

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 2014



St. Augustine's

community • sanctuary • respect • nurture

St. Augustine's Centre, Halifax

Annual Report and Financial Statements
for the year ended 31 December 2014

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Prepared by West Yorkshire Community Accounting Service

St. Augustine's Centre, Halifax

Trustees' report for the year ended 31 December 2014

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
Rev. John Hellewell	Chair	
Philip Hellewell	Treasurer	
Catherine Putz		
Jonathan Hirst	Secretary	
Jennifer Lynn		
Karin Oliver		Resigned July 2014
Katie Fawcett		Appointed June 2014
		Resigned October 2014
Leona Binner		Appointed May 2015
Company secretary	Jonathan Hirst	
Charity number	1131784	Registered in England and Wales
Company number	06819800	Registered in England and Wales
Registered and principal address	Bankers	
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 and was formed on 16 September 2009. 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 2014

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

At the end of 2013 we had looked back at a year of changes, and were looking forward to another year of changes in 2014, and we weren't disappointed!

After providing us with excellent advice, experience and enthusiasm, we had to say goodbye to one of our trustees, Karin Oliver. Thank you Karin for everything, and all the best for the future.

Thanks, too, must go to our development workers who left us early in 2014 – David Storr and Kate Fawcett. Both had a big impact on the life of St. Augustine's, and Kate in particular who had been part of the family here for over 10 years, has helped shaped the Centre into what we see today. Thankfully (for us) both are still actively involved in volunteering at the Centre, so thank you again.

Although it is not fair to pick on individuals, two of our new employees deserve a particular mention here. Perhaps the most obvious is our new Project Leader, Vicky Ledwidge, who has taken responsibility for the day-to-day management of the Centre and its staff, and along with the Trustees for the strategic development of the Centre. We are thrilled with Vicky's experience and skill, and she has soon fitted in and has had a positive influence on the Centre, and we are confident she will continue to do so in the years to come.

We also have a new deputy manager for the nursery, Carmen Marson, and she too has immediately had a positive impact on the provision for children within the Nursery with her fresh pair of eyes and her enthusiasm.

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

Activities, Achievements and Performance (continued)

I do need to pay tribute to all the paid staff who very often give much more than expected, and do so in such a cheerful and caring manner. Thank you.

The Centre cannot depend on its paid staff alone, however. Volunteers are the lifeblood of the Centre, and I do need to pay tribute to the large number of people who provide such a wide range of skills, abilities and above all care for others which makes St. Augustine's the special place it is.

We have also begun to see some exciting new initiatives including links with local schools and the start of work with CICS (Christian Initiative in Calderdale Schools), amongst others, to develop materials for schools. Alpha House continues to be a significant partner organisation, and they have now moved into bigger rooms in the basement of the Community Building as they are expanding.

It has been fantastic to see how individuals at the Centre have grown over the year, and it is a real privilege to walk alongside people as their hopes and dreams come into being. It is equally difficult to walk with them when those hopes and dreams are crushed by outside agencies, but we will continue to walk with everyone regardless of where they are on their journey.

Amongst this hopeful report, however, I do need to sound a slight note of warning. We are an organisation that focuses clearly on people and on individuals whatever their circumstances, but equally, we cannot ignore the financial requirements of providing that support. 2014 saw us dipping significantly into reserves, and this obviously cannot continue. We have moves in place to secure more funding, but we do need to keep an eye on how we spend the money so generously given so that we can make the most of our resources – financial and more especially people – so that we can continue to provide the excellent service that we do.

You will find more details in the body of the report, and I commend it to you.

Revd. John Hellewell, Chair of Trustees

Project Leader's Remarks

I joined the organisation in May 2014, and was immediately struck by the incredibly friendly family atmosphere. St. Augustine's Centre is a vibrant, busy place where everyone is welcome and I am delighted to be part of the team that works so hard to serve those that are in need of help. It has been a pleasure to get to know staff, volunteers and Centre Users. We are working closely with other like-minded organisations in Calderdale, and have strengthened relationships with statutory organisations to ensure that we are providing the best service with the most up-to-date information. I am personally very pleased to be delivering sessions on asylum issues in secondary schools. Thank you all very much for your warm welcome to the Centre, and I look forward to many more opportunities for exciting work in 2015.

Vicky Ledwidge, Project Leader

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

Activities, Achievements and Performance (continued)

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 friends.

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 ten times throughout the year; three meetings were specifically focused on staffing / recruitment, one on a review of the services provided at the Centre and one on funding whilst the other five were general meetings.

