

**St. Augustine's Centre, Halifax**

Charity number 1131784

A company limited by guarantee number 06819800

**Annual Report and Financial Statements**

**for the year ended 31 December 2013**



**St. Augustine's**

community • sanctuary • respect • nurture

# **St. Augustine's Centre, Halifax**

## **Annual Report and Financial Statements**

**for the year ended 31 December 2013**

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**Prepared by West Yorkshire Community Accounting Service**

# St. Augustine's Centre, Halifax

## Trustees' report for the year ended 31 December 2013

### 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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Rev. John Hellewell	Chair	
Caroline Spencer	Treasurer	Resigned March 2013
Philip Hellewell	Treasurer	Appointed June 2013
Catherine Putz		
Jonathan Hirst		
Jennifer Lynn		
Karin Oliver		
Katie Fawcett		Appointed June 2014
<b>Company secretary</b>	Denise Keenan	
<b>Charity number</b>	1131784	Registered in England and Wales
<b>Company number</b>	06819800	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
St Augustine's Centre	Unity Trust Bank PLC	CCLA Investment Management Ltd
Hanson Lane	Nine Brindley Place	The CBF Church of England Funds
Halifax	Birmingham	80 Cheapside
HX1 5PG	B1 2HB	London
		EC2V 6DZ

### Independent examiner

Helen Galvin FCCA

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2013**

### **Objectives and activities**

#### **The charity's objects**

To promote the following purposes particularly for the benefit of the residents of the Park Ward of Calderdale Borough in West Yorkshire and the wider area:

- The advancement of education through training, advice and guidance by whatever charitable means the directors think fit;
- The relief or prevention of poverty and the promotion of good health through the provision of advice, counselling, training, information and guidance sessions and healthy meals;
- The provision of facilities for recreation and other leisure time occupation for those persons who have need by reason of their youth, age, infirmity, social or economic circumstances, or for the public at large, with the object of improving their conditions of life and as a way of promoting community cohesion;
- The education, care and development of children, particularly those aged 0-11 years;
- The furtherance of such other charitable purposes as the directors determine.

#### **Public benefit statement**

In setting our objectives and planning our activities, the Trustees of St. Augustine's Centre Halifax have paid due regard to the Charity Commission's guidance on public benefit.

#### **'Heads of charity' that the charity operates within**

St. Augustine's Centre Halifax operates within the following 'heads of charity' (as classified on the Charity Commission register):

- Education / Training
- The advancement of health or saving of lives
- The Prevention or relief of Poverty
- Economic / Community development / Employment
- Human rights / religious or racial harmony / equality or diversity
- Recreation
- Other charitable purposes

### **Activities, Achievements and Performance**

#### **Introduction**

St. Augustine's continues to be a place where you never know who or what you are going to meet when you arrive – except that you are assured of a warm welcome regardless of why you have come.

2013 proved another year of changes and development.

Physically, the grounds have continued to be developed by Steve and his team of volunteers, and they are doing a great job in making the grounds a pleasure to be in, as well as producing fantastic food to enjoy.

A major work was begun in 2013 to renew the I.T. and phone system in both buildings, and work on that continued into 2014. New computers in the I.T. suite and for staff, all networked together between both buildings, has seen a significant improvement in what we can provide for Centre users, and also in what staff are now able to do. When the phone system is completed, it will provide a single number for the whole Centre with easily transferable calls so people can be simply transferred to the appropriate extension. This should help us ensure that people are put in contact with the right people straight away

Communication between various projects and areas of the Centre's work was a major focus in 2013 with a slightly different arrangement for internal meetings organised to ensure that, as far as possible, everyone could be kept informed as to what was happening. Obviously with St. Augustine's being the sort of place it is, this will be something we need to keep under review, and perhaps in particular in 2014 looking at how we communicate beyond the Centre itself.

## **St. Augustine's Centre, Halifax**

### **Trustees' report (continued) for the year ended 31 December 2013**

#### **Activities, Achievements and Performance (continued)**

We have already begun this with a first event in the autumn between the Centre, the Church and the School communities which was a great success and which we hope to build on in 2014.

