

Company Ltd by Guarantee No: 3691811

Registered Charity Number : 1077034

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020
FOR
BILSTON RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)**

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BILSTON RESOURCE CENTRE

**COMPANY & CHARITY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2020**

DIRECTORS / TRUSTEES:	Mr K J Sammonds Mr P J Share Mr M N Milligan Mrs R K Patla MBE
COMPANY SECRETARY	Mr S Bhardwaj
REGISTERED OFFICE :	St Michaels Mission Wolverhampton Street Bilston WV14 0LT
COMPANY NUMBER:	3691811 (England and Wales)
REGISTERED CHARITY NUMBER :	1077034
INDEPENDENT EXAMINER :	Severn Accounting LLP Victoria House 63/64 Foregate Street Worcester WR1 1DX
BANKERS:	Lloyds Bank 89 Church Street Bilston West Midlands WV14 0AX

BILSTON RESOURCE CENTRE
REPORT OF THE TRUSTEES
FOR THE PERIOD ENDED 31 MARCH 2020

The directors, who are also trustees for the purposes of the Charity Act, present their annual report and independently reviewed Financial Statements for the year ended 31st March 2020

OBJECTS AND ACTIVITIES

As set out in the Memorandum and Articles of Association, the objects of the charity are: to promote the benefit of the inhabitants of the area of benefit. In particular, to advance Christian values, education and training, relieve sickness and old age, preserve and protect good health and to provide facilities in the interest of social welfare for recreation and other leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Bilston Resource Centre's main activity is to support local people to access learning, skills and employment, by providing a welcoming open access facility, providing Information Advice & Guidance (IAG), help with CVs and jobsearch, as well as learning opportunities in Basic Skills, ESOL and Information Technology. We also work with other partners within our networks and provide vocationally relevant skills and qualifications. Additionally, we have developed the community hub and cafe to bring community groups together and also enabling organisations to make use of the centre's new purpose built facilities.

All of the Centre's activities are aimed at supporting local people, in an area of high deprivation. No member of the Company, including the Directors, receives any financial benefit from their involvement with the Centre.

In developing activities and delivering services, the Directors have taken account of the guidance on public benefit published by the Charities Commission.

ACHIEVEMENTS AND PERFORMANCE – April 2019 to March 2020

From April 2019 - March 2020, BRC has registered 462 new clients [213 men and 249 women].

The Centre provided a range of support to local people wishing to access education, training and employment including:

- Information Advice and Guidance to Matrix Quality Standard. This included career guidance and action planning, help with CVs and job applications, and access to jobsearch (including online job search).
- OCR accredited learning for Basic Skills and ESOL. In the period of April 2019 to March 2020, 176 learners have attended ESOL and Basic Skills classes. In total 39 have gained certificates in this period.
- Access to our IT suite and learning support. Clients book time on our suite of computers, and work at their own pace, supported by skilled tutors. The suite is also used for job search, and supports a group undertaking OCR training in ITQ Level 2 and also ICT Level 1 qualifications. Altogether, 208 clients made use of the IT learning facility in the period of April 19 - March 20 (92 for IT learning and 116 for jobsearch). Furthermore, BRC delivered a new project called FISCAL, supporting residents with financial budgeting and enhancing IT skills. 9 clients successfully completed the programme and 4 attained accredited qualifications
- Working with a range of partners, we have run a number of short programmes focussed on key employment sectors, providing training and relevant vocational qualifications. These have included care, security, cleaning, and construction. We have worked with Job Change, the City of Wolverhampton College and the City of Wolverhampton Council to deliver these programmes. Furthermore, we are working with Adult Education Wolverhampton delivering English entry level and ICT level 1. This has proved successful as we enrolled 33 learners within the period of September to December 2019. 35 learners completed the fast track to care and construction programmes and 10 learners completed their SIA security door supervision training.

BILSTON RESOURCE CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE PERIOD ENDED 31 MARCH 2020

BRC were successful in launching the opening of its new café and multi-purpose facility. Local MP Pat McFadden attended, with many more stakeholders from the voluntary and education sector including the City of Wolverhampton Council. BRC is exploring innovative ways of developing the cafe and its facilities.

FINANCIAL REVIEW

The charity receives a variety of grants and donations for specific purposes, which are treated as Restricted Funds. Other income is earned through delivering contracts for public agencies. While not restricted funds, we are still required to account to these agencies for the use of these funds. We use the Money Manager software package to track expenditure against various funds. The largest area of expenditure is on staff salaries. We use an external payroll agency, who are responsible for handling of PAYE and NI and payments to HMRC. All other expenditure is authorised by the Centre Manager. Nearly all our income is received in the form of cheques or direct BACS payments, and most expenditure is also made by cheque or direct debit [salaries by BACS]. The bank statements are reconciled on a monthly basis.

