

COMPANY REGISTRATION NUMBER 03071683

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

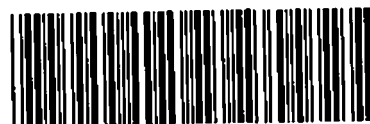
FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2020

Charity Number 1097702

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**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

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**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Sandwell Community Information and Participation Service Limited
Charity number	1097702
Company registration number	03071683
Registered office	2nd Floor The National Metalforming Centre 47 Birmingham Road, West Bromwich West Midlands B70 6PY
Directors and trustees	Mrs A M Docker Mr A D Averis Mr T Davys Mrs T Eaves Ms G Francis Mrs J Grantham Mr J Lawley Mr C Langford Mr T Purcell Mr L Smith Ms S Smith Mr M J Spencer Mr L Turner Mr A D Williams
Secretary	Ms J Macmillan
Independent examiner	Mr J S Pye FCCA 19 Ingleby Way Shrewsbury Shropshire SY3 8BU

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2020

The Directors and Trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE DIRECTORS AND TRUSTEES

The Directors and Trustees who served the company during the period were as follows:

Mrs A M Docker
Mr A D Averis
Ms M Baker
Mr T Davys
Mrs T Eaves
Ms G Francis
Mrs J Grantham
Mr D Harper
Mr J Lawley
Mr C Langford
Mr T Purcell
Ms S Smith
Mr M J Spencer
Mr L Turner
Mr A D Williams

Mr D Harper passed away on 9 January 2020.

Ms M Baker retired on 12 August 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

(a) Governing document

Sandwell Community Information and Participation Service Limited (formerly known as Sandwell Tenants and Residents Federation Limited) achieved charitable status on 28 May 2003 (registered number 1097702) and is a company limited by guarantee (registered number 03071683).

(b) Organisational structure

Sandwell Community Information and Participation Service Limited (SCIPS) has a management committee of up to 15 members who meet regularly and are responsible for the strategic direction and policy of the charity.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2020

A scheme of delegation is in place and day to day responsibility for the provision of services rests with a manager, Jan Macmillan who is responsible for ensuring that the charity delivers the services specified. The manager has responsibility for ensuring the day to day operational management of the charity, individual supervision of the staff team and ensuring that the staff team continue to develop their skills and working practices in line with good practice.

(c) Appointment of trustees

The directors of the company are also charity trustees for the purposes of charity law. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Under the requirements of the Memorandum and Articles of Association trustees are elected to the management committee to serve for a period of up to three years after which trustees must be re-elected at the next annual general meeting.

(d) Trustee induction and training

New trustees undergo an orientation day to brief them on legal obligations under charity law, the content of the charity's Memorandum and Articles of Association, the committee and decision making process and the recent financial performance of the charity. During the induction they meet key employees and other trustees and are supplied with a comprehensive board manual containing copies of all current policies and procedures. Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

(e) Risk management

The trustees have examined the major strategic, business and operational issues which the organisation faces. They confirm that systems are in place to enable regular reports to be produced so that necessary steps can be taken to reduce risks.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2020

OBJECTIVES AND ACTIVITIES

The objects and principle activities of the charity are to promote the benefits of the residents of the Borough of Sandwell in the West Midlands by associating the residents, local authorities and voluntary organisations with the common aim of:

- (a) advancing education, protecting health and relieving poverty or sickness and
- (b) providing or assisting in the provision of facilities in the interests of social welfare for recreation and leisure time occupation.

In order, therefore, to fulfil its objects and principle activities the charity provides support, information, training and advocacy to tenant and community groups in the Borough of Sandwell, thus aiming to provide communities with the confidence and skill to enable them to influence decisions which affect their homes and environment.

ACHIEVEMENTS AND PERFORMANCE

a) Continued Delivery of Core services

SCIPS has continued to deliver core support services to tenants and community groups across Sandwell. In the last 12 months SCIPS attended a total of 79 group meetings. The organisation has continued to develop and deliver a range of capacity building services. These have included providing volunteering opportunities that delivered 752 additional hours to support the work of SCIPS.

Through SCIPS website a total of 258 local articles were uploaded. These received over 8,800 views and 438 funding opportunities were uploaded receiving over 13,500 hits.