We also had some major initiatives begun in 2013, including the Welcome Café and Welcome Project. These provide a 'first contact' point to help people get to know what's happening at the Centre, and indeed in the wider community, and are very important in continuing to make St. Augustine's a place where people are comfortable to be, irrespective of why they come. These projects meant appointing a Welcome Café champion, Becky, and a Welcome Programme Facilitator, Lora, both of whom have settled in well and already made valuable contributions to the life of St. Augustine's.

We also appointed a Volunteer co-ordinator, Debbie, who has already increased the numbers of volunteers and brought a new sense of life and vitality to the Centre. This is important as volunteers are the single most valuable resource we have at the Centre, and much of the work we do would not be possible without the large army of volunteers who give so much. Thank you all those who are involved!

Dan Russell's illness and death in 2013 had a significant impact on many people associated with our community. Dan was someone who gave an immense amount to the Centre, and his energy, enthusiasm, determination and sense of humour had a lasting impact on many of us. He will be sadly missed. However, his legacy will no doubt live on in the influence he had on many of us, and also in the form of a tree planted in the grounds in his memory.

At the very end of 2013 we heard that our Development Workers would be leaving us in early 2014. This is both a great sadness because of the many friendships that David and Kate have made with many of our community, and also the difference their work has made in individual lives and also in the life of the Centre, helping to shape it into what it is today. We wish them both well, and are confident that they will continue their links with the Centre, just in other ways. This will also mean that 2014 is a significant year as we look forward to a slight re-organisation in staffing and the appointment of a new Project Leader.

I am confident that St. Augustine's will continue to grow and develop in order to meet the needs of those who come.

This report gives more detail to what has been happening in our life in 2013, and I commend it to you.

**Revd. John Hellewell, Chair of Trustees**

#### **Our Vision – 'I know I am welcome'**

The people who come to St. Augustine's Centre to make a community are at the heart of our work. We all share meals and stories. We work together in growing food, cooking food, learning English, developing skills, learning, supporting each other and becoming friends.

Who are the we who meet together at St. Augustine's? We are local children (under 5) who come with our parents to the nursery every day with our staff. We are Hutu and Tutsi from Africa who eat side by side with Iranians, Zimbabweans, people from Sri Lanka and an ex squaddie struggling with alcoholism. We are volunteers; people with learning difficulties, poor mental health, the young, the retired who all have something to offer.

Stories are told as the garden is dug, the food is cooked and eaten and the fashion show is planned. There is laughter, sadness, celebration and struggle. Those who come here are changed: we have found somewhere to live, learnt a new recipe, shared friends, given and received, and are becoming

# St. Augustine's Centre, Halifax

## Trustees' report (continued) for the year ended 31 December 2013

### Activities, Achievements and Performance (continued)

#### Operational Overview

**Strategy** – The Trustees keep the vision, and the strategy for the delivery of that vision, under regular review. One of the key attributes of the Centre is the ability to respond to the needs of those who use our services; the flexibility this requires necessitates a correspondingly flexible approach to strategy. The Trustees met nine times throughout the year and held an 'away day' with staff in September focused primarily on the bigger picture and longer-term vision.

**Board Membership** – The Trustees keep under review both the number of Board members and the mix of skills and experience they can offer. Following the resignation of Caroline Spencer in March 2013, Philip Hellawell was appointed as the Treasurer Trustee during June 2013.

**Communication** – A number of initiatives were established during 2013 to improve communication both internally and externally. Trustees have attended the monthly staff and volunteers meetings and the new management hub meetings. Trustees have continued to contribute to the newsletter that is widely circulated to the many people who have an interest in our work.

**Staff Support** – During 2013, the Centre continued to operate with a very flat organisational structure with no overall manager. Consequently Trustees have retained their allocated responsibilities for supporting specific members of staff. The support provided includes being a point of contact for issues, advising on development / delivery of services, providing day-to-day management support and assisting in the preparation of funding bids.

**Partnerships** – Links with Health Watch and the Brunswick Centre have continued and they both come in to run an information stall once a month. The Brunswick Centre also held a successful HIV testing session during world AIDS day.

Advice sessions are still continuing with the Citizens Advice and Calderdale & Kirklees Careers.

The Mothers' Union continue to run a successful weekly Friendship Group and are a great presence in the building.

**Trips / Outings** – A trip to the Yorkshire Dales was undertaken in partnership with *People and the Dales*, a pioneering project to give disadvantaged and disabled groups of people the opportunity to visit the southern Yorkshire Dales countryside. They take part in activities, enjoy the magnificent landscape and learn new skills. A group of 15 people went from the Centre and walked around Malham, visited artists' studios and had afternoon tea with a local artist in her farmhouse.

