

**COMPANY REGISTRATION NUMBER 03071683**

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

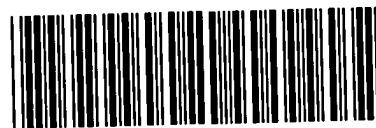
**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2019**

**Charity Number 1097702**

**SATURDAY**



**\*A8HVW5YH\***

**A24**

**09/11/2019  
COMPANIES HOUSE**

**#190**

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2019**

<b>CONTENTS</b>	<b>PAGE</b>
Members of the Board and professional advisers	<b>1</b>
Trustees Annual Report	<b>2</b>
Independent examiner's report to the members	<b>8</b>
Statement of financial activities (incorporating the income and expenditure account)	<b>10</b>
Balance sheet	<b>11</b>
Notes to the financial statements	<b>13</b>

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

<b>Registered charity name</b>	Sandwell Community Information and Participation Service Limited
<b>Charity number</b>	1097702
<b>Company registration number</b>	03071683
<b>Registered office</b>	Ground Floor Christ Church Birmingham Street Oldbury West Midlands B69 4DY
<b>Directors and trustees</b>	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
<b>Secretary</b>	Ms J Macmillan
<b>Independent examiner</b>	Mr J S Pye FCCA The Cider House Lambswick Barns Lindridge Tenbury Wells WR15 8JQ

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2019**

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 2019.

**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  
Mrs E Barker  
Mr T Davys  
Mrs T Eaves  
Ms G Francis  
Mrs J Grantham  
Mr D Harper  
Mr J Lawley  
Mr C Langford  
Ms E Plummer  
Mr T Purcell  
Ms S Smith  
Mr M J Spencer  
Mr L Turner  
Mr A D Williams

Mrs E Barker retired as a trustee on 30 March 2019.

Ms E Plummer retired as a trustee on 30 March 2019.

Mr D Harper was appointed as a trustee on 30 March 2019.

Mrs T Eaves was appointed as a trustee on 30 March 2019.

**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  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2019**

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 2019**

#### **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) Delivery of Core services

SCIPS delivered the following activities using the Sandwell MBC core grant:-

1. Training for tenant led groups – SCIPS delivered 9 training sessions for a variety of groups. Subjects included: computer skills, good governance and tackling extremism. Participant feedback has consistently rated these sessions as 9+ out of 10.
2. Support for existing groups – SCIPS provide support for recognised tenants and residents groups (TRA's) and community groups from across Sandwell. In the last year we attended a total of 94 group meetings.
3. Development and capacity building support – The organisation has continued to develop and deliver a range of capacity building services. These have included providing a resource centre and a volunteer programme that delivered 745 additional hours to support SCIPS work. Through the newly launched SCIPS website a total of 241 local articles were uploaded which received over 8,000 views and 594 funding opportunities were uploaded receiving nearly 23,000 views.
4. Fundraising – A priority for SCIPS in recent years and has been increasing external funding into the sector. SCIPS has provided support to a number of groups around funding successfully securing in the region of £50k.
5. Providing a Resource Centre – The core grant from SMBC enables SCIPS to provide a resource centre for groups in Sandwell. We offer meeting space for external groups and throughout the period we facilitated 50 external meetings in our resource centre.

# **SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2019**

#### **b) iSandwell**

SCIPS continued to support the Council's iSandwell programme aimed at developing the digital agenda within communities. SCIPS continued to manage the specialist consultant employed to deliver the programme. The programme successfully delivered the Accelerator small grant programme which distributed £10,000 to voluntary and community groups. An analysis of the outcomes delivered through iSandwell accelerator grants was produced by SMBC they found that 750 people had been engaged and over 40 workshops delivered. In addition, SCIPS provided a £1,000 grant to St Albans Community Association to pilot digital sessions with older and vulnerable residents.

#### **c) Hateley Cross Big Local**

Hateley Cross Big Local Partnership gained approval for their 3-year community plan in May 2018. They again appointed SCIPS to provide the Locally Trusted Organisation role holding the funding on behalf of the group. They also commissioned SCIPS to provide community development support to the Partnership throughout the 3-year plan. In 2018/19 SCIPS facilitated 12 partnership meetings and 2 development days. 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
- Delivering a Go Play programme across the area providing supervised outdoor activities for local children
- Further developing the green space strategy for the area exploring how the Partnership can enhance and improve the local environment
- Providing Stone Cross Library with £2,500 of funding to deliver a programme of activities for local people
- Planting 6,500 bulbs in public spaces across the area
- Funding a local training and employment programme aimed at getting local people into work.

#### **d) Launch of SCIPS Website**

SCIPS engaged a web designer to revamp and update the organisation's website. The new site retains the interactive features, such as a calendar and news updates, and was launched at the AGM in March 2018.

#### **e) Awards for All Funding**

SCIPS successfully secured Awards for All funding to develop and deliver a training programme for groups to successfully utilise social media. We employed a specialist trainer who developed and designed the course in conjunction with SCIPS Staff. A seven-week course was successfully delivered involving five different community groups.

# SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

## COMPANY LIMITED BY GUARANTEE

### TRUSTEES ANNUAL REPORT *(continued)*

**YEAR ENDED 31 MARCH 2019**

#### **d) 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 **£319,879** (2018 - £237,738) and expenditure of **£320,077** (2018 - £230,363). 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.

#### **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) Renegotiate grant to continue to develop and deliver core services**

SCIPS current grant agreement with Sandwell MBC was due to end on 31 March 2020. The Board have just completed negotiations with the council to secure the core grant for a further 3-years to continue to develop and deliver our core services. SCIPS are very grateful for this continued support.

##### **b) Developing a Digital Inclusion funding bid**

SCIPS and St Albans Community Association are working together to submit a funding bid to develop the work we have already piloted around Digital Inclusion. The project will provide support and training in a community setting to build knowledge and confidence to enable excluded sections of the community to fully utilise and engage in the digital agenda. It is envisaged that a bid will be submitted to a suitable funder in late 2019.

##### **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 have agreed to undertake a process to explore the development of a Community Hub and they are in the process of establishing a subcommittee to involve more local people in the development of the Green Space Strategy. The Partnership have agreed to continue to fund the 3 local primary schools and the library to enable them to deliver additional activities. The Partnership wish to develop a Youth Voices project to engage young people in the delivery of the programme. This will be developed throughout 2019-20.

##### **d) New and emerging legislation**

New legislation is being proposed that directly affects social housing tenants. The green paper, a New Deal for Social Housing, identifies a clear responsibility to involve, support and engage



**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2019**

residents. The 'Dame Judith Hackett Review' of tower block fire safety requires education and active engagement of residents in the new regulatory framework. SCIPS will be working with both Sandwell Council and residents in the development of processes and initiatives to comply with this new legislation

e) Relocation of SCIPS Office base

SCIPS landlord has indicated that they are selling our current premises. The Board will undertake a process to consider relocation in 2020 when the current lease expires.

**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:  
Ground Floor  
Christ Church  
Birmingham Street  
Oldbury  
West Midlands  
B69 4DY

Signed by order of the  
Directors and Trustees



Ms J Macmillan  
Company Secretary

1 November 2019

**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 2019**

I report on the accounts of the company for the year ended 31 March 2019 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  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

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

**YEAR ENDED 31 MARCH 2019**

**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

The Cider House  
Lambswick Barns  
Lindridge  
Tenbury Wells  
WR15 8JQ

1 November 2019

**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 2019**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Investment income	2	70	—	70	80
Incoming resources from charitable activities - grants receivable	3	150,000	168,911	318,911	234,412
Other incoming resources	4	898	—	898	3,246
<b>TOTAL INCOMING RESOURCES</b>		<b>150,968</b>	<b>168,911</b>	<b>319,879</b>	<b>237,738</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5	(96,765)	(186,207)	(282,972)	(189,963)
Governance costs	6	(37,105)	—	(37,105)	(40,400)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(133,870)</b>	<b>(186,207)</b>	<b>(320,077)</b>	<b>(230,363)</b>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR</b>					
	7	17,098	(17,296)	(198)	7,375
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		63,437	60,892	124,329	116,954
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>80,535</b>	<b>43,596</b>	<b>124,131</b>	<b>124,329</b>

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  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2019**

	Note	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	9	1	399
<b>CURRENT ASSETS</b>			
Debtors	10	10,709	6,949
Cash at bank and in hand		<u>119,214</u>	<u>127,318</u>
		129,923	134,267
<b>CREDITORS: amounts falling due within one year</b>	11	<u>(5,792)</u>	<u>(10,337)</u>
<b>NET CURRENT ASSETS</b>		124,131	123,930
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>124,132</u>	<u>124,329</u>
<b>NET ASSETS</b>		<u>124,132</u>	<u>124,329</u>
<b>FUNDS</b>			
Restricted income funds	12	43,597	60,892
Unrestricted income funds	13	<u>80,535</u>	<u>63,437</u>
<b>TOTAL FUNDS</b>		<u>124,132</u>	<u>124,329</u>

For the year ended 31 March 2019 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  
PARTICIPATION SERVICE LIMITED**

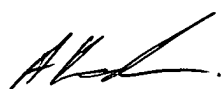
**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET** *(continued)*

**31 MARCH 2019**

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 1 November 2019 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  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2019**

**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  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2019**

**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  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2019**

**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 2019 £	Total funds 2018 £
Investment income	<u>70</u>	<u>70</u>	<u>80</u>

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

	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
SMBC Core Grant	150,000	—	150,000	150,000
Other unrestricted Grants	—	—	—	—
Sandwell MBC iSandwell Grant	—	10,000	10,000	21,000
Awards for All Grant	—	—	—	9,600
Big Local Trust - Hateley Cross Grant	—	158,911	158,911	53,812
	<u>150,000</u>	<u>168,911</u>	<u>318,911</u>	<u>234,412</u>