SCIPS Board met monthly and quarterly open meetings were held for the wider membership. The organisation had to cancel its scheduled AGM which was due to be held on 21 March 2020 as a result of the Covid 19 pandemic.

b) Renegotiation of Core Grant

SCIPS grant agreement with Sandwell Council came to an end in March 2020. The Board entered into negotiation with Sandwell Council to secure another 3-year grant agreement beyond their current commitment. In August 2019 approval was given for a further grant agreement securing £150,000 a year for the next 3 years.

c) Reaching Communities Digi-comm Project

SCIPS have delivered several small projects around the digital inclusion agenda. In 2019 we developed a partnership project with St Albans Community Association to submit a 3-year funding proposal to the Big Lottery Reaching Communities grant programme. The programme will deliver accessible community-based training across Sandwell which will build digital skills and confidence. St Albans will develop digital support packages aimed at supporting elderly and vulnerable residents. The full bid was submitted in November 2019 and in March 2020 we were successfully awarded a grant of £326,000 over a 3-year period.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2020

d) Hateley Cross Big Local

Hateley Cross Big Local Partnership gained approval for their 3 year community plan in May 2018. They appointed SCIPS to provide the Locally Trusted Organisation role holding the funding on behalf of the group. In addition, they also commissioned SCIPS to provide community development support to the Partnership throughout the 3-year plan.

In 2019/20 SCIPS facilitated 12 partnership meetings and 1 development day. Specific projects delivered throughout the period include:-

- Providing each of the 3 local primary schools with £10,000 to deliver environmental projects and projects that inspire young people
- Holding 4 fun days to consult the community around the Partnership Green Space Strategy. This information has been collated into a report with the Partnership looking to develop projects using the feedback from local people
- Engaging a consultant to produce a feasibility study on the Millpool, a unique green space in the area, to explore how it could be better utilised by the local community
- Providing Stone Cross Library with £2,500 of funding to deliver a programme of activities for local people
- Commissioning Sandwell Play Service to undertake significant consultation with young people in the area to develop a Youth Voice within the Partnership
- Exploring the development of a community hub in the area

e) Relocation of SCIPS office

In late 2019 SCIPS' landlord informed the organisation of its intention to sell the building in which we were located. The Board made the decision to relocate the company to new premises. In March 2020 the organisation moved to the National Metalforming Centre in West Bromwich. This has resulted in significant cost savings for the charity.

FINANCIAL REVIEW

SCIPS is reliant upon the income derived from grants it receives from organisations such as Sandwell Metropolitan Borough Council and other grant making organisations. SCIPS have recently secured core funding from Sandwell MBC for a further 3 years to 31 March 2023.

The Statement of Financial Activities shows a gross income of **£327,228** (2019 - £319,879) and expenditure of **£275,544** (2019 - £320,077). The reserves are primarily to cover the development and future running expenses of all aspects of the organisation. The excess unrestricted reserve will be used to pilot activities and initiatives which will enable SCIPS to secure funding for new areas of work in the future.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2020

Reserves Policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be approximately 6 months basic running costs which equates to approximately £80,000 in general funds.

PLANS FOR FUTURE PERIODS

a) Delivering the Council core grant

The focus of the new grant agreement has not changed. It enables us to provide training, advice and support, consultation and fundraising to groups across Sandwell. We will continue to deliver these valuable services to communities much of which is responsive and dictated by the need within the sector. We will continue to provide direct support to Tenants and Residents Groups enabling them to flourish and effectively engage with the Council.

b) Delivering the Digi-comm Reaching Communities Bid

The need for residents to be digitally connected has been increased by Covid 19 and lockdown. SCIPS will work with local residents and community organisations to support the digital inclusion agenda. The Digi-comm bid will enable SCIPS and St Albans to develop timely and relevant services to support residents, build confidence, skills and knowledge utilising digital technology.

c) Deliver the Hateley Cross Big Local Contract

SCIPS will continue to deliver services and support to the Hateley Cross Big Local Partnership. The Partnership The Partnership Big Local plan is due to expire at the end of April 2021. They are required to produce a new plan to secure the remaining five years of funding. In addition to delivering the ongoing targets and projects identified in the current plan SCIPS will be supporting the Partnership in the appointment of a consultant to produce the new plan.