Other opportunities have been sourced for small group outings; so far a volunteer has taken groups of 4-5 people on trips to Leeds, Bradford and Manchester through a partnership with *TransPennine*. Two groups have also been to the Yorkshire Sculpture Park.

Across Country took a minibus full of people up to Scargill House in the summer and ran a number of activities including abseiling, walking, games and a sleep over outdoors!

**Site Management / Facilities** - The charity leases both buildings from which it operates; the Support Centre from Wakefield Diocese and the main building from the Parochial Church Council of St. Augustine's Church.

Revised fire safety procedures were implemented in the summer and the Caretaker continues to carry out random fire alarm tests. The Police have carried out a review of Centre security and changes have been made to securing the grounds and improving security in and out of Centre hours.

Following an increase in the problems and frustrations experienced as a result of old and failing IT equipment, the Trustees are investing in a full upgrade of IT and telephone facilities. This work is well under way and will be completed early in 2014. The benefits of the new equipment are already being realised.

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2013**

### **Activities, Achievements and Performance (continued)**

The Support Centre bathroom has been converted into a counselling room and is well used by a variety of projects.

Clearing out of the garage and on-going gardening work continues to try and make the most of all the different spaces at the Centre.

### **Staffing Overview**

It was very sad when Daniel Russell, our former Refugee Forum Co-ordinator, passed away in October. Dan was a big part of St. Augustine's Centre and is very much missed by staff and volunteers; his legacy continues throughout the Centre and its work.

We continue to operate with a relatively small number of paid staff. There is a full-time nursery manager and 9 (mainly part-time) nursery staff. There are also two part-time development workers, a part-time cleaner and a part-time caretaker. During 2013 five additional part-time staff were employed; two Immigration Support Advisers, a Welcome Café Champion, a Welcome Programme Facilitator and a Volunteer Co-ordinator. All our new employees have settled well into life at St. Augustine's and are contributing their skills and enthusiasm to our work.

### **Volunteers**

Much of the work of the Centre is carried out by an enthusiastic army of volunteers – over 60 in the course of each week. A significant number of volunteers are also Centre users who are very keen to give something back to the community that is also supporting them.

Since having the Volunteer Co-ordinator in post, we have seen an increase in volunteers and a real sense of unity amongst the different volunteering groups. Volunteer application forms have been revised and the procedures for recruitment and references have all been improved. Much more is planned for 2014.

### **Funding Overview**

We are grateful to all those who have provided grants, donations and time to enable the work of the St. Augustine's Centre to continue.

Our Early Years Programme is mainly funded by Calderdale MBC and the Sure Start Service Level Agreement. Additional income includes fees for the provision of a crèche facility for those attending courses.

In 2013 the Centre successfully applied for a number of grants and we also received a number of donations which will contribute towards the development of our programme of activity throughout 2013 – 2015. Grants and donations have come from Comic Relief, Calderdale MBC, Lloyds Foundation, Halifax Rotary, Community First and the Wakefield Diocese.

In 2012 we received the Individual Hardship Grant from The Community Foundation for Calderdale in partnership with Calderdale & Kirklees Careers. Over the last 12 months we have given out £2,338 to 23 individuals which helped them improve their life chances.

### **Financial review**

The net income for the year after transfers was £18,955 (2012 net income £70,858) consisting of net income of £27,008 on unrestricted funds and net expenditure of £8,053 on restricted funds.

### **Reserves Policy**

The charity's free reserves, excluding fixed assets at the year end were £142,643 (2012 £120,820).

The Reserves Policy of St. Augustine's Centre Halifax is as follows:

*"The charity must have sufficient funds to cover six month's running costs that relate particularly to employee, lease and utility costs at that time. The reserve excludes funds that are designated and restricted for purposes other than relevant employee costs."*

# St. Augustine's Centre, Halifax

## Trustees' report (continued) for the year ended 31 December 2013

### Activities, Achievements and Performance (continued)

*"If we could replicate this in every community, the country would be a different nation."*  
The Archbishop of York, Dr. John Sentamu

### Projects

#### Nursery

The nursery is open 5 days a week during term time, with 2 sessions a day with places for 25 children at each session. Our most recent Ofsted inspection was in December 2011 with an outcome of 'Good' with elements of 'Outstanding'. We have also had to go through re-registration with Ofsted and had a re-registration visit in May 2013 and are due a registration inspection in about March 2014. We have had a few changes to staffing this year with 2 staff leaving and two new staff joining us.

