	<u>(319,923)</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(2,394)	(8,937)
Purchase of social investments		(141)	-
Sale of social investments		15,000	-
Interest received		3,667	3,294
Dividends received		<u>141</u>	<u>-</u>
Net cash provided by/(used in) investing activities		<u>16,273</u>	<u>(5,643)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>(140,404)</u>	<u>(325,566)</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>443,418</u>	<u>768,984</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>303,014</u></u>	<u><u>443,418</u></u>

The notes form part of these financial statements

## **Catalyst Stockton-On-Tees Limited**

### **Notes to the Financial Statements** **for the Year Ended 31 March 2020**

#### **1. STATUTORY INFORMATION**

Catalyst Stockton On Tees Limited is a private charitable company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found in the Trustees' Report.

The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### **2. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants, whether 'capital' grants or 'revenue grants', is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Room hire and printing income is recognised in the period the income relates to.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Allocation and apportionment of costs**

Support costs have been allocated between governance cost and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on an estimate of staff time spent on that activity. The allocation of support and governance costs is analysed in note 10.

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**2. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- not provided
Plant and machinery	- 33% on reducing balance

Tangible fixed assets are stated at cost or deemed cost less accumulated depreciation and accumulated impairment losses.

Freehold property is measured on a fair value basis at each reporting date with changes in fair value recognised in the Statement of Financial Activities.

**Social investments**

Social investments are included in the balance sheet at market value.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of one year or less from the date of acquisition or opening of the deposit or similar account.

**Financial instruments**

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**3. DONATIONS AND LEGACIES**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Donations	750	-	750	-
Grants	<u>97,000</u>	<u>-</u>	<u>97,000</u>	<u>98,500</u>
	<u>97,750</u>	<u>-</u>	<u>97,750</u>	<u>98,500</u>

Grants received, included in the above, are as follows:

	2020 £	2019 £
Stockton Borough Council	97,000	89,250
National Lottery Awards for All	<u>-</u>	<u>9,250</u>
	<u>97,000</u>	<u>98,500</u>

**4. OTHER TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Room hire, printing, sponsorship etc	<u>34,214</u>	<u>-</u>	<u>34,214</u>	<u>32,122</u>

**5. INVESTMENT INCOME**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Dividends received	141	-	141	-
Bank account interest	<u>3,667</u>	<u>-</u>	<u>3,667</u>	<u>3,294</u>
	<u>3,808</u>	<u>-</u>	<u>3,808</u>	<u>3,294</u>



**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**6. INCOME FROM CHARITABLE ACTIVITIES**

		<b>2020</b>	<b>2019</b>
	<b>Activity</b>	<b>£</b>	<b>£</b>
Grants	Projects	<b>100,750</b>	140,850
Project income	Projects	<b>215,136</b>	728,383
Management income	Projects	<b>34,824</b>	124,094
Grants	Training and development	-	4,070
Project income	Training and development	<b>37,282</b>	40,338
		<b><u>387,992</u></b>	<b><u>1,037,735</u></b>

Grants received, included in the above, are as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Stockton Borough Council	-	10,000
BBO - Step Forward Tees Valley	-	4,070
Big Local	<b>99,750</b>	126,750
Tees Valley Community Foundation	-	1,000
NHS England	-	2,350
Rothley Trust	<b>1,000</b>	750
	<b><u>100,750</u></b>	<b><u>144,920</u></b>

**7. RAISING FUNDS**

**Other trading activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
	<b>funds</b>	<b>funds</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>funds</b>	<b>funds</b>
			<b>£</b>	<b>£</b>
Staff costs	<b>25,790</b>	-	<b>25,790</b>	28,640
Insurance	<b>915</b>	-	<b>915</b>	853
Telephone	<b>510</b>	-	<b>510</b>	627
Premises costs	<b>1,926</b>	-	<b>1,926</b>	2,241
Staff Training	<b>14</b>	-	<b>14</b>	1
Office Costs	<b>2,549</b>	-	<b>2,549</b>	4,470
Staff travel	<b>197</b>	-	<b>197</b>	394
Subscriptions	<b>308</b>	-	<b>308</b>	582
Bank charges	<b>184</b>	-	<b>184</b>	226
Depreciation	<b>947</b>	-	<b>947</b>	1,167
	<b><u>33,340</u></b>	<b><u>-</u></b>	<b><u>33,340</u></b>	<b><u>39,201</u></b>