d) Support Sandwell MBC in the delivery of new housing legislation

The New Deal for Social Housing Bill and Fire Safety Bill are currently being considered by Government and will become law in the near future. Both pieces of legislation will require Social Landlords to involve their residents in the development and delivery of the housing service. SCIPS will be working with Sandwell MBC to produce a new tenant engagement strategy which will provide increased opportunities for tenants to be involved thus ensuring the Council is in compliance with the new legislation.

e) Delivering a postal AGM

SCIPS were due to hold the AGM when lockdown was imposed. The Board wishes to deliver the 2019-20 AGM by post thus ensuring there is compliance with both company and charity laws.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2020

f) Covid 19 Response

Covid 19 and the national lockdown has provided some real challenges for SCIPS and the communities we support. The Board does not intend to furlough staff. It will realign services in order to continue to support residents and community groups throughout this period.

The Board applied for funding from the Government Covid 19 Response Fund to purchase 30 internet ready tablets to enable groups and individuals will continue to function during lockdown. We were successful and in September started to establish a tablet loan scheme which will enable members to interact digitally.

INDEPENDENT EXAMINER

Mr J S Pye FCCA has been re-appointed as independent examiner for the ensuing year.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

Registered office:

2nd Floor
The National Metalforming Centre
47 Birmingham Road,
West Bromwich
West Midlands
B70 6PY

Signed by order of the
Directors and Trustees



Ms J Macmillan
Company Secretary

19 November 2020

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

YEAR ENDED 31 MARCH 2020

I report on the accounts of the company for the year ended 31 March 2020 which are set out on pages 10 to 19.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Sandwell Community Information and Participation Service Limited for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED (continued)**

YEAR ENDED 31 MARCH 2020

INDEPENDENT EXAMINER'S STATEMENT

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination and I confirm that no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr J S Pye FCCA
Independent examiner

19 Ingleby Way
Shrewsbury
Shropshire
SY3 8BU

19 November 2020

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2020

	Note	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Investment income	2	75	–	75	70
Incoming resources from charitable activities - grants receivable	3	150,000	175,029	325,029	318,911
Other incoming resources	4	2,124	–	2,124	898
TOTAL INCOMING RESOURCES		<u>152,199</u>	<u>175,029</u>	<u>327,228</u>	<u>319,879</u>
RESOURCES EXPENDED					
Charitable activities	5	(92,539)	(138,953)	(231,492)	(282,972)
Governance costs	6	(44,052)	–	(44,052)	(37,105)
TOTAL RESOURCES EXPENDED		<u>(136,591)</u>	<u>(138,953)</u>	<u>(275,544)</u>	<u>(320,077)</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR					
	7	15,608	36,076	51,684	(198)
RECONCILIATION OF FUNDS					
Total funds brought forward		80,535	43,596	124,131	124,329
TOTAL FUNDS CARRIED FORWARD		<u>96,143</u>	<u>79,672</u>	<u>175,815</u>	<u>124,131</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 13 to 19 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible assets	9	3,942	1
CURRENT ASSETS			
Debtors	10	3,884	10,709
Cash at bank and in hand		175,598	119,214
		<u>179,482</u>	<u>129,923</u>
CREDITORS: amounts falling due within one year	11	<u>(7,609)</u>	<u>(5,792)</u>
NET CURRENT ASSETS		171,873	124,131
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>175,815</u>	<u>124,132</u>
NET ASSETS		<u>175,815</u>	<u>124,132</u>
FUNDS			
Restricted income funds	12	79,672	43,597
Unrestricted income funds	13	96,143	80,535
TOTAL FUNDS		<u>175,815</u>	<u>124,132</u>

For the year ended 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors and trustees' 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; and
- the Directors and Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The balance sheet continues on the following page.

The notes on pages 13 to 19 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

BALANCE SHEET *(continued)*

31 MARCH 2020

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the FRS 102 Section 1A – Small Entities.

These financial statements were approved by the Directors and Trustees and authorised for issue on the 19 November 2020 and are signed on their behalf by:



Mrs A M Docker
Director

Company Registration Number: 03071683

The notes on pages 13 to 19 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with the Charities SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102 Section 1A – Small Entities', the Companies Act 2006 and the Charities Act 2011.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on the members of the board page. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 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 of unrestricted funds that have been set aside by the trustees for particular purposes.

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. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each fund is set out in the notes to the financial statements.