**4. OTHER INCOMING RESOURCES**

	Unrestricted funds £	Total funds 2019 £	Total funds 2018 £
Miscellaneous income	<u>898</u>	<u>898</u>	<u>3,246</u>

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2019**

**5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018
	£	£	£	£
Wages and salaries	50,773	50,060	100,833	101,247
Project support costs	1,040	120,263	121,303	24,841
Directors and members expenses	4,746	—	4,746	4,592
Telephone	775	—	775	948
Office expenses	7,277	3,634	10,911	10,947
AGM and annual report	952	—	952	1,071
Rent and rates	10,763	10,506	21,269	22,075
Insurances	1,463	—	1,463	1,439
Building maintenance	1,286	—	1,286	647
Light and heat	2,419	—	2,419	554
General expenses	3,506	—	3,506	10,649
Consultancy fees	8,049	1,744	9,793	7,373
Cleaning expenses	3,716	—	3,716	3,580
	<u>96,765</u>	<u>186,207</u>	<u>282,972</u>	<u>189,963</u>

**6. GOVERNANCE COSTS**

	Unrestricted funds	Total funds 2019	Total funds 2018
	£	£	£
Wages and salaries	16,278	16,278	16,278
Directors and members expenses	1,306	1,306	1,235
Telephone	194	194	237
Office expenses	1,212	1,212	1,216
AGM and annual report	952	952	1,072
Accountancy	2,500	2,500	2,500
Consultancy fees	6,528	6,528	4,916
Rent and rates	5,317	5,317	5,519
Insurances	366	366	360
Building maintenance	322	322	138
Depreciation	398	398	4,877
Light and heat	605	605	162
Cleaning expenses	929	929	895
Legal fees	—	—	783
Bank charges	198	198	212
	<u>37,105</u>	<u>37,105</u>	<u>40,400</u>

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2019**

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

This is stated after charging:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Depreciation	<u><b>398</b></u>	<u><b>4,877</b></u>

**8. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>108,115</b>	<b>109,177</b>
Social security costs	<b>7,305</b>	<b>7,562</b>
Other pension costs	<b>1,691</b>	<b>786</b>
	<u><b>117,111</b></u>	<u><b>117,525</b></u>

**Particulars of employees:**

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

	<b>2019</b>	<b>2018</b>
	<b>No.</b>	<b>No.</b>
Administrative staff	<u><b>4</b></u>	<u><b>4</b></u>

No employee received remuneration of more than £60,000 during the year (2018 - Nil).

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2019**

**9. TANGIBLE FIXED ASSETS**

	Fixtures and equipment £	Property imprvemnts £	Total £
<b>COST</b>			
At 1 April 2018	22,237	42,623	64,860
Additions	—	—	—
Disposals	—	—	—
<b>At 31 March 2019</b>	<u>22,237</u>	<u>42,623</u>	<u>64,860</u>
<b>DEPRECIATION</b>			
At 1 April 2018	21,839	42,622	64,461
Charge for the year	398	—	398
On disposals	—	—	—
<b>At 31 March 2019</b>	<u>22,237</u>	<u>42,622</u>	<u>64,859</u>
<b>NET BOOK VALUE</b>			
<b>At 31 March 2019</b>	<u>—</u>	<u>1</u>	<u>1</u>
At 31 March 2018	<u>5,275</u>	<u>1</u>	<u>5,276</u>

**10. DEBTORS**

	2019 £	2018 £
Other debtors	37	49
Prepayments	10,672	6,900
	<u>10,709</u>	<u>6,949</u>

**11. CREDITORS: amounts falling due within one year**

	2019 £	2018 £
PAYE and social security	—	2,588
Grants receivable - deferred income	—	—
Other creditors	2,022	42
Accruals	3,770	7,707
	<u>5,792</u>	<u>10,337</u>

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2019**

**12. RESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2018 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2019 £
Big Local Trust – Hateley Cross Grant Plan 1	43,193	–	43,193	–
Big Local Trust - Hateley Cross Grant Plan 2	–	158,911	116,745	42,166
Sandwell MBC iSandwell Grant	8,099	10,000	16,668	1,431
Awards for All Grant	9,600	–	9,600	–
	<u>60,892</u>	<u>168,911</u>	<u>186,206</u>	<u>43,597</u>

**13. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2018 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2019 £
General Funds	<u>63,437</u>	<u>150,968</u>	<u>133,870</u>	<u>80,535</u>

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Net current assets £	Total £
<b>Restricted Income Funds:</b>		
Big Local Trust - Hateley Cross Grant	42,166	
Sandwell MBC iSandwell	1,431	43,597
	<u>          </u>	
<b>Unrestricted Income Funds</b>	<u>80,535</u>	<u>80,535</u>
<b>Total Funds</b>		<u>124,132</u>