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**8. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 9) £	Support costs (see note 10) £	Totals £
Project	387,596	96,617	484,213
Training and development	59,773	25,865	85,638
Core and organisational management	15,405	101,229	116,634
	<u>462,774</u>	<u>223,711</u>	<u>686,485</u>

**9. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2020 £	2019 £
Staff costs	154,567	101,417
Insurance	434	259
Staff training	1,355	3,592
Office costs	8,307	11,144
Publicity, advertising & event	3,341	6,449
Other project costs	32,990	95,701
Sub contracted work	258,962	723,105
Staff travel	2,818	2,413
Subscriptions	-	2,666
	<u>462,774</u>	<u>946,746</u>

**10. SUPPORT COSTS**

	Management £	Governance costs £	Totals £
Project	83,585	13,032	96,617
Training and development	22,372	3,493	25,865
Core and organisational management	83,061	18,168	101,229
	<u>189,018</u>	<u>34,693</u>	<u>223,711</u>

Support costs, included in the above, are as follows:

**Management**

	2020	2019
	Total activities £	Total activities £
Project		
Wages	57,339	145,848
Social security	4,299	11,069
Pensions	2,950	5,377
Insurance	2,292	4,836
Telephone	1,278	3,551
Premises costs	4,824	12,701
Staff training	35	6
Office costs	6,384	25,329
Staff travel	493	2,235
	<u>79,894</u>	<u>210,952</u>
Training and development		
Wages	15,364	
Social security	1,152	
Pensions	790	
Insurance	614	
Telephone	342	
Premises costs	1,293	
Staff training	10	
Office costs	1,710	
Staff travel	132	
	<u>21,407</u>	
Core and organisational management		
Wages	57,038	
Social security	4,276	
Pensions	2,935	
Insurance	2,280	
Telephone	1,271	
Premises costs	4,799	
Staff training	36	
Office costs	6,350	
Staff travel	491	
	<u>79,476</u>	
Carried forward	180,777	210,952

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**10. SUPPORT COSTS - continued**

**Management - continued**

				2020	2019
	Project	Training and development	Core and organisational management	Total activities	Total activities
	£	£	£	£	£
Brought forward	79,894	21,407	79,476	180,777	210,952
Subscriptions	772	207	768	1,747	3,298
Depreciation of tangible assets	2,371	635	2,359	5,365	6,615
Loss on sale of tangible fixed assets	87	-	-	87	-
Bank charges	461	123	458	1,042	1,281
	<u>83,585</u>	<u>22,372</u>	<u>83,061</u>	<u>189,018</u>	<u>222,146</u>

**Governance costs**

				2020	2019
	Project	Training and development	Core and organisational management	Total activities	Total activities
	£	£	£	£	£
Wages	8,640	2,315	12,044	22,999	27,480
Social security	790	212	1,101	2,103	2,753
Pensions	342	92	477	911	1,056
Auditors' remuneration	-	-	-	-	5,000
Accountancy and legal fees	3,260	874	4,546	8,680	6,213
	<u>13,032</u>	<u>3,493</u>	<u>18,168</u>	<u>34,693</u>	<u>42,502</u>

**11. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Auditors' remuneration	-	5,000
Depreciation - owned assets	6,312	7,782
Deficit on disposal of fixed assets	87	-
Independent examiner's fees	<u>4,200</u>	<u>-</u>

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**12. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

**13. STAFF COSTS**

	2020	2019
	£	£
Wages and salaries	320,295	292,527
Social security costs	23,454	23,731
Other pension costs	<u>8,764</u>	<u>7,382</u>
	<u><b>352,513</b></u>	<u><b>323,640</b></u>

Included within wages and salaries is redundancy and termination payments amounting to £26,368 (2019: £Nil) relating to voluntary redundancy and negotiated termination payments.