Incoming resources

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

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes:-

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES *(continued)*

Unconditionally entitled to the grant. Grants, where related performance and specific deliverables, are accounted for as the charity earns the right to consideration by performance,

Donated services and facilities are included at the value to the charity where this can be quantified,

Investment income is included where receivable.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Costs of generating funds comprise the costs associated with attracting voluntary income and the cost of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the statement of financial activities on the basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and equipment - 15/33% on a straight-line basis
Property improvements - 20% on a straight-line basis

**SANDWELL COMMUNITY INFORMATION AND
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES *(continued)*

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

2. INVESTMENT INCOME

	Unrestricted funds £	Total funds 2020 £	Total funds 2019 £
Investment income	<u>75</u>	<u>75</u>	<u>70</u>

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - GRANTS
RECEIVABLE**

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
SMBC Core Grant	150,000	–	150,000	150,000
Other unrestricted Grants	–	–	–	–
Big Local Trust - Hateley Cross Grant	–	175,029	175,029	158,911
	<u>150,000</u>	<u>175,029</u>	<u>325,029</u>	<u>318,911</u>

4. OTHER INCOMING RESOURCES

	Unrestricted funds £	Total funds 2020 £	Total funds 2019 £
Miscellaneous income	<u>2,124</u>	<u>2,124</u>	<u>898</u>

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted funds	Restricted funds	Total funds 2020	Total funds 2019
	£	£	£	£
Wages and salaries	26,698	52,742	79,440	100,833
Project support costs	635	69,476	70,111	121,303
Directors and members expenses	4,406	—	4,406	4,746
Telephone	885	—	885	775
Office expenses	7,741	3,828	11,569	10,911
AGM and annual report	464	—	464	952
Rent and rates	12,938	11,069	24,007	21,269
Insurances	1,397	—	1,397	1,463
Building maintenance	829	—	829	1,286
Light and heat	1,602	—	1,602	2,419
General expenses	4,198	—	4,198	3,506
Relocation costs	6,861	—	6,861	—
Legal fees	1,752	—	1,752	—
Consultancy fees	17,512	1,838	19,350	9,793
Cleaning expenses	4,621	—	4,621	3,716
	<u>92,539</u>	<u>138,953</u>	<u>231,492</u>	<u>282,972</u>

6. GOVERNANCE COSTS

	Unrestricted funds	Total funds 2020	Total funds 2019
	£	£	£
Wages and salaries	16,278	16,278	16,278
Directors and members expenses	1,295	1,295	1,306
Telephone	221	221	194
Office expenses	1,286	1,286	1,212
AGM and annual report	464	464	952
Accountancy	2,500	2,500	2,500
Consultancy fees	12,900	12,900	6,528
Rent and rates	6,002	6,002	5,317
Insurances	349	349	366
Building maintenance	207	207	322
Depreciation	794	794	398
Light and heat	401	401	605
Cleaning expenses	1,155	1,155	929
Legal fees	—	—	—
Bank charges	200	200	198
	<u>44,052</u>	<u>44,052</u>	<u>37,105</u>

**SANDWELL COMMUNITY INFORMATION AND
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

7. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2020	2019
	£	£
Depreciation	<u>794</u>	<u>398</u>

8. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2020	2019
	£	£
Wages and salaries	85,457	108,115
Social security costs	8,245	7,305
Other pension costs	2,016	1,691
	<u>95,718</u>	<u>117,111</u>

Particulars of employees:

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

	2020	2019
	No.	No.
Administrative staff	<u>3</u>	<u>4</u>

No employee received remuneration of more than £60,000 during the year (2019 - Nil).

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

12. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2019 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2020 £
Big Local Trust - Hateley Cross Grant Plan 2 Sandwell MBC iSandwell Grant	42,166	175,029	(137,523)	79,672
	<u>1,430</u>	<u>—</u>	<u>(1,430)</u>	<u>—</u>
	<u>43,596</u>	<u>175,029</u>	<u>(138,953)</u>	<u>79,672</u>

13. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2019 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2020 £
General Funds	<u>80,535</u>	<u>152,199</u>	<u>(136,591)</u>	<u>96,143</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Total £
Restricted Income Funds:		
Big Local Trust - Hateley Cross Grant	79,672	79,672
	<u>—</u>	
Unrestricted Income Funds	<u>96,143</u>	<u>96,143</u>
Total Funds		<u>175,815</u>