2019-20 was another challenging year financially. Sadly we had to make two of our staff redundant, and once again we have had to dip into our reserves, leaving our Unrestricted Fund at £88,154. However, we did succeed in accessing new key sources of funding. A three year grant from the National Lottery Community Fund is now supporting the development of our Community Hub. Through the government's Controlling Migration Fund, we were able to continue to deliver ESOL provision for our many clients whose first language is not English, and in collaboration with our partners in the Wolverhampton Learning Platform, we were able to secure funding from the West Midlands Combined Authority to support our other learning provision. We also continued to deliver the Building Better Opportunities programme, which is aimed at helping people furthest from the labour market. Looking ahead, although this programme ended in March 2020, we are partners in a succession programme, Black Country Futures, which started in April.

Due to the COVID-19 pandemic, we had to close the Centre to the public in the third week of March, but have continued to support our learners remotely, and have been working to ensure that we can sustain our services in 2020-21.

In line with the recommendations of the Charity Commission, the Trustees have adopted a policy on the holding of reserves. In view of the short-term nature of the Centre's funding, the Trustees are seeking to achieve unrestricted reserves amounting to six months' salaries and running costs. This currently amounts to around £115,000. The Trustees will continue to seek ways to boost our reserves, but are aware that this may be difficult to achieve in the short term, due to the impact of COVID-19.

The directors are empowered to invest monies of the Charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, nevertheless subject to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is constituted as a Charitable Company Limited by Guarantee and is a charity registered with the Charity Commission number 1077034, and is therefore not subject to Corporation Tax.

Governing document: Memorandum & Articles of Association incorporated on the 5th January 1999 as amended by special resolution dated 15th April 1999.

BILSTON RESOURCE CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE PERIOD ENDED 31 MARCH 2020

The Trustees set the overall policy and direction of the Charity. Day to day management responsibility is devolved to the paid staff, led by Simon Bhardwaj, the Centre Manager, who also acts as Company Secretary.

The Trustees all provide their services free of charge. They have a wide range of skills and experience in management in the public, private and voluntary sectors. Trustees are elected by the membership at the AGM, and serve for a three-year term.

REFERENCE & ADMINISTRATIVE DETAILS

These are set out on Page 3 of these accounts.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are required under UK Company law to prepare financial statements for each financial year, which give a true and fair view of the company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the directors are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in operation.

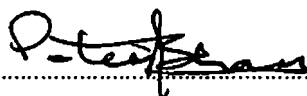
The directors are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the company and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The directors have identified the major risks to which the charity are exposed and have put adopted suitable mechanisms to manage those risks.

This report has been prepared in accordance with the special provisions of the Companies Act 2006 applicable to companies subject to the Small Companies regime.

APPROVAL

This report was approved by the directors on 26th Sept 2020,

and signed on their behalf:



Mr Peter Share, Chair

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
BILSTON RESOURCE CENTRE**

I report on the accounts of the Charity for the year ended 31st March 2020, which are set out on pages 3-6 and 8-14.

Respective responsibilities of Trustees and Examiner

As the Charity's trustees you are responsible for preparation of the accounts; you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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


My examination was carried out in accordance with general directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the Charity 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, 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 130 of the Charities Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



Ali Jaw ACCA FMAAT BSc(Hons)
Severn Accounting LLP
Victoria House
83/64 Foregate Street
WORCESTER,
WR1 1DX

Date: 28th September 2020

**Statement of Financial Activities (incorporating an Income and Expenditure Account)
for the year ended 31st March 2020**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
INCOME FROM:						
Donations & legacies	2			1,000	1,000	105,177
Charitable activities	3	86,399		110,646	197,045	888,533
Other trading activities	4	5,985			5,985	2,390
Investment income	5	38			38	68
TOTAL INCOME		92,422	0	111,646	204,068	996,168
EXPENDITURE ON:						
Raising Funds	6	6,081			6,081	5,933
Charitable Activities	6	111,556	23,729	103,046	238,331	241,867
TOTAL EXPENDITURE		117,637	23,729	103,046	244,412	247,800
NET INCOME/(EXPENDITURE)						
before transfers		(25,215)	(23,729)	8,600	(40,344)	748,368
Transfers between funds		(8,705)	8,705		0	0
Prior year Adjustment					0	0
Net Incoming/(Outgoing) resources		(33,920)	(15,024)	8,600	(40,344)	748,368
RECONCILIATION OF FUNDS						
Total funds brought forward		122,074	446,179	681,206	1,249,459	501,091
TOTAL FUNDS CARRIED FORWARD		88,154	431,155	689,806	1,209,115	1,249,459

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

There are no recognised gains or losses other than those passing through the income and expenditure account.

Bilston Resource Centre**Balance Sheet as at 31st March 2020**

	Notes	At 31st March 2020 £	At 31st March 2019 £
FIXED ASSETS			
Tangible	8	1,125,494	1,132,740
CURRENT ASSETS			
Debtors & prepayments	9	50,203	13,743
Cash at bank and in hand		75,125	122,404
		<u>125,328</u>	<u>136,147</u>
CREDITORS			
Amounts falling due within one year	10	<u>41,707</u>	<u>19,428</u>
NET CURRENT ASSETS		<u>83,621</u>	<u>116,719</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,209,115	1,249,459
CREDITORS			
Amounts falling due after more than one year		0	0
NET ASSETS		<u>1,209,115</u>	<u>1,249,459</u>
FUNDS OF THE CHARITY			
Restricted funds	12	689,806	681,206
Unrestricted funds		88,154	122,074
Designated funds		431,155	446,179
TOTAL FUNDS		<u>1,209,115</u>	<u>1,249,459</u>

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

Director's 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 of the Companies Act 2006. However, in accordance with Section 145 of the Charities Act 2011, the financial statements have been examined by an Independent Examiner, whose report is included in these accounts.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

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

The accounts were approved by the Board on 26th Sept 2020


Mr Peter Share, Chair

The notes form part of the financial statements

**Notes to the Financial statements
for the year ended 31st March 2020**

Note

1 ACCOUNTING POLICIES

Accounting Convention

The Financial Statements have been prepared in accordance with applicable accounting standards including Financial Reporting Standard FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102), The Charities Act 2011 and 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 2015).

Cash Flow Statement

Exemption has been taken from preparing a cashflow statement on the grounds that the company qualifies as a small company.

Tangible fixed assets

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

Fixtures, fittings & equipment	- 25% per annum on the fixed instalment basis
Property	- 4 % per annum on the fixed instalment basis

Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Restricted incoming resources in respect of capital expenditure are carried forward as deferred capital grants and released to the fund account to match the depreciation charges.

Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all the costs related to the category. Where costs cannot be directly attributable to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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 the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when the funds are raised for a particular restricted purpose.

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

Pension costs

The Company operates a money purchase pension scheme for employees. Employer contributions are charged as an expense in the period to which they relate and are allocated to activities in line with the related salary cost.

Bilston Resource Centre

**Notes to the Financial statements
for the year ended 31st March 2020**

Note

2 INCOME FROM DONATIONS & LEGACIES	2020	2019
	£	£
GJW Turner Trust	1,000	
The Tudor Trust		50,000
The Clothworkers Foundation		25,000
Beatrice Laing Trust		5,000
St Michaels Neighbourhood Church		23,677
The Grimmit Trust		1,000
The Lillie C Johnson Charitable Trust		500
Other donations		
	1,000	105,177

3 INCOME FROM CHARITABLE ACTIVITIES	2020	2019
	£	£
Restricted Funds		
TNL Community Fund - Hub development	27,058	
Big Lottery Fund Buildings - Phase 2 capital grant	38,002	678,613
BBO Community Matters	45,586	51,025
Black Country City Deal		68,115
	110,646	797,753
Other charitable income		
Education & training	68,213	32,439
Advice, guidance & help into work	13,186	57,718
TNL Community Fund - revenue re capital grant	5,000	
Other income		622
	197,045	888,533

4 INCOME FROM OTHER TRADING ACTIVITIES		
Centre lettings	5,985	2,390

Hire charges were made for use of the Centre by various outside organisations in 2019-20.

5 INVESTMENT INCOME		
Interest receivable	38	68

Note

6 EXPENDITURE	2020	2019
	£	£
<u>Charitable Activities:</u>		
Staff costs	146,192	175,199
Establishment costs	23,770	21,629
Direct cost of activities	13,841	28,898
Depreciation	53,953	15,641
Independent Examiner's Fee	575	500
	238,331	241,867
<u>Raising funds:</u>		
Staff costs	5,581	5,433
Other direct costs	500	500
	6,081	5,933
Total Expenditure	244,412	247,800

Notes to the Financial statements
for the year ended 31st March 2020

Note

7 STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES

During the year no remuneration for services as a director/trustee and no expenses were paid or were payable, directly or indirectly, out of funds of the charity to any trustee. Trustee Stewardship Insurance of £1,197 was paid during the year (PYR £1,167)

	2020 £	2019 £
STAFF COSTS		
Wages and salaries	127,732	168,166
Redundancy Costs	14,066	
Social security costs	5,791	8,574
Pension costs	4,184	3,892
	<u>151,773</u>	<u>180,632</u>

The average monthly number of employees during the year was :

8 12

There were no employees whose annual emoluments were £60,000 or more (2019 : nil)

8 TANGIBLE FIXED ASSETS	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Cost				
At 31st March 2019	9,172	546,506	698,270	1,253,948
Additions		46,707	0	46,707
Disposals	0		0	0
As at 31 March 2020	<u>9,172</u>	<u>593,213</u>	<u>698,270</u>	<u>1,300,655</u>
Depreciation				
At 31 March 2019	0	100,327	20,881	121,208
Charge for the period	2,293	23,729	27,931	53,953
Disposals	0		0	0
At 31 March 2020	<u>2,293</u>	<u>124,056</u>	<u>48,812</u>	<u>175,161</u>
Net Book Value				
At 31st March 2020	<u>6,879</u>	<u>469,157</u>	<u>649,458</u>	<u>1,125,494</u>
At 31st March 2019	9,172	446,179	677,389	1,132,740

Notes to the Financial statements
for the year ended 31st March 2020

Note

9 DEBTORS

	At 31st March 2020	At 31st March 2019
	£	£
Trade Debtors	50,203	13,743
Prepayments and accrued income		
	<u>50,203</u>	<u>13,743</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade Creditors	41,207	18,878
Tax and social security		
Accrued expenses - Independent Examiner	500	500
	<u>41,707</u>	<u>19,378</u>

CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Designated Funds	Restricted Funds	2020 Total Funds	2019 Total Funds
	£	£	£	£	£
Fixed Assets	6,879	431,155	687,460	1,125,494	1,132,740
Net Current Assets	81,275		2,346	83,621	116,719
Long term Liabilities					
	<u>88,154</u>	<u>431,155</u>	<u>689,806</u>	<u>1,209,115</u>	<u>1,249,459</u>

**Notes to the Financial statements
for the year ended 31st March 2020**

Note**12 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held in trust for specific purposes :

	MOVEMENT IN FUNDS				Balance at 31st March 2020
	Balance at 1 April 2019 £	Incoming Resources £	Resources Expended £	Transfers to Designated Fund £	
BBO Community Matters	2,317	45,586	49,358		(1,455)
TNL Community Fund - Hub development		27,058	25,757		1,301
GJW Turner Trust		1,000			1,000
The Grimmit Trust	1,000				1,000
The Lillie C Johnson Charitable Trust	500				500
Big Lottery Fund - Capital Grant	677,389	38,002	27,931		687,460
	681,206	111,646	103,046	0	689,806

BBO Community Matters - a grant from ESF & Big Lottery for support to those furthest from the labour market

TNL Community Fund - Hub development - a grant from the National Lottery Community Fund to support the development of BRC as a Community Hub

GJW Turner Trust, Lillie C Johnson Charitable Trust & the Grimmit Trust - grants towards the start-up costs of the community café

Big Lottery Fund - Capital Grant : a grant through the Reaching Communities Building Programme towards the cost of the Phase 2 expansion. The grant is subject to a 20 year legal charge, and will be discharged over this grant period.

Transfers

Transfers may be made in situations where expenditure has exceeded available grant income or where there has been a small balance of grant remaining after the project completion.

13 Designated Fund

A sum of £23,729 has been charged as depreciation of the designated capital fund, which reflects the value of the two extensions to the premises.

14 Commitments under operating leases

At 31 March 2020 the company had a commitment under a non-cancellable operating lease from St Michaels Neighbourhood Church for a term of 25 years, commencing January 2014 until December 2038. This lease commits the company to an annual rent of £8,000 p.a. to cover its occupation of the Phase 1 annexe at St Michaels Mission, Wolverhampton Street, Bilston WV14 0LT, to deliver its services and programmes. At the expiry of the term, the asset will revert back to the owners.

In December 2018 the company entered into a second lease from St Michaels Neighbourhood Church for a term of 20 years. This lease commits the company to an annual rent of £1,400 p.a. to cover its occupation of the Phase 2 annexe at St Michaels Mission, Wolverhampton Street, Bilston WV14 0LT, to deliver its services and programmes. At the expiry of the term, the asset will revert back to the owners.

These commitments can be broken down as follows :

Under 1 year	£9,400
1 to 5 years	£47,223
Over 5 years	£127,679

15 Reserves Policy

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

16 Related party transactions

There were no transactions with related parties during the year or previous year that require disclosure in these accounts.