The total amount of employee benefits received by key management personnel is £70,310 (2019 - £51,475). The Charity considers its key management personnel comprise the Chief Executive.

The average monthly number of employees during the year was as follows:

	2020	2019
Office staff	12	11
Cleaner	<u>1</u>	<u>1</u>
	<u><b>13</b></u>	<u><b>12</b></u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2020	2019
£60,001 - £70,000	<u><b>1</b></u>	<u><b>-</b></u>

Included within wages and salaries is £26,368 relating to negotiated redundancy and termination payments made in the year.

**14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	89,250	9,250	98,500
<b>Charitable activities</b>			
Projects	132,146	861,181	993,327
Training and development	-	44,408	44,408
Other trading activities	32,122	-	32,122
Investment income	<u>3,294</u>	<u>-</u>	<u>3,294</u>
<b>Total</b>	256,812	914,839	1,171,651

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>EXPENDITURE ON</b>			
Raising funds	39,201	-	39,201
<b>Charitable activities</b>			
Projects	116,004	882,220	998,224
Training and development	19,400	32,151	51,551
Core and organisational management	161,619	-	161,619
<b>Total</b>	<b>336,224</b>	<b>914,371</b>	<b>1,250,595</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(79,412)</b>	<b>468</b>	<b>(78,944)</b>
<b>Transfers between funds</b>	<b>(3,940)</b>	<b>3,940</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(83,352)</b>	<b>4,408</b>	<b>(78,944)</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>451,759</b>	<b>268,680</b>	<b>720,439</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>368,407</b>	<b>273,088</b>	<b>641,495</b>

**15. TANGIBLE FIXED ASSETS**

	Freehold property £	Plant and machinery £	Totals £
<b>COST</b>			
At 1 April 2019	241,000	182,588	423,588
Additions	-	2,394	2,394
Disposals	-	(703)	(703)
At 31 March 2020	241,000	184,279	425,279
<b>DEPRECIATION</b>			
At 1 April 2019	-	164,206	164,206
Charge for year	-	6,312	6,312
Eliminated on disposal	-	(616)	(616)
At 31 March 2020	-	169,902	169,902
<b>NET BOOK VALUE</b>			
At 31 March 2020	241,000	14,377	255,377
At 31 March 2019	241,000	18,382	259,382

The Charitable company had the freehold property revalued by Joe Fraser Chartered Surveyors in October 2017. The trustees believe the valuation still accurately reflects its fair value at 31 March 2020.

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**15. TANGIBLE FIXED ASSETS - continued**

Cost or valuation at 31 March 2020 is represented by:

	Freehold Property	Plant and machinery	Total
	£	£	£
Valuation 2014	(11,668)	-	(11,668)
Valuation 2018	(1,000)	-	(1,000)
Cost	<u>253,668</u>	<u>173,651</u>	<u>427,319</u>
	<u>241,000</u>	<u>173,651</u>	<u>414,651</u>

If the Freehold property had not been revalued they would have been included at the following historical costs:

	2020	2019
	£	£
Cost	<u>253,668</u>	<u>253,668</u>
Aggregate depreciation	<u>185,673</u>	<u>185,673</u>

**16. SOCIAL INVESTMENTS**

	Programme related investments equity £
<b>MARKET VALUE</b>	
At 1 April 2019	15,000
Additions	141
Disposals	<u>(15,000)</u>
At 31 March 2020	<u>141</u>
<b>NET BOOK VALUE</b>	
At 31 March 2020	<u>141</u>
At 31 March 2019	<u>15,000</u>

**17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade debtors	91,867	37,587
Other debtors	-	71
Social security and other tax	-	276
Prepayments and accrued income	<u>9,479</u>	<u>3,140</u>
	<u>101,346</u>	<u>41,074</u>

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade creditors	12,296	109,580
Social security and other taxes	4,646	-
Other creditors	-	1,049
Accruals and deferred income	<u>197,502</u>	<u>6,750</u>
	<u><b>214,444</b></u>	<u><b>117,379</b></u>

Deferred income amounting to £192,818 included within accruals and deferred income, comprises funding received in advance or for funding for projects over a specific period of which overlaps the year end.

**19. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	1,908	5,054
Between one and five years	<u>-</u>	<u>1,908</u>
	<u><b>1,908</b></u>	<u><b>6,962</b></u>

**20. MOVEMENT IN FUNDS**

	At 1.4.19	Net movement	Transfers between funds	At 31.3.20
	£	in funds	£	£
<b>Unrestricted funds</b>				
General fund	195,403	(99,589)	14,281	110,095
Revaluation Reserve	<u>173,005</u>	<u>-</u>	<u>-</u>	<u>173,005</u>
	368,408	(99,589)	14,281	283,100
<b>Restricted funds</b>				
TVCF	5	-	-	5
Health Projects	6,171	(6,171)	-	-
VCS Capacity Building Project (coe)	80,118	(22,488)	(40,000)	17,630
Big Local Trust	53,096	24,009	(839)	76,266
Health Initiatives	1,265	(28,122)	26,857	-
Jill Franklin Trust	2,150	-	-	2,150
Patient Engagement	230	-	(230)	-
Independent Personal Commissioning	47,941	(47,941)	-	-
Healthwatch	2,500	(3,010)	510	-
Cancer	46,916	(46,916)	-	-
Preventing Loneliness and Isolation				
Through Singing	10,000	(10,000)	-	-
0-19 Workforce Development	22,695	35,379	-	58,074
Care Home Navigator	-	2,386	(579)	1,807
Holiday Hunger	-	167	-	167
Refugees & Asylum Seekers	-	490	-	490
Our Voice Our Rights	<u>-</u>	<u>5,745</u>	<u>-</u>	<u>5,745</u>
	<u><b>273,087</b></u>	<u><b>(96,472)</b></u>	<u><b>(14,281)</b></u>	<u><b>162,333</b></u>
<b>TOTAL FUNDS</b>	<u><b>641,495</b></u>	<u><b>(196,061)</b></u>	<u><b>-</b></u>	<u><b>445,434</b></u>

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**20. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	170,596	(270,185)	(99,589)
<b>Restricted funds</b>			
Health Projects	-	(6,171)	(6,171)
VCS Capacity Building Project (coe)	37,282	(59,770)	(22,488)
Big Local Trust	99,751	(75,742)	24,009
Health Initiatives	-	(28,122)	(28,122)
Independent Personal Commissioning	-	(47,941)	(47,941)
Healthwatch	-	(3,010)	(3,010)
Cancer	-	(46,916)	(46,916)
Preventing Loneliness and Isolation Through Singing	-	(10,000)	(10,000)
0-19 Workforce Development	85,000	(49,621)	35,379
Care Home Navigator	24,851	(22,465)	2,386
Street Clean Up	31,000	(31,000)	-
Holiday Hunger	60,000	(59,833)	167
Distribution funds	1,499	(1,499)	-
Refugees & Asylum Seekers	7,085	(6,595)	490
Our Voice Our Rights	6,700	(955)	5,745
	<u>353,168</u>	<u>(449,641)</u>	<u>(96,473)</u>
<b>TOTAL FUNDS</b>	<u>523,764</u>	<u>(719,825)</u>	<u>(196,061)</u>



**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**20. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
<b>Unrestricted funds</b>				
General fund	278,754	(79,411)	(3,940)	195,403
Revaluation Reserve	<u>173,005</u>	<u>-</u>	<u>-</u>	<u>173,005</u>
	451,759	(79,411)	(3,940)	368,408
<b>Restricted funds</b>				
SBC Projects	257	(257)	-	-
TVCF	-	5	-	5
Health Projects	6,171	-	-	6,171
VCS Capacity Building Project (coe)	63,671	16,447	-	80,118
A Fairer Start	-	(3,940)	3,940	-
Big Local Trust	18,626	34,470	-	53,096
Health Initiatives	14,047	(12,782)	-	1,265
Step Forward Tees Valley	3,943	(3,943)	-	-
Jill Franklin Trust	2,400	(250)	-	2,150
Patient Engagement	13,006	(12,776)	-	230
Independent Personal Commissioning	145,591	(97,650)	-	47,941
Healthwatch	-	2,500	-	2,500
Cancer	968	45,948	-	46,916
Preventing Loneliness and Isolation Through Singing	-	10,000	-	10,000
0-19 Workforce Development	<u>-</u>	<u>22,695</u>	<u>-</u>	<u>22,695</u>
	<u>268,680</u>	<u>467</u>	<u>3,940</u>	<u>273,087</u>
<b>TOTAL FUNDS</b>	<u>720,439</u>	<u>(78,944)</u>	<u>-</u>	<u>641,495</u>

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**20. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	256,812	(336,223)	(79,411)
<b>Restricted funds</b>			
SBC Projects	-	(257)	(257)
TVCF	1,000	(995)	5
VCS Capacity Building Project (coe)	40,335	(23,888)	16,447
A Fairer Start	-	(3,940)	(3,940)
Big Local Trust	126,751	(92,281)	34,470
Health Initiatives	480,137	(492,919)	(12,782)
Step Forward Tees Valley	4,070	(8,013)	(3,943)
Jill Franklin Trust	-	(250)	(250)
Patient Engagement	-	(12,776)	(12,776)
Independent Personal Commissioning	1	(97,651)	(97,650)
Healthwatch	2,500	-	2,500
Cancer	130,794	(84,846)	45,948
Open Access Youth	50,000	(50,000)	-
Preventing Loneliness and Isolation Through Singing	10,000	-	10,000
0-19 Workforce Development	60,001	(37,306)	22,695
National Lottery Awards for All	9,250	(9,250)	-
	<u>914,839</u>	<u>(914,372)</u>	<u>467</u>
<b>TOTAL FUNDS</b>	<u>1,171,651</u>	<u>(1,250,595)</u>	<u>(78,944)</u>

**Transfers between funds**

Transfers from restricted funds to unrestricted funds are amounts agreed with the respective funders to reclassify the balances to unrestricted funds.

Transfers from unrestricted funds to restricted funds are transfers to cover an overspend on the restricted fund.

**21. EMPLOYEE BENEFIT OBLIGATIONS**

The charity operates a contributory defined contribution pension scheme for all employees. The charge for the year amounted to £8,765 (2019: £7,382). The amount outstanding at 31 March 2020 was £Nil (2019: £1,049).

**Catalyst Stockton-On-Tees Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**22. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2020.

**23. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2020 £	2019 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(196,061)	(78,944)
Adjustments for:		
Depreciation charges	6,312	7,782
Loss on disposal of fixed assets	87	-
Interest received	(3,667)	(3,294)
Interest paid	1,042	1,281
Dividends received	(141)	-
(Increase)/decrease in debtors	(60,272)	175,876
Increase/(decrease) in creditors	<u>97,065</u>	<u>(421,343)</u>
<b>Net cash used in operations</b>	<b><u>(155,635)</u></b>	<b><u>(318,642)</u></b>

**24.. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.19 £	Cash flow £	At 31.3.20 £
Net cash			
Cash at bank and in hand	<u>443,418</u>	<u>(140,404)</u>	<u>303,014</u>
	<u>443,418</u>	<u>(140,404)</u>	<u>303,014</u>
<b>Total</b>	<b><u>443,418</u></b>	<b><u>(140,404)</u></b>	<b><u>303,014</u></b>