

Millan Centre

Charity number 1059060

A company limited by guarantee number 02255934

Annual Report and Financial Statements for the year ended 31 March 2015

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Millan Centre

Annual Report and Financial Statements for the year ended 31 March 2015

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Prepared by West Yorkshire Community Accounting Service

Millan Centre

Trustees' report for the year ended 31 March 2015

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

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

Name	Position	Dates
Elizabeth Hellmich	Chair	
Mary Somerville	Company Secretary	
Joanna Allan	Treasurer	
Rehana Mirza		
Christine Dawson		
Gursharan Kundi		Resigned November 2014
Jarina Ghaffar		
Shagufta Sharif		
Munbah Eyman		
Isobel Arnold		Appointed November 2014
Mariam Khan		Appointed November 2014

Company secretary Mary Somerville

Charity number 1059060

Company number 2255934

Registered and principal address

Victor Street
Bradford
BD9 4RA

Bankers

Unity Trust Bank
9 Brindley Place
Birmingham
B1 2HB

CAF Bank
25 Kings Hill Avenue
Kings Hill
Kent ME19 4TA

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a charitable company limited by guarantee and was formed on 10 May 1988. It is governed by a memorandum and articles of association as amended by special resolution dated 9 October 1993. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1. The members can appoint up to 12 trustees who meet monthly and are responsible for the strategic direction and policy of the charity. This management committee is made up of a diverse group of people who have the relevant skills relating to the work of the charity.

The day to day running of the organisation is delegated by the committee to the Community Development Manager.

The Community Development Manager is responsible for ensuring delivery of the Centre activities, maintaining quality, the individual supervision of staff team including appraisal and assessment of training needs.

Millan Centre

Trustees' report (continued) for the year ended 31 March 2015

Method of recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of the charity law and under the company's articles are known as the management committee. They are elected annually by the membership at the annual general meeting.

Trustee Induction and Training

All new trustees are provided with an induction pack. All the management committee members are asked to fill in a skills audit, which provide us with information of the skills and knowledge within the management committee and identify gaps. They also sign a 'Code of Conduct' which includes agreeing to confidentiality and conflict of interest policies. The management committee members over the year have had training on visioning and future planning.

Objectives and activities

The charity's objects

The summary objects of the charity are:

To educate and provide or assist in the provision of facilities for recreation or leisure time occupation for women and girls in the local area in the interests of social welfare with the object of improving the conditions of life of such persons.

To establish and maintain a community centre and to further such charitable purposes as shall from time to time be determined by the management committee.

The charity's main activities

We are a community centre for women, girls and children in the Manningham and Heaton area of Bradford.

Achievements and performance

During the year the Millan Centre has played a very important role in developing, organising and delivering training and activities for local women, girls as well as providing quality childcare for children under 3 years old. Under the Government's '2 years old offer' scheme we have been able to deliver to eligible 2 year olds free 15 hours of childcare. The other activities offered included: Adult Education classes for women in English, computing skills, confidence building, sewing, communication skills and preparation for work. There were also work clubs, Over 50's Groups, Advice sessions and older girls' group. We were fortunate to receive funding from Heritage Lottery fund to engage with South Asian women and to record their history. A book, DVD and photographic exhibition have been produced. A launch was held in September 2014 and books and DVD were distributed to people taking parts and others.

We have achieved the performance targets agreed with our funders Bradford Council, NLDC (Neighbourhood Learning in Deprived Communities), ESF (European Social Fund) Awards for All and other small funds. We have been able to provide necessary monitoring returns to funders as required.

Financial review

The net income for the year was £2,397, including net income of £1,574 on unrestricted funds and net income of £823 on restricted funds.

Reserves policy

The reserves shall be 10% of the annual income to be increased to 6 months of the annual expenditure if this is possible and at least 50% of these to be in a readily realisable form. The reserves are to be held in a suitable account with a good rate of interest. The Community Development Manager and treasurer will review the level of reserves and recommend to the management committee if they need to be changed every 6 months or sooner if there is a significant change in circumstances. The level of reserves is to be reviewed at the end of the financial year when the excess of income over expenditure is known. The policy is to be reviewed annually.

Within the free reserves the trustees have designated £30,000 towards a building maintenance and refurbishment fund and it is for this purpose that the excess funds are being retained.

Actual free reserves at the year end were £58,498.

Millan Centre

Trustees' report (continued) for the year ended 31 March 2015

Statement of trustees' responsibilities

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

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

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

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed A Hellmich MBE (Trustee)

Name Elizabeth Hellmich

Date 4-11-15

Millan Centre

Independent examiner's report to the trustees of Millan Centre

I report on the accounts of the charitable company for the year ended 31 March 2015, which are set out on pages 6 to 11.

Respective responsibilities of the trustees and the examiner

The trustees (who are also the directors of the company 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 charity is not subject to an 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, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 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 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.

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 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 (SORP 2005).

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.

Signed: 

Name: Simon Bostrom

Relevant professional qualification or body: FCIE

Date: 22/10/15

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Millan Centre

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2015

	Notes	2015 Unrestricted funds £	2015 Restricted funds £	2015 Total funds £	2014 Total funds £
Incoming resources					
Grants, donations and service level agreements	(2)	62,412	76,040	138,452	101,320
Sales and fees		3,853	-	3,853	3,579
Other income		4,275	-	4,275	2,008
Bank interest		165	-	165	285
Total incoming resources		70,705	76,040	146,745	107,192
Resources expended					
Salaries	(3)	41,621	49,715	91,336	91,202
Agency staff		7,512	-	7,512	13,390
Payroll expenses		1,017	-	1,017	880
CRB		550	-	550	263
Recruitment		59	-	59	222
Training		784	581	1,365	1,699
Staff travel		63	50	113	326
Activity costs		1,845	8,062	9,907	12,044
Rates and water		483	1,022	1,505	1,437
Cleaning and premises expenses		2,842	855	3,697	7,359
Heat and light		1,556	749	2,305	3,569
Repairs and renewals		637	1,490	2,127	7,354
Printing, postage and stationery		471	658	1,129	1,900
Insurance		1,215	1,217	2,432	2,666
Telephone		165	289	454	1,095
Materials and resources		526	9,839	10,365	2,867
Subscriptions		250	-	250	250
Refreshments		78	654	732	761
Sundry expenses		477	36	513	433
Independent examination		540	-	540	540
Professional fees		1,423	-	1,423	2,508
Bank charges		-	-	-	-
Depreciation		5,017	-	5,017	5,249
Total resources expended		69,131	75,217	144,348	158,014
Net income / (expenditure)		1,574	823	2,397	(50,822)
Fund balances brought forward		115,016	4,706	119,722	170,544
Fund balances carried forward	(4)	116,590	5,529	122,119	119,722

All incoming resources and resources expended derive from continuing activities.

Millan Centre
Balance sheet
as at 31 March 2015

	2015	2015	2015	2014
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	58,092	-	58,092	63,109
Total fixed assets	(5) 58,092	-	58,092	63,109
Current assets				
Debtors and prepayments	(6) 1,669	-	1,669	2,254
Cash at bank and in hand	(7) 58,081	5,929	64,010	55,714
Total current assets	59,750	5,929	65,679	57,968
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 1,252	400	1,652	1,355
Total current liabilities	1,252	400	1,652	1,355
Net current assets	58,498	5,529	64,027	56,613
Total assets less current liabilities	116,590	5,529	122,119	119,722
Net assets	116,590	5,529	122,119	119,722
Funds				
Unrestricted funds:				
General funds	66,590	-	66,590	65,016
Designated funds	50,000	-	50,000	50,000
	116,590	-	116,590	115,016
Restricted funds	-	5,529	5,529	4,706
Total funds	116,590	5,529	122,119	119,722

For the year ending 31 March 2015 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved at a meeting of the trustees and signed on its behalf by:

Signed: J M Allan

(trustee)

Name J. M. ALLAN

Date: 12-10-15

Millan Centre

Notes to the accounts

for the year ended 31 March 2015

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective April 2008).

There has been no change to the accounting policies since last year.

The debtors figure in the previous year as been reduced by £2,962 being in respect of an error in those accounts.

Apart from this no other changes have been made to the accounts for previous years.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to. Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

Taxation

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

Tangible fixed assets

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

Freehold land: nil

Freehold buildings: over 50 years

Project and office equipment: over 5 years

Fund accounting

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

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

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

Millan Centre

Notes to the accounts continued

for the year ended 31 March 2015

2 Grants, donations and service level agreements	2015	2015	2015	2014
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Community Development (CD) - BMDC	-	24,204	24,204	24,719
Dept of Adult Services (DAS) - BMDC	-	9,249	9,249	9,250
Early years - BMDC	55,252	-	55,252	53,210
Sovereign Health Care	4,000	-	4,000	4,000
Shipley College	-	12,266	12,266	-
Humber Learning Consortium (HLC)	-	7,025	7,025	1,181
Big Lottery - Heritage	-	16,434	16,434	-
Neighbourhood Learning (NLDC)	-	4,672	4,672	3,841
Other BMDC grants	3,060	-	3,060	3,060
Other Small grants	-	2,190	2,190	2,035
General donations	100	-	100	25
	<u>62,412</u>	<u>76,040</u>	<u>138,452</u>	<u>101,320</u>

3 Staff costs and numbers

	2015	2014
	£	£
Gross salaries	89,211	87,280
Social security costs	4,125	4,425
	<u>93,336</u>	<u>91,705</u>

The average number employees during the year was 11 (2014:11), being an average of 5.3 FTE (2014:5.3).
There were no employees with emoluments above £60,000.

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC CD	-	24,204	24,204	-	-
BMDC DAS	-	9,249	9,249	-	-
Sovereign Health Care	1,078	-	1,078	-	-
Humber Learning Consortium (HLC)	-	6,475	6,030	-	445
Big Lottery - Heritage	2,388	16,434	18,822	-	-
Shipley College	-	12,266	12,244	-	22
Church Urban Fund (CUF)	1,240	-	1,240	-	-
NLDC	-	4,672	1,800	-	2,872
Community First	-	450	-	-	450
Christian Seedbed	-	940	-	-	940
HLC training	-	550	550	-	-
Community Development Foundation (CDF)°	-	400	-	-	400
Rand's Almshouses	-	400	-	-	400
	<u>4,706</u>	<u>76,040</u>	<u>75,217</u>	<u>-</u>	<u>5,529</u>

Millan Centre

Notes to the accounts continued for the year ended 31 March 2015

Fund name	Purpose of restriction
BMDC CD	Towards the main activities of the community centre including community development work, provision of crèche, playschemes and learning activities.
BMDC DAS	To fund work with older people. The transfer relates to the cost of managing the project
Sovereign Health Care	Towards exercise sessions for older people.
Humber Learning Consortium	Towards IT, employment and confidence building courses.
Big Lottery - Heritage	Towards recording and collecting oral histories of South Asian Women.
Shipley College	For the talk English project
Church Urban Fund (CUF)	Towards girls development work.
NLDC	Towards IT, employment and confidence building courses.
Community First	Towards the stress busters project
Christian Seedbed	For the girls group
HLC training	Towards board training and food safety training
CDF	For the Bradford winter warmth grants scheme
CDF	For inter faith workshops and a trip to Blackpool lights

5 Tangible assets

	Freehold land	Freehold buildings	Furniture & equipment (Cnet) £	Furniture & equipment (General) £	Total £
Cost					
At 31 March 2014	9,707	96,867	2,418	52,416	161,408
Additions / (disposals)	-	-	-	-	-
At 31 March 2015	9,707	96,867	2,418	52,416	161,408
Depreciation					
At 1 April 2014	-	52,799	2,418	43,082	98,299
Charge for year	-	1,937	-	3,080	5,017
At 31 March 2015	-	54,736	2,418	46,162	103,316
Net book value					
At 31 March 2015	9,707	42,131	-	6,254	58,092
At 31 March 2014	9,707	44,068	-	9,334	63,109

Millan Centre

Notes to the accounts continued for the year ended 31 March 2015

6 Debtors and prepayments

	2015	2014
	£	£
Debtors	615	500
Prepayments	1,054	1,754
	<u>1,669</u>	<u>2,254</u>

7 Cash at bank and in hand

	2015	2014
	£	£
Deposit Account	41,439	41,274
Current Account	22,385	14,288
Petty Cash	186	152
	<u>64,010</u>	<u>55,714</u>

8 Creditors and accruals

	2015	2014
	£	£
Creditors	30	370
Accruals	1,622	985
	<u>1,652</u>	<u>1,355</u>

9 Trustee expenses

Trustees received £102 in expenses during this year (previous year: 22).

10 Related party transactions

There were no related party transactions during the year (previous year: nil).