Board Membership - The Trustees keep under review both the number of Board members and the mix of skills and experience they can offer. During 2014, two Trustees resigned; Karin Oliver who had served on the board for two years and Katie Fawcett who served for about four months. The resignations reduced the board to the minimum number required under our governing documents; consequently, steps will be taken during 2015 to recruit additional Trustees to increase the mix of skills and experience and share the workload.

Staffing - 2014 began with the resignations of both of the Development Workers; one to move on to new challenges and one to reduce their workload. This provided an opportunity for the Trustees to reconsider the staffing structure at the Centre. Consequently it was decided to recruit a full-time Project Leader to manage and oversee all the work at the Centre and provide a link between the Staff and the Trustees.

Other significant appointments during the year included a part-time Finance Administrator to bring much-needed order and efficiency to that area of the operation, and a full-time Deputy Manager for the Nursery which enabled the Nursery Manager to realise her wish to reduce her hours.

The Trustees continue to work with the Project Leader to identify and populate an appropriate staffing structure to deliver the Centre's services.

The Trustees recognise that none of the work carried out at the Centre would be possible without the dedicated team of staff and volunteers and are immensely grateful for all they do.

Communication - The methods employed and the effectiveness of communication are under continual review. Updates are being applied more regularly to the Centre's website and increased use is being made of social media. Three newsletters were published during 2014 and widely circulated to the many people who have an interest in our work. Plans for 2015 include publishing the newsletter on a more regular basis.

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

Activities, Achievements and Performance (continued)

Partnerships - The Staff and Trustees have long recognised the benefit of partnerships in delivering services. In addition to the continuation of such long-running partnerships as those we enjoy with the Mothers' Union and Citizens Advice Bureau (CAB), a key feature of the Project Leader's role has been to network and develop partnerships. Partnerships have been / are being developed or refreshed with Christian Initiative in Calderdale Schools (CICS), the Job Centre, Jubilee Centre / Halifax Opportunities Trust (HOT) / Halifax Central Initiative (HCI), St. Augustine's School and the Northern Refugee Centre (NRC).

The Centre was privileged to be chosen as one of two charities to be supported by the Mayor of Hebden Royd, Jonathan Timbers, during his mayoral year 2014-15. In addition to raising much needed funds, this has enabled Staff, volunteers and Centre Users to be involved in a number of activities and events to raise the profile of the Centre and increase awareness of our work. The Trustees are grateful to Cllr. Timbers for his interest in, and support of, our work.

Site Management / Facilities - The Centre leases both buildings from which it operates; the Support Building from the Diocese of West Yorkshire & The Dales and the Community Building from the Parochial Church Council of St. Augustine's Church.

The Centre's Caretaker continues to provide invaluable service, efficiently and skilfully completing any number of maintenance tasks both large and small. The grounds are expertly cared for by a team of volunteers expertly led by a highly knowledgeable team leader. In addition to the grounds maintenance role, the gardening team supplies produce for the Centre's kitchen and a rewarding outdoor role for volunteers.

One of the outcomes of the Service Review undertaken during 2014 was to re-configure the use of the offices in the Support Building which included Alpha House relocating into much more spacious rooms in the refurbished basement of the Community Building.

The new IT system has bedded in well with Staff and Centre Users alike enjoying the benefits of a system that is fit for purpose. Likewise the new telephone system has greatly improved the efficiency of communication between the two buildings. Plans for 2015 include making more use of the shared areas on the network by, for example, diary and news sharing for staff and volunteers as well as making the latest versions of policies and procedures readily available to all staff.

Volunteers - Over the past year many new Volunteers have been welcomed and Staff and Trustees are grateful for the continued support of many others. Some Volunteers stay for many years, and others, due to a change of circumstances such as finding work or being provided housing elsewhere, volunteer for much shorter periods.

There is a continual need to recruit Volunteers into certain roles and provide cover when others are unable to be at the Centre. Training sessions for Volunteers are being held every fortnight; these include basic IT, Job Search skills, Food Hygiene and assertiveness training. Group Induction Sessions are now being held instead of individual induction.

The development of a Triage system in the Support Building has helped to provide a calmer atmosphere for Volunteers and Centre Users alike. A recent quote from a Volunteer, "I feel like I'm doing something useful when I come and volunteer at St. Augustine's and I look forward to coming".

Looking ahead...some relaxing thank-you events for Volunteers are being planned.

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

Activities, Achievements and Performance (continued)

Financial Overview

Funding - Unfortunately this has not been the best of years for us financially; total income is down 23½% from £240k to £184k, whilst expenses are up by 2.3%. The result is that we have moved from an income surplus of £18,955 in 2013 to a deficit of £42,616 in 2014 – a worsening position of £61,571.

Hopefully this is a one-off poor year, and brings into focus the wisdom of our policy of maintaining adequate reserves, currently standing at £122k. Equally clearly we can't go on like this and this year's figures are a reminder to all of us that we constantly need to bear in mind on-going viability so that we are able to continue with our invaluable work.

As ever we are most grateful to our benefactor partners who have provided grants and donations for specific projects, namely Lloyds Bank Charitable Foundation; Community Foundation for Calderdale; the W F Southall Trust in Dorset; and Calderdale College. In addition we are indebted to Calderdale Metropolitan Borough Council for funding our Early Years programme and Sure Start service plus welcome support from their Economic Fighting Fund.

For 2015 we intend to redouble our efforts to source grant income as demand for the work we give to our community is high and only likely to increase.

Over the year we have given out £1,717 in destitution payments to those who had nowhere else to turn.

Summary - The net deficit for the year was £42,616 (2013 net income £18,955) consisting of net deficit of £21,255 on unrestricted funds and net deficit of £21,361 on restricted funds, before transfers.

Reserves - The charity's free reserves at the year-end were £122,314 (2013 £142,643).

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

"To ensure the financial viability of St. Augustine's Centre and its ability to meet ongoing commitments we aim to endeavour to maintain, on average, sufficient reserves to cover between six and nine months running costs."

"If we could replicate this in every community, the country would be a different nation."

The Archbishop of York, Dr. John Sentamu

Services Overview

Early Years Programme

Mon-Fri 09:00-12:00 / Mon-Fri 12:30-15:30

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 March 2014 with an outcome of 'Good' with elements of 'Outstanding'. This was a registration inspection as we had to go through re-registration with Ofsted due to changes in our status. There have been changes to staffing this year with a Deputy Manager joining the team and the Nursery Manager moving to part-time hours, a new crèche worker joining us, a member of the team on Maternity leave and a member of staff on long term sick leave.

Crèche – The crèche takes place a number of mornings and afternoons from Monday to Thursday each week for parents attending training courses or volunteering 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 quite low again this year as are the number of sessions for which crèche is provided.

Book Loan Scheme – Any child attending nursery can use the scheme. The scheme is well used with over two hundred books available for loan. There is a charge of £3, this pays for the book bag which the child gets to keep at the end of the year they are able to change books as many times as they like with the scheme being open every day at the end of the session.

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

Activities, Achievements and Performance (continued)

Trips, Parties and Outings – The local area is widely visited, including the Library, local pet shop, building sites, Baby Clinic, Sensory Room and Outback Garden at the Jubilee Centre. The Big Blue Frog play gym was the venue for our end of Year party and Christmas Party and we also visited Square Chapel for the Puppet Theatre. Visits to St. Augustine's School included taking part in PE sessions, transition week and the Christmas concert and to visit Santa in his grotto.

Special Events – A number of festivals were celebrated depending on the children attending the setting, such as Eid, Christmas, Milaad, Chinese New Year and Easter. Organised fund-raising events in which the Early Years Programme took part included Sports Relief and Children in Need; World Book Day was greatly enjoyed.

Parental Support – A file of parent information leaflets is available 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. A half-termly Newsletter keeps parents up to date with what is happening. Parent and child learning sessions, open days and 'Activities @ Home' sheets are being organised to try to get parents more involved in the life of the Nursery.

Summary – Once again there have been a number of changes within Early Years over the year, which include a reform of the Special Educational Needs and Disability Code of Practice and changes to Ofsted inspections. This has given us a few challenges but we adapt, access training where we can, try to keep up to date and move forward. There have been a number of challenges within the staff team but hopefully things are improving and settling down and the provision of good quality childcare and education can continue.

Welcome Café

Mon & Wed 10:00-13:00

The Welcome Café is a drop-in and sign-posting café welcoming new arrivals to Calderdale, many of whom are arriving under asylum dispersal arrangements. It offers support and information to Centre Users in an effective and compassionate way, while providing nourishing refreshments.

The project runs on Mondays and Wednesdays, and welcomes approximately 50 Centre Users per week. Centre Users have been signposted to facilities in the local community, including health, education and employment services, Immigration Support, child care and social activities. The aim is to build resilience, confidence, involvement and community under our mission of Sanctuