

**Woodhouse Close Church Community Centre**  
**Accounts**  
**For the Year Ending**  
**31 March 2016**



**Charity Number 1148458**

# **Woodhouse Close Church Community Centre**

## **Accounts**

**Year Ending 31 March 2016**

<b>Contents</b>	<b>Page</b>
Trustees' Annual Report	<b>1</b>
Independent Examiner's report to the trustees	<b>13</b>
Receipts and payments accounts	<b>14</b>
Statement of assets and liabilities	<b>15</b>
Community Centre accounts	<b>16</b>
Furniture Scheme accounts	<b>18</b>
Lunch Club accounts	<b>19</b>
Playgroup accounts	<b>20</b>
Summary of Funds	<b>21</b>

# **Woodhouse Close Church Community Centre**

## **Trustees' Annual Report**

**Year Ending 31 March 2016**

### **Opening Statement**

"It is in the giving oneself that one receives." Saint Francis of Assisi

This report is a recognition of a Community Programme that offers multiplicity, responding in practical terms to the material, social and spiritual needs of our community; WOODHOUSE. Our Church Mission shows the unreserved dedication and commitment that we all have in serving our neighbours and our Church Centre continues to offer much to its community in its own unique way: understanding, care and encouragement to all ages.

Over the last six months we've been looking at the way in which our Centre works and delivers to our community programme, its processes and procedures, office paperwork, structures and management. Not a small task but necessary. We've all got to hold onto our reasons for 'being' whilst looking at new ways of developing into the future to the future.

Our Church Centre Coordinator is in place to offer structure and support to the day-to-day work that goes on within and beyond our building; work that continually evolves, responding to the daily challenges that come our way. Our coordinator also has the unenviable task of sourcing funding organisations and applying for the vital financial support that we require in helping us to sustain as well as build upon the vast array of projects we have on offer for our community – so I'd like to thank John for what he has achieved since joining us in September.

We are still fortunate in having so many gifted people working and volunteering for the benefit of our neighbourhood; doing more to engage our local community at all levels, addressing social and economic issues, contributing in our own unique way to the ongoing challenges of neighbourhood renewal.

We are all privileged to serve our surrounding community and I am very appreciative to everyone for what has been achieved over the last year and look forward to what achievements are yet to come ... 'thank you'.

Every blessing

Miss Jane Crawford

CHAIR, MANAGEMENT COMMITTEE

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

### Year Ending 31 March 2016

The Management Committee as trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2016.

#### Objectives and Activities

(a) Promote the benefit of the inhabitants of Woodhouse Close Estate and the Neighbourhood defined by Woodhouse Close Ward (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, race, or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare, with the objective of improving the conditions of life for the said inhabitants.

(b) Promote such other charitable purposes as may from time to time be determined.

We strive to achieve the objectives by directly engaging the local population from babies to older people through the following activities:

Furniture Re-use Project / Thrift Shop	Tuesdays / Thursdays
Emergency home packs (Crisis Intervention)	Monday to Friday
Lunch Club and Meals on Wheels	Tuesday / Thursday
Day Club	Thursday
Credit Union	Thursday
W.A.S.H. Youth Theatre and Arts group	Thursday
Woodhouse Art Group – Fine Arts	Tuesday
Carer and Toddler Club (from birth)	Wednesday (closed summer)
Card and Craft Class	Wednesday
Monday Club Disco for adults with additional needs weekly (closed w.e.f. Dec 2015)	

We also host, or have hosted, the following activities:

Cook for Life class	Monday
NHS fitness, health and wellbeing classes	Various classes per week
British Lung Foundation exercise class	Tuesday
Stop Smoking Service drop-in	Wednesday
"Choco Maths" and "Choco English" courses	Wednesday (until Dec 2015)
Community Hairdresser	Friday
P.A.C.T. meetings	bi-monthly (Wednesdays in 2015)

From time to time, we have also hosted other time-limited courses, activities and drop-in sessions, lasting typically six to eight weeks. Over the course of the year they have included:

Digital Voice (digital inclusion)	weekly
Wellbeing for Life	weekly
Parklife (gentle exercise and games)	weekly
Stonham / Home Group floating support drop-in	weekly

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

### Year Ending 31 March 2016

#### Achievements

2015-16 has been another extremely busy and successful year in the organisation's proud history. For a Centre based on a relatively small physical footprint and low financial turnover, its provision is comprehensive and its significance to the local community considerable.

Through the all year round hard work and dedication of our staff, volunteers and other supporters, we have continued to:

- provide a safe and welcoming environment from local people of all ages to enjoy and participate in a range of activities, with 500 visiting our premises in a typical week.
- deliver an increasingly diverse range of services and activities to support health and wellbeing, encourage participation and engagement, tackle social inclusion, raise awareness and develop skills for employment or onward progression.
- assist people in crisis with emergency packages of help including food, fuel, furniture, other household items, advice and signposting
- work with our complex network of partners to address significant problems in the local area, including high unemployment, poor health (including poor access to health services) and waves of crime (including loan shark activity and anti-social behaviour)
- respond to specific organisational and operational issues, including finances, also introducing improved ways of working to ensure a more positive, sustainable future.

We continue to welcome people from all sectors of our community, regardless of ability, background or faith. With annual footfall remaining above 22,000, around 500 people are welcomed through our doors each week, to engage in our activities or access our services.

These include: Lunch Club, Day Club, Meals on Wheels, Furniture Scheme, Crisis Intervention (including food bank), Credit Union, Thrift Shop, Carers and Toddlers, cooking groups, community hairdresser and art and craft classes.

We are also working with our partners to expand the ways in which we improve people's health and wellbeing. Examples include fitness classes, Weight and Wellbeing, pulmonary groups, Stop Smoking Service and Wellbeing for Life.

Our users continue to tell us about the Centre's importance to their lives, as a safe space and a sanctuary. Our Crisis Intervention work, Furniture Scheme and Thrift Shop help to keep people out of poverty, offering a vital first port of call for those experiencing hardship, debt, personal and family crises. Through our Lunch Club, Day Club and Meals on Wheels, we combat social isolation and improve people's diets with good quality, hot meals and well-planned social activities.

We are situated in the middle of Woodhouse Close Central ward, statistically within the top 2% of the most disadvantaged areas of England (Indices of Deprivation, 2015). According to the most recent census, 50% of those aged 65+ in this ward live alone, compared to 31% nationally, unemployment rates are 15.7% higher than the national average and the number of those on ESA or incapacity benefits is over double the national figure (Nomis Official Labour Market Statistics, JSA, January 2014 and DWP claimants, Aug 2013).

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

### Year Ending 31 March 2016

Set against this longstanding climate of local disadvantage, the more recent imposition of a series of austerity measures has hit our community extremely hard. Whilst the effects of the under-occupancy (bedroom) tax continue to be felt by many, new cuts and welfare reform measures - such as the introduction of Universal Credit for selected claimants - are impacting significantly on many more. This is likely to be exacerbated by further planned reductions to the "benefit cap" in late 2016 and the continuing roll-out of Universal Credit.

In such an uncertain climate, our continuing response is to provide an offer which benefits the area's social, economic and physical health and which contributes positively to the community. On a day-to-day basis, our success remains possible through the hard work and dedication of our volunteers and staff, and the kindness of our supporters; in particular through their donations of food, furniture, clothing, toiletries and household items. Equally integral to our daily success is good partnership working, upon which we will reflect later.

Below is a summary of progress from each of our regular services and activities:

#### **Crisis Intervention (food and fuel)**

Demand for emergency home packs, through our crisis intervention work, remains extremely high. In 2015-16, we helped 1,117 people through 610 cases with food, fuel and other essential items. Whilst a significant proportion of our clients live on Woodhouse Close estate, we also help people from a much wider local area. Approximately half of those we help actually live in Bishop Auckland, with most of the remaining 50% living a few miles away.

We accept referrals from a number of agencies with whom we work very closely. We accept referrals from a number of statutory partners including the NHS, Durham County Council, Job Centre Plus, housing associations, the police and the probation service. Additionally, we accept referrals from voluntary and community sector agencies, typically around eight different agencies per quarter. Of all referrals, Citizens' Advice refer most (around 28%), followed by Job Centre Plus (22%) and Durham County Council (10%). Where people come to us directly for help, we treat their case as a 'self-referral' and offer a timely 1-1 assessment to identify how we may help them. Self-referrals account for around 14% of all cases.

Whilst the 6.5% increase in the number of people helped compared with the previous year was surprisingly modest, concerns remain about the future. The current climate of austerity and welfare reform, outlined in the introduction, continues to make it difficult to cope with the demand for our service; this is likely to rise still further by the end of 2016. With many of those we help also in need of longer-term or more in-depth support, our response is to strive to improve links with others; in doing so improving our advocacy and signposting service. Recently, we gained two-star accreditation through the Advice in County Durham partnership, and we are serious in our aims - outlined below - to build capacity within the organisation to improve our response to local needs.

On the positive side, we continue to receive daily donations of food, toiletries and other essential household items from our large network of partners, too numerous to name.

# **Woodhouse Close Church Community Centre**

## **Trustees' Annual Report**

**Year Ending 31 March 2016**

### **Furniture Scheme and Thrift Shop**

Open Tuesdays and Thursdays, our furniture scheme continues to provide people on low incomes with cost effective methods of setting up home; we collect clean, undamaged, unwanted furniture donated by people within a few miles of Woodhouse Close and sell on the items at low cost to people on low incomes. We are members of Durham County Furniture Forum and we work in close partnership with local social landlords, and others, to support tenants in greatest need. Also open Tuesdays and Thursdays, the thrift shop provides people with the opportunity to purchase smaller household items plus toys, clothes, blankets and bedding - all at low cost.

In cases of extreme hardship, we will provide furniture and thrift items for free, supported by our Crisis Intervention programme. We also continue to provide local people with valuable work experience and training, with volunteers occasionally going on to find paid work.

### **Lunch Club, Day Club and Meals on Wheels**

Our Lunch Club, Day Club and Meals on Wheels services run successfully throughout the year, every Tuesday and Thursday (Day Club Thursdays only), for around 45 weeks of the year. This year, we served 5,608 meals (3,166 Meals on Wheels and 2,442 at the Centre), to local people aged 55 years and over. Sadly this figure has declined over recent months due to a number of illnesses and bereavements, and we are now actively marketing the service to attract new members. Our services help lonely and often vulnerable people to be sure of a healthy, balanced diet as an alternative to convenience foods.

We continue to work closely with local health and wellbeing partners to provide activities such as gentle exercise, indoor 'kurling' and archery, health screening, dietary advice and health awareness sessions. Loneliness remains a major challenge for older people and attending our regular groups gives people the opportunity to build friendships and confidence. Our help in arranging taxis is very much appreciated, with many suffering mobility problems and local public transport relatively poor.

Regular trips are a key part of the Day Club, with recent visits to Preston Park and Auckland Castle, with whom we have an excellent, ongoing relationship. Our volunteers provide help preparing food, making tea and leading activities. Our volunteers also benefit from great opportunities to develop new skills, build self-confidence and make new friends. We are particularly grateful to the volunteer helpers from Resolve, local males with varying social needs who help us with a range of tasks.

Due to their nature, there is limited potential to generate sufficient sales revenue from the Furniture Scheme, Lunch Club and Meals on Wheels to recover their increasing costs. These schemes remain heavily reliant, therefore, upon grant funding, donations and fundraising.

### **Credit Union**

Our weekly volunteer-led NE First Credit Union point is integral to our mission to tackle local poverty, with high levels of membership. We offer weekly collection points within the church and also the local primary school, which helps to encourage saving from an early age. We also encourage people accessing our crisis help to start regular saving and we also offer small, very low cost loans. Together with our Furniture, Crisis and other schemes, the Credit Union forms an integral part of our work with the police and other partners to tackle illegal money lending, which remains a significant problem in the local area.

# **Woodhouse Close Church Community Centre**

## **Trustees' Annual Report**

**Year Ending 31 March 2016**

### **Woodhouse Art Group – Fine Arts**

This programme, developed out of 'Colour Your Life', an 'Arts on Prescription' service, has continued to provide access to artistic and creative activities promoting positive mental health and wellbeing. The clients find it invaluable and their keenness for the service to continue meant that after five years it is still running as a members' group, co-ordinated by a local artist from Daisy Arts, who gives of her time voluntarily. It runs every Tuesday, 6pm until 8pm during term time, at a cost of £3 per week to cover rental. It's a friendly, caring group and a safe environment to get to know new people and learn a little about drawing, shading and painting.

### **Cookery Group**

Numbers have been rising steadily this year and there are now about 10 to 12 regulars who meet every Monday to make various meals of fresh food to encourage healthy eating. New methods are taught to introduce participants to a variety of different tastes and textures, whilst also helping them to economise. With the help of a volunteer chef we learn something each week. It helps in social company and everyone enjoys the food and recipes, and of course the meal afterwards. Once a month, the group links in with Shared Meals, an activity run at the centre by a volunteer from one of our partner churches with similar aims to the weekly group, where everyone has an agreed role.

### **Parent, Carer and Toddler Group**

We are a large group of parents, carers and toddlers who enjoy spending time with each other. We have enjoyed a number of trips this year including a Pantomime, Hall Hill Farm and Shildon Railway Museum. Additionally, all of the children have received Easter Eggs and presents from Father Christmas! We are now looking forward to our annual trip at South Shields this summer. Over the past few months, we have seen an increase in the number of babies, which reflects the large number of births on the estate recently. Our excellent community spirit helps to keep each other in the loop and to ensure a safe place for the children to play and learn. Finally we would like to join the parents in expressing our gratitude to our supporters, especially Tesco, who have provided us with gifts throughout the year.

### **Weekly hairdresser**

Each Friday, three clients visit the centre for an appointment with the local community hairdresser, and others come from time to time, some from the Lunch Club and Day Club. There is a good rapport; everyone enjoys the tea, coffee and ginger biscuits and they all feel better after a spruce up with a cut and perm. Most clients are pensioners and they prefer to come to the centre for company.

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

Year Ending 31 March 2016

### W.A.S.H. Youth Theatre and Arts Group

Working with youngsters aged 10 to 25, this group meets weekly; Thursdays, 6pm until 8pm  
*“To have a place where young people can come and share ideas, work together as a team, form friendships and expand in knowledge, not only of the world around them but also of themselves as individuals.”*

Membership is diverse, from those coming to the end of primary school to those starting secondary education, those leaving school to those who do not attend school at all and are being home tutored. In some cases this is the only group that some of the young people access as an external activity. The aim of the sessions is to teach life skills through the medium of theatre and the arts, encouraging self-esteem and self-worth - to empower young people on their life's journey.

Highlight of this past year was All Hallows' an event developed by Daisy Arts for Auckland Castle Trust: two nights worth of performances delivered to audiences walking through the grounds of Auckland Castle Park. The group partnered with students from St. John's Catholic School and HND students from Bishop Auckland College. There were over nine walks each evening, attended by over 260 people each night, meeting characters such as the 'seller of potions', 'Mrs Lovett', the 'Gun Powder Plot' team and the children of 'Mary Ann Cotton'.

W.A.S.H. is a group that stretches far and beyond the two hours at the centre on a Thursday night with many voluntary hours given; thanks to all for their support throughout the year.

### Card and Craft Class

The class continues to meet weekly, providing an ideal opportunity for the creatively minded to meet, socialise and produce a wide range of cards and other crafts. About six regulars meet each week. Whilst this has proven to be a sustainable number, the group is always open and welcoming to new members. The group continues to receive orders for cards and all funds raised go back into the group to pay for equipment.

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

### Year Ending 31 March 2016

The year has seen major changes in personnel, including the retirement of Jean Clarke as full-time Community Co-ordinator and Jane Armstrong as Secretary of the Management Committee. Our thanks go to both for many years' outstanding work.

In June, we welcomed a new Priest in Charge, Revd. Sarah Siddique Gill. Sarah has overall responsibility for the church and community centre and is settling in well. In September, John Wiseman joined us as our new Community Co-ordinator. John came to us from our very close neighbours Auckland Youth and Community Centre, and is settling in well.

At this point, it is worth repeating that our work relies heavily on good partnerships, which we take seriously and value highly. Whilst we take great pride in what we do, we know that it would not be possible without the hard work, spirit and dedication of so many of our friends in the local community and beyond. Whilst much of the help we receive is in the form of donations of food, furniture, money and various household items, we also benefit greatly from many other kinds of in-kind support; not least people volunteering their time to help us.

First and foremost, without the generous help from each of our funders (listed in the financial report), we would find it impossible to operate on the scale that we do. We value their financial help, their interest in our work and - equally importantly - their passion in our achievements and outcomes to support the welfare and wellbeing of our local community.

Next, we owe a huge debt to each and every one of our local partners, from all walks of life. Too numerous to mention by name, or even by group, they include: local people and their families; churches; statutory and voluntary organisations; support agencies; businesses; schools; universities and colleges.

We are particularly grateful to new partners this year. These include our local branches of Virgin Money (fundraising, food parcel donations, and an excellent presentation to our Day Club on fraud awareness which will be rolled out to other groups in 2016) and Darlington Building Society (fundraising, a new in-store collection point for our food bank, and volunteer help to develop our social media).

We would also like to thank our Durham University students who have helped us with essential task-and-finish projects this year including grant applications and a refresh of our website. Once again, we have received excellent support from Auckland Castle this year, including help with student placements, activities and planning new heritage projects.

Recently, we have joined forces with Morrison's, Tesco and M&S; being selected in each case as one of their chosen partners to receive 'food waste' donations. Meanwhile, over the course of the year, other local businesses have also arranged to collect donations from their staff and customers for our projects, including Christmas and Easter in-store collections. Whilst they are put to a range of uses, most of the food items we receive are used for our emergency food parcels, lunch club, meals on wheels and other cookery classes. Anything left over will be donated to visitors to the centre, according to need, or otherwise on a first come first served basis. We would also like to thank local supermarkets Asda and Tesco for accommodating our in-store fundraising activities this year.

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

### Year Ending 31 March 2016

We would also like to take the opportunity to thank our dedicated, hard-working and knowledgeable staff for their day-to-day service and their unfailing commitment to our projects. Finally, but most importantly of all, our thanks extend to the 70-strong team of volunteers. Without them, we would not be able to deliver our day-to-day activities, or to ensure that our complex network of services operate regularly and reliably. Equally importantly, we value their participation in our fundraising events, which generate the additional income we need to run the activities and to keep the centre's doors open.

Warm and heartfelt thanks to all for another successful year.

### The Future

Whilst we remain very optimistic about the future, we should not disguise the fact that we are currently meeting with a number of key challenges. We know our main challenges, however, and we have a structured plan to deal with them.

As a constantly evolving organisation, working together and learning from each other as we do, we are already overcoming many challenges, using our collective wisdom to help us.

Lessons learned over the past year have enabled us to plan more effectively for the future, with an action plan drawn up for 2016-17 which includes the following priorities:

- Improved financial management, with four clear priorities:
  - improved day-to-day monitoring and monthly reporting
  - a new income generation strategy
  - a greater focus on cost control
  - better cash-flow systems
- Longer term financial sustainability with specific focus on generating grant revenue and increasing reserves, and an increased volume of funding applications
- Development of a comprehensive fundraising plan, which is already helping with tracking funding opportunities and applications, monitoring and evaluation, and timely feedback to funders
- Significant review of our day-to-day operations to help us to improve efficiency and customer service
- Building more capacity within the organisation, including better opportunities for self-development and more training for staff and volunteers
- Improved engagement within our community to identify gaps in provision and need, and building considered responses to these (we are acutely aware of the need to improve digital inclusion, for instance)
- Prioritising funding to enable the creation of new posts, including plans for a Business Admin Apprentice, a Crisis Intervention Welfare Worker and more admin support
- A 21<sup>st</sup> century communications strategy which is realistic without being complex; identifying ways in which businesses and others may help us with in-kind support through their own community schemes.

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

Year Ending 31 March 2016

### Reference and Administrative Details

<b>Registered charity name</b>	Woodhouse Close Church Community Centre
<b>Charity registration number</b>	1148458
<b>Principal office</b>	Woodhouse Close Church Proudfoot Drive Bishop Auckland DL14 6PD

### **The Trustees**

The trustees who served the charity during the year were as follows:

Jane Crawford  
Mr Malcolm Aspinall  
Mrs Jane Armstrong M.B.E.  
Mrs Eileen Welsh  
Mr John Armstrong  
Revd Brenda Jones  
Councillor John Lethbridge, County Councillor  
Mrs Vera Barber  
Mrs Ingrid Hammond  
Ms Doreen Kett  
Revd Linda Dodds  
Mr Neil Hammerton  
Ms Shelley Hunt  
Mrs Mavis Adlington  
Miss Colette Jackman  
Mrs Elizabeth Farlow  
Mrs Sylvia Smith

**Secretary** Vacant

**Independent Examiner** Jane Ascroft  
Jane Ascroft Accountancy Ltd  
Enterprise House  
Harmire Enterprise Park  
Barnard Castle  
County Durham  
DL12 8XT

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

Year Ending 31 March 2016

### **Bankers**

Barclays Bank plc  
Jenkins House  
Bob Hardisty Drive  
Bishop Auckland  
Co Durham  
DL14 7TH

### **Structure, Governance and Management**

We are an unincorporated association. The governing document is the constitution which was adopted on 17 May 2006 (updated 2012). The Centre was registered as a charity on 7 August 2012, registered charity number 1148458.

Elected members of the Management Committee are responsible for formally monitoring and reviewing progress and making decisions on major policy changes and new initiatives. The Management Committee has fifteen full members and meets six times a year.

The list of trustees will be updated at the AGM on 25 July 2016. Subject to agreement, the elected members of the management committee will effectively become the trustees of the management committee.

Together with five part-time workers and a full time Community Co-ordinator, 70 volunteers carry out the day-to-day tasks of the Centre's projects and functions which include: Crisis Intervention; Lunch Club / Day Club / Meals on Wheels; Furniture Re-use Project; and office administration. Operational responsibilities for the centre's day-to-day running rest with the Centre Co-ordinator, under the supervision of the Management Committee. The line management responsibility for staff rests with the Priest in Charge, although the Cleaner / Caretaker reports into the Centre Co-ordinator.

### **Public Benefit**

Our main activities and who we help are described elsewhere in this report. All our charitable activities are undertaken to further our charitable purposes for the public benefit. The Committee have had regard to the Charity Commission's guidance on public benefit throughout the year when deciding on the activities of the charity.

# Woodhouse Close Church Community Centre

## Trustees' Annual Report

Year Ending 31 March 2016

### Financial Review

Total income for the year was £121,489 (2015 - £91,705) and total expenditure was £113,679 (2015 - £103,836) giving an overall surplus of £7,810 (2015 - deficit of £12,131).

At 31st March 2016 the charity held total bank balances of £49,226 of which £1,165 was unrestricted reserves.

The organisation is aware that the centre's reserves are critically low and have been for some time. It is also aware that many of its projects and activities are in need of significant cash injections which have, for various reasons, dwindled over recent years.

In response, this year has seen a step change in the way the centre's finances are managed. Major developments have included the introduction of QuickBooks accounting system to help manage day-to-day transactions, and the new Community Co-ordinator's fresh approach to financial management - which has included sharper and more in-depth reports - and a longer-term view of financial sustainability. The Co-ordinator's four-point plan is outlined in the above section "The Future".

In decisive fashion, therefore, the centre is getting on top of its finances. Supported strongly by the treasurer, a regular book-keeping volunteer and an external financial consultant (funded for a limited time by the Tudor Trust), the Co-ordinator has helped to introduce a culture of rigorous data interrogation, using management information to ensure detailed monthly reports for each project, and monthly bank reconciliations accurate to the penny. The data is also used to identify and resolve operational issues as and when they arise, in close discussion with the management committee. In turn, these developments have also enabled the management committee to receive a deeper understanding of the finances.

The new approach is already starting to deliver. This is evidenced by a significant profit-and-loss turnaround - this year's overall surplus of £7,810 comparing with a previous deficit of £12,131 - and an increase in reserves which, whilst still critically low, is on the right trajectory. Reserves are predicted to increase more rapidly in subsequent years as the new culture becomes embedded and the centre's finances stabilise.

### **Reserves Policy**

The charity aims to hold 3 months centre running costs in reserve. At 31<sup>st</sup> March 2016 this was estimated to be £4,100 excluding staff costs and £10,600 including the wage of the Centre Co-ordinator. At 31<sup>st</sup> March 2016 actual centre reserves were £1,165.

Signed by order of the trustees

MISS JANE CRAWFORD  
Chair

Date:

25<sup>th</sup> July 2016



# Woodhouse Close Church Community Centre

## Independent Examiner's Report to the Trustees of Woodhouse Close Church Community Centre

Year Ending 31 March 2016

I report on the accounts of the charity for the year ending 31 March 2016 set out on pages 14 to 21.

### Respective Responsibilities of Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

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 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 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 I do not express an audit opinion on whether the accounts present a 'true and fair view'.

### 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 trustees have not met the requirements to ensure that:

- proper accounting records are kept in accordance with section 130 of the Act; and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or

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



Jane Ascroft  
Chartered Accountant  
Independent examiner

Enterprise House  
Harmire Enterprise Park  
Barnard Castle  
County Durham  
DL12 8XT

Date: 21<sup>st</sup> July 2016

# Woodhouse Close Church Community Centre

## Receipts and Payments Summary

Year Ending 31 March 2016

	Unrestricted Funds (£)	Restricted Funds (£)	TOTAL 2016 (£)	TOTAL 2015 (£)
<b>Receipts</b>				
Community Centre	16,525	60,582	77,107	52,136
Furniture Scheme	12,508	-	12,508	4,798
Lunch Club	18,374	13,500	31,874	31,826
Playgroup	-	-	-	<u>2,945</u>
	<u>47,407</u>	<u>74,082</u>	<u>121,489</u>	<u>91,705</u>
<b>Payments</b>				
Community Centre	16,410	44,364	60,774	52,809
Furniture Scheme	11,874	-	11,874	10,602
Lunch Club	22,531	18,500	41,031	34,418
Playgroup	-	-	-	<u>6,007</u>
	<u>50,815</u>	<u>62,864</u>	<u>113,679</u>	<u>103,836</u>
<b>Receipts less payments</b>	<b>(3,408)</b>	<b>11,218</b>	<b>7,810</b>	<b>(12,131)</b>
Transfers	1,031	(1,031)	-	-
Bank and cash balances b/fwd	<u>12,530</u>	<u>28,886</u>	<u>41,416</u>	<u>53,547</u>
<b>Bank and cash balances c/fwd</b>	<b><u>10,153</u></b>	<b><u>39,073</u></b>	<b><u>49,226</u></b>	<b><u>41,416</u></b>

# Woodhouse Close Church Community Centre

## Statement of Assets and Liabilities

As at 31 March 2016

	31 March 2016		31 March 2015
	£	£	£
<b>Current Assets</b>			
Community Centre current account	48,360		41,210
Petty cash	866		206
		49,226	41,416
<b>Current Liabilities</b>			
Accountancy accrual		(400)	(400)
		48,826	41,016
<b>Net Assets</b>			
Unrestricted funds		1,165	19
Designated funds		8,588	17,111
Restricted funds		39,073	23,886
		48,826	41,016

These accounts were approved by the members of the committee on the 30 July 2016 and are signed on their behalf by:

# Woodhouse Close Church Community Centre

Year Ending 31 March 2016

## Community Centre Receipts

	Unrestricted Funds (£)	Restricted Funds (£)	TOTAL 2016 (£)	TOTAL 2015 (£)
<u>Gifts and Donations</u>				
Gifts and Donations	<u>3,914</u>	<u>6,097</u>	<u>10,011</u>	<u>959</u>
<u>Grants</u>				
Durham C.C. - Core	-	-	-	1,618
Durham C.C. – floor covering	-	3,400	3,400	-
Banks Community Fund	5,000	-	5,000	-
Tudor Trust	3,614	-	3,614	-
Seedbed – Crisis Worker	-	5,000	5,000	-
Durham C.C. (AAP) - Crisis Funds	-	<u>10,250</u>	<u>10,250</u>	<u>5,433</u>
Total grants	<u>8,614</u>	<u>18,650</u>	<u>27,264</u>	<u>7,051</u>
<u>Contributions to Community Co-ordinator:</u>				
Tudor Trust	-	27,500	27,500	22,500
1989 Willan Charitable Trust	-	-	-	5,000
Hospital of God at Greatham	-	-	-	1,000
Durham County Council	-	-	-	5,200
Others	-	-	-	481
	-	<u>27,500</u>	<u>27,500</u>	<u>34,181</u>
<u>Other income</u>				
Subscriptions & activities	554	764	1,318	824
Photocopying	997	-	997	837
Admin/Office	-	-	-	949
Recharges to church	2,446	7,571	10,017	5,157
Miscellaneous	-	-	-	2,178
	<u>3,997</u>	<u>8,335</u>	<u>12,332</u>	<u>9,945</u>
<b>TOTAL RECEIPTS</b>	<b><u>16,525</u></b>	<b><u>60,582</u></b>	<b><u>77,107</u></b>	<b><u>52,136</u></b>

# Woodhouse Close Church Community Centre

Year Ending 31 March 2016

## Community Centre Payments

	Unrestricted Funds (£)	Restricted Funds (£)	TOTAL 2016 (£)	TOTAL 2015 (£)
<u>Project Costs</u>				
Crisis Funds	-	5,466	-	6,510
Activities	-	<u>555</u>	-	<u>798</u>
	-	<u>6,021</u>	-	<u>7,308</u>
<u>Centre Running Costs</u>				
Office Costs	2,393	46	2,439	4,080
Community Co-ordinator	-	26,356	26,356	25,761
Other wages	1,173	6,765	7,938	6,077
Playgroup redundancies	-	-	-	5,558
Cleaning & maintenance	6,621	3,847	10,468	-
Professional fees	4,338	-	4,338	-
Sundry costs	<u>1,885</u>	<u>1,329</u>	<u>3,216</u>	<u>4,025</u>
	<u>16,410</u>	<u>38,343</u>	<u>54,753</u>	<u>45,958</u>
<b>TOTAL PAYMENTS</b>	<b><u>16,410</u></b>	<b><u>44,364</u></b>	<b><u>60,774</u></b>	<b><u>52,809</u></b>
<b>Receipts less payments</b>	<b>115</b>	<b>16,218</b>	<b>16,333</b>	<b>(673)</b>
<b>Transfers</b>	<b>1,031</b>	<b>(1,031)</b>	<b>-</b>	<b>3,797</b>
<b>Bank balances b/fwd</b>	<b><u>419</u></b>	<b><u>23,886</u></b>	<b><u>24,305</u></b>	<b><u>21,181</u></b>
<b>Bank balances c/fwd</b>	<b><u>1,565</u></b>	<b><u>39,073</u></b>	<b><u>40,638</u></b>	<b><u>24,305</u></b>

# Woodhouse Close Church Community Centre

Year Ending 31 March 2016

## Furniture Scheme

	Unrestricted Funds (£)	Designated Funds (£)	TOTAL 2016 (£)	TOTAL 2015 (£)
<u>Receipts</u>				
Furniture sales	7,503	-	7,503	3,862
F & PC Scottto Charitable Trust	5,000	-	5,000	-
Donation from Cllr June Lee	-	-	-	500
Other income	<u>5</u>	<u>-</u>	<u>5</u>	<u>436</u>
	<u>12,508</u>	<u>-</u>	<u>12,508</u>	<u>4,798</u>
<u>Payments</u>				
Motor expenses	3,077	-	3,077	1,706
Wages	5,058	-	5,058	4,038
Rent and room hire	3,411	-	3,411	4,548
Other costs	<u>328</u>	<u>-</u>	<u>328</u>	<u>310</u>
	<u>11,874</u>	<u>-</u>	<u>11,874</u>	<u>10,602</u>
Receipts less payments	634	-	634	(5,804)
Transfers	-	-	-	-
Surplus (deficit) after transfers	634	-	634	(5,804)
Cash & Bank b/fwd	<u>1,405</u>	<u>-</u>	<u>1,405</u>	<u>7,209</u>
Cash & Bank c/fwd	<u>2,039</u>	<u>-</u>	<u>2,039</u>	<u>1,405</u>

Note: The designated fund was money set aside to buy a replacement van every six years. However in view of the current economic climate we have had to use this money to keep the furniture scheme going.

# Woodhouse Close Church Community Centre

Year Ending 31 March 2016

## Lunch Club

	Unrestricted Funds (£)	Restricted Funds (£)	TOTAL 2016 (£)	TOTAL 2015 (£)
<u>Receipts</u>				
Meals, transport & activities	18,295	-	18,295	17,821
DCC Neighbourhood budget		-	-	4,000
Henry Smith		13,500	13,500	6,000
Dulverton Trust		-	-	2,890
Dale & Valley Homes		-	-	500
Fundraising		-	-	565
Other income	<u>79</u>	<u>-</u>	<u>79</u>	<u>50</u>
	<u>18,374</u>	<u>13,500</u>	<u>31,874</u>	<u>31,826</u>
<u>Payments</u>				
Food	7,504	-	7,504	6,376
Transport	1,595	-	1,595	1,914
Activities	1,042	-	1,042	885
Rent	6,430	-	6,430	3,782
Wages & salaries	2,216	18,500	20,716	18,940
Equipment	1,819	-	1,819	436
Volunteer expenses	1,620	-	1,620	1,819
Other costs	<u>305</u>	<u>-</u>	<u>305</u>	<u>266</u>
	<u>22,531</u>	<u>18,500</u>	<u>41,031</u>	<u>34,418</u>
Receipts less payments	(4,157)	(5,000)	(9,157)	(2,592)
Cash & Bank b/fwd	<u>10,706</u>	<u>5,000</u>	<u>15,706</u>	<u>18,298</u>
Cash & Bank c/fwd	<u>6,549</u>	<u>=</u>	<u>6,549</u>	<u>15,706</u>

# Woodhouse Close Church Community Centre

Year Ending 31 March 2016

## Playgroup

	Unrestricted Funds (£)	Restricted Funds (£)	TOTAL 2016 (£)	TOTAL 2015 (£)
<u>Receipts</u>				
Fees	-	-	-	2,468
Grants:				
	-	-	-	9,976
	-	-	-	11,152
	-	-	-	610
Other income	-	-	-	477
	=	=	=	<u>2,945</u>
<u>Payments</u>				
Wages & salaries	-	-	-	5,275
Refreshments/Milk	-	-	-	96
Administration	-	-	-	237
Outings & transport	-	-	-	318
Other costs	-	-	-	81
	=	=	=	<u>6,007</u>
Receipts less payments	-	-	-	(3,062)
Cash & Bank b/fwd	-	-	-	<u>6,859</u>
	-	-	-	3,797
Transferred to centre funds	-	-	-	<u>(3,797)</u>
Cash & Bank c/fwd	=	=	=	=

The playgroup closed in August 2014 and all remaining funds were transferred to the centre account

# Woodhouse Close Church Community Centre

Year Ending 31 March 2016

## Summary of Funds

	B/fwd at 1/4/15	Receipts	Payments	Transfers	C/fwd at 31/3/16
<b><u>Restricted Funds</u></b>					
Community Co-ordinator	20,035	27,500	(26,364)	-	21,171
Ainsley House	171	-	(5)	-	166
Caretaker's wages	(920)	10,971	(11,112)	-	(1,061)
Monday Club	732	355	(1,087)	-	-
Craft Class	1,034	409	(86)	-	1,357
Crisis Funds	782	16,347	(5,461)	-	11,668
Crisis Worker	-	5,000	-	-	5,000
WASH	1,021	-	(249)	-	772
Other funds	<u>1,031</u>	-	-	<u>(1,031)</u>	-
<b>Total Restricted Funds</b>	<b>23,886</b>	<b>60,582</b>	<b>(44,364)</b>	<b>(1,031)</b>	<b>39,073</b>
<b>Unrestricted Funds</b>	<b><u>419</u></b>	<b><u>16,525</u></b>	<b><u>(16,410)</u></b>	<b><u>1,031</u></b>	<b><u>1,565</u></b>
<b>Total Centre Funds</b>	<b>24,305</b>	<b>77,107</b>	<b>(60,774)</b>	<b>-</b>	<b>40,638</b>
<b><u>Designated Funds</u></b>					
Furniture Scheme	1,405	12,508	(11,874)	-	2,039
Lunch Club	<u>15,706</u>	<u>31,874</u>	<u>(41,031)</u>	-	<u>6,549</u>
<b>Total Designated Funds</b>	<b><u>17,111</u></b>	<b><u>44,382</u></b>	<b><u>(52,905)</u></b>	<b><u>-</u></b>	<b><u>8,588</u></b>
<b>Total Charity Funds</b>	<b><u>41,416</u></b>	<b><u>121,489</u></b>	<b><u>(113,679)</u></b>	<b><u>-</u></b>	<b><u>49,226</u></b>