The crèche takes place a limited number of morning and afternoon from Monday to Thursday each week for parents volunteering or attending training courses at the Centre. One member of staff and a student or two members of staff work in the crèche depending on the number of children attending, numbers are very low.

*Book Loan Scheme* – Any child attending nursery can use the scheme. The scheme is well used, with over two hundred books. We have made changes to the charge which is now £3, this pays for the book bag which the child gets to keep at the end of the year.

*Trips, Parties and Outings* – The local area is widely visited, including the Library, local pet shop, building sites, Baby Clinic, and the Sensory Room at the Jubilee Centre. Special festivals are celebrated, such as Eid, Christmas, Milaad, Easter and Chinese New Year.

*Parental Support* – A file of parent information leaflets has been put together which the staff are able to give out to parents if their child is struggling with an area of learning, which gives them ideas to use at home to help their child.

*Summary* – Once again there have been a number of changes within early years over the last few years, which include a revised Early Years curriculum (EYFS), changes to Ofsted Inspections, to the relevance and levels of qualifications of staff and the safety checks carried out on staff who are working with children. This has given us a few challenges but we adapt, access training where we can, try to keep up to date and move forward. We have had a number of difficulties and challenges within the staff team but hopefully things are improving and settling down and we can get back to providing good quality childcare and education.

### Welcome Programme

A major focus of our work during 2013 was establishing the Welcome Programme. This programme grew out of the Refugee Forum and encompasses a number of different projects. The programme has recently relocated into a new office on the ground floor of the Support Centre which has improved communications with new arrivals and generally throughout the Centre. Overall, the programme seeks to address the challenges faced by refugees, asylum seekers, immigrants and the BME community by helping them take the first steps towards integration, this involves:

- Getting to know more people and the host community.
- Learning about heritage and culture and the environment.
- Education about and signposting to facilities and services in the locality.
- Encouraging social cohesion.
- Developing knowledge of English (written and spoken).
- Increasing confidence and independence.
- Promoting health education and well-being.
- Facilitating opportunities for interaction with other service providers and community projects.

# **St. Augustine's Centre, Halifax**

## **Trustees' report (continued) for the year ended 31 December 2013**

### **Activities, Achievements and Performance (continued)**

All of the above leads to less isolation, vulnerability and exploitation. Empowering and equipping people with basic skills and knowledge greatly improves their quality of life, opportunities and integration. The key projects set up during 2013 were the Welcome Café, Welcome to Calderdale and Life in the UK.

#### **Welcome Café**

Since opening in April, the Welcome Café has been a huge success in developing a safe space whilst providing food to isolated and vulnerable individuals and paying customers. Local community workers frequently visit and volunteers and staff attend on a regular basis. It runs twice a week and has 30+ people attend each week. The Café also offers first-point-of-contact support and signposting.

#### **Welcome to Calderdale**

The Welcome to Calderdale project has set up a new office in the heart of the Support Centre and has 5 dedicated volunteers supporting new arrivals when they first arrive and during their time in Halifax. The project has started developing outreach initiatives with the introduction of local trips for small groups, fitness sessions and activities.

#### **Life in the UK**

Life in the UK encompasses the ESOL provision which currently runs once a week and is run by 3 volunteers. New funding means that the Centre will be able to expand the programme to include a series of workshops aimed at skills for life (employment, education) with the opportunity to recruit a paid ESOL tutor to develop and run the sessions.

#### **WorkShop**

Our WorkShop (jobs club) has seen a vast increase in the number of service users. This we believe is a result of the changes to the welfare system with people having strict conditions set in order for them to get their JSA. A team of dedicated volunteers have been working hard to help people seek and apply for work but time, language barriers and stressed clients with threats of sanctions have put pressure and strains on the project and its volunteers. The Centre also began to see an increase in people bringing letters from the Job Centre informing the client they must attend our ESOL classes and jobs club, often quoting the wrong time and days. This caused some alarm as the Centre is a place where people come voluntarily, so a meeting was arranged with the head of the Job Centre to clarify the ethos and objectives of the Centre. Following the meeting, the referrals stopped yet numbers have stayed the same; communication continues with the Job Centre.

#### **Tuesday Support Group**

This year the Tuesday Support Group celebrated its 10<sup>th</sup> year of serving delicious meals and welcoming the many people who come to St. Augustine's Centre for support and friendship. The group is run by an excellent team of hardworking volunteers, and without them it just wouldn't be the same.

#### **Reception**

Creation of a new Reception office in the entrance hall of the new building has proved a great success in welcoming visitors to the Centre, answering queries and sign-posting them as appropriate. It is hoped that in time a team of volunteers will be built up so that Reception can be open all the time the Centre is open thereby further developing the Reception as a main meeting point for the Centre.

#### **Language Café**

The Language Café is a volunteer-led project that extends the provision of the formal ESOL classes run by Calderdale College by offering a more informal social setting in which attendees can further develop their language skills through fun activities. Sessions are well attended and much fun is had.

## **St. Augustine's Centre, Halifax**

### **Trustees' report (continued) for the year ended 31 December 2013**

#### **Activities, Achievements and Performance (continued)**

##### **Crafty Business**

Crafty Business follows on from the Tuesday lunch and is a volunteer-led arts and crafts session. A wide range of projects have been undertaken with excellent results, some of which are displayed within the Centre.

##### **Immigration Support Calderdale**

Until May 2013 Immigration Support Calderdale (ISC) was a separate organisation operating out of a rented office in the Centre. Following a review of the best way to support ISC's twice-weekly advice sessions going forward, it was agreed between ISC and the Trustees that ISC should become a part of St. Augustine's with the advisers being employed by the Centre on 12-month contracts funded by a grant from G4S.

##### **Gardening**

The grounds around the Centre are very well maintained by a dedicated team of volunteers. Much more produce grown in the gardens is now being used in the weekly cooking.

# St. Augustine's Centre, Halifax

## Trustees' report (continued) for the year ended 31 December 2013

### 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.......... (Trustee)  
Name..... JOHN HELLEWELL.....  
Date..... 9/6/14.....

# St. Augustine's Centre, Halifax

## Independent examiner's report to the trustees of St. Augustine's Centre, Halifax

I report on the accounts of the charitable company for the year ended 31 December 2013, which are set out on pages 12 to 17.

### 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: Helen Galvin

Relevant professional qualification or body: FCCA

Date: 17/6/14

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**St. Augustine's Centre, Halifax**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2013**

	Notes	2013 Unrestricted funds £	2013 Restricted funds £	2013 Total funds £	2012 Total funds £
<b>Incoming resources</b>					
Grants and donations	(2)	16,580	140,205	156,785	194,175
Service level agreement		10,000	-	10,000	11,250
Parental contributions		2,697	-	2,697	2,236
Immigration support		3,724	-	3,724	-
Bank interest		604	-	604	780
Milk refund		1,478	-	1,478	1,626
Service charges		150	-	150	227
Creche fees		24,816	-	24,816	18,393
Café Wednesday		642	-	642	1,316
Fundraising		1,738	-	1,738	5,267
Room hire		37,748	-	37,748	22,051
Gift Aid		-	-	-	1,433
<b>Total incoming resources</b>		<b>100,177</b>	<b>140,205</b>	<b>240,382</b>	<b>258,754</b>
<b>Resources expended</b>					
Salaries and NIC	(3)	44,896	109,618	154,514	143,760
Cleaning		194	120	314	314
Telephone and internet		1,701	174	1,875	1,832
Postage and stationery		659	518	1,177	544
Publicity		51	315	366	35
Repairs and maintenance		8,880	1,057	9,937	6,808
Refreshments		155	952	1,107	802
Use of rooms		5,011	2,001	7,012	2,500
Management charge - use of rooms		(4,258)	4,258	-	-
Sundry expenses		85	-	85	32
Independent examination		876	-	876	696
Equipment		3,181	2,409	5,590	3,429
Insurance		1,567	372	1,939	1,719
Trips and activities		515	-	515	1,245
Food		4,351	2,623	6,974	4,667
Volunteer expenses		26	91	117	815
Workshop tutors and materials		15	-	15	283
Utilities		3,618	4,466	8,084	7,500
Travel expenses		1,072	674	1,746	1,955
Training		398	2,009	2,407	2,379
Bank charges		189	-	189	99
Fundraising expenses		158	-	158	1,143
Donations to other charities		362	-	362	498
Rent		553	2,438	2,991	4,841
Regulations		79	44	123	-
Depreciation		2,592	-	2,592	-
Grant repayment		-	10,362	10,362	-
<b>Total resources expended</b>		<b>76,926</b>	<b>144,501</b>	<b>221,427</b>	<b>187,896</b>
<b>Net income / (expenditure) before transfers</b>		<b>23,251</b>	<b>(4,296)</b>	<b>18,955</b>	<b>70,858</b>
Transfers between funds		3,757	(3,757)	-	-
<b>Net income / (expenditure)</b>		<b>27,008</b>	<b>(8,053)</b>	<b>18,955</b>	<b>70,858</b>
<b>Fund balances brought forward</b>		<b>120,820</b>	<b>64,551</b>	<b>185,371</b>	<b>114,513</b>
<b>Fund balances carried forward</b>	(4)	<b>147,828</b>	<b>56,498</b>	<b>204,326</b>	<b>185,371</b>

All incoming resources and resources expended derive from continuing activities.

# St. Augustine's Centre, Halifax

## Balance sheet

as at 31 December 2013

	2013	2013	2013	2012
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets (5)	5,185	-	5,185	-
<b>Total fixed assets</b>	<u>5,185</u>	<u>-</u>	<u>5,185</u>	<u>-</u>
<b>Current assets</b>				
Debtors and prepayments (6)	12,662	-	12,662	3,633
Cash at bank and in hand (7)	137,689	80,600	218,289	211,599
<b>Total current assets</b>	<u>150,351</u>	<u>80,600</u>	<u>230,951</u>	<u>215,232</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors, accruals and deferred income (8)	7,708	24,102	31,810	29,861
<b>Total current liabilities</b>	<u>7,708</u>	<u>24,102</u>	<u>31,810</u>	<u>29,861</u>
<b>Net current assets</b>	<u>142,643</u>	<u>56,498</u>	<u>199,141</u>	<u>185,371</u>
<b>Total assets less current liabilities</b>	<u>147,828</u>	<u>56,498</u>	<u>204,326</u>	<u>185,371</u>
<b>Net assets</b>	<u>147,828</u>	<u>56,498</u>	<u>204,326</u>	<u>185,371</u>
<b>Funds</b>				
Unrestricted funds	147,828	-	147,828	120,820
Restricted funds	-	56,498	56,498	64,551
<b>Total funds</b>	<u>147,828</u>	<u>56,498</u>	<u>204,326</u>	<u>185,371</u>

For the year ending 31 December 2013 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: 

(Trustee)

Name ..... JOHN HELLEWELL

Date: 9/6/14

# **St. Augustine's Centre, Halifax**

## **Notes to the accounts**

### **for the year ended 31 December 2013**

#### **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.

No 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 the resources.

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**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. 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:

Equipment: over 3 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **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.

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2013**

<b>2 Grants and donations</b>	2013 Unrestricted funds £	2013 Restricted funds £	2013 Total funds £	2012 Total funds £
W.F. Southall Trust	-	-	-	5,000
CMBC Children & Young People's Services	-	89,476	89,476	119,616
Community Foundation for Calderdale	-	-	-	2,640
CMBC Community Small Grants	-	-	-	747
CMBC Economic Fighting Fund	-	12,696	12,696	-
The Hilden Charitable Fund	-	-	-	4,500
The Scurrah Wainwright Charity	-	-	-	2,500
Lloyds Bank	-	15,300	15,300	-
Comic Relief	-	10,733	10,733	-
G4S	-	10,000	10,000	-
Calderdale College	-	2,000	2,000	-
Small unrestricted grants	1,500	-	1,500	-
Donations	15,080	-	15,080	59,172
	<u>16,580</u>	<u>140,205</u>	<u>156,785</u>	<u>194,175</u>

<b>3 Staff costs and numbers</b>	2013 £	2012 £
Gross salaries	147,335	145,694
Social security costs (including SMP/SSP recovered)	6,256	(2,864)
Pensions	923	930
	<u>154,514</u>	<u>143,760</u>

The average number employees during the year was 15.4, being an average of 7.7 full time equivalent (2012: 16.4, 7.7 FTE).

There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2013 £	2012 £
Costs of the scheme to the charity for the year	923	930
Amount of any contributions outstanding at the year end	227	227

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2013**

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
W.F. Southall Trust (1)	1,703	-	1,703	-	-
Joseph Rowntree Charitable Trust	14,937	-	11,180	3,757	-
CMBC - Graduate Leader	4,611	1,000	4,332	-	1,279
CMBC - Early Education Funding	36,081	87,009	103,257	-	19,833
CMBC - DCatch Funding	-	1,467	1,467	-	-
CMBC Community Small Grants	747	-	513	-	234
CMBC Economic Fighting Fund	-	12,696	-	-	12,696
CFFC (1)	650	-	650	-	-
CFFC (2)	2,338	-	2,338	-	-
The Hilden Charitable Fund	1,500	-	1,500	-	-
The Scurrah Wainwright Charity	1,984	-	1,984	-	-
Lloyds Bank	-	15,300	5,306	-	9,994
Comic Relief	-	10,733	1,820	-	8,913
G4S	-	10,000	8,028	-	1,972
Calderdale College	-	2,000	423	-	1,577
	<b>64,551</b>	<b>140,205</b>	<b>144,501</b>	<b>3,757</b>	<b>56,498</b>

**Fund name**

**Purpose of restriction**

W.F. Southall Trust (1)	Towards sustaining and developing the weekly support group.
Joseph Rowntree Charitable Trust	To establish a refugee forum. The transfer represents the unspent grant monies used for unrestricted purposes as agreed with the funder.
CMBC - Graduate Leader	Funding towards the training of staff in their conversion to Early Years professional status.
CMBC - Early Education Funding	For the supply of free early years provision for 3 and 4 year olds.
CMBC - DCatch Funding	Towards a one to one worker for children with disabilities or additional needs.
CMBC Community Small Grants	For a programme of five-a-side football games for refugees and asylum seekers and members of the host community.
CMBC Economic Fighting Fund	To further develop and expand the Welcome Programme and interact with external agencies on behalf of St Augustines's users.
CFFC (1)	Towards publicity.
CFFC (2)	To alleviate individuals in crisis, facing disadvantage or deprivation, whose needs cannot be met readily from any other source, be it statutory or charitable.
The Hilden Charitable Fund	Towards the refugee accommodation service set up costs.
The Scurrah Wainwright Charity	Contribution towards a part-time caretaker's salary.
Lloyds Bank	Towards the costs of the volunteer co-ordinator, management and rent.
Comic Relief	Towards the costs of the Welcome Café.
G4S	Towards two ISC workers.
Calderdale College	To provide a safe and friendly space to practice speaking English through informal and structured group activity.

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2013**

**5 Tangible assets**

	Office equipment £	Total £
<b>Cost</b>		
At 1 January 2013	-	-
Additions	7,777	7,777
Disposals	-	-
At 31 December 2013	<u>7,777</u>	<u>7,777</u>
<b>Depreciation</b>		
At 1 January 2013	-	-
Charge for year	2,592	2,592
At 31 December 2013	<u>2,592</u>	<u>2,592</u>
<b>Net book value</b>		
At 31 December 2013	<u>5,185</u>	<u>5,185</u>
At 31 December 2012	<u>-</u>	<u>-</u>

**6 Debtors and prepayments**

	2013 £	2012 £
Debtors	11,258	2,500
Prepayments	1,404	1,133
	<u>12,662</u>	<u>3,633</u>

**7 Cash at bank and in hand**

	2013 £	2012 £
Current account	86,540	120,089
Savings accounts	131,392	91,392
Prepaid credit card	157	-
Cash in hand	200	118
	<u>218,289</u>	<u>211,599</u>

**8 Creditors and accruals**

	2013 £	2012 £
Creditors	1,192	9,076
Accruals	876	696
Deferred income	29,742	20,089
	<u>31,810</u>	<u>29,861</u>

**9 Trustee expenses**

No trustee received any expenses during this or the previous accounting year.

**10 Related party transactions**

**Remuneration and benefits**

	2013 £	2012 £
<b>Name of trustee or related party</b>		
R. Hellewell	1,945	-
<b>Legal authority</b>		
Governing document		
The above employee is connected to one of the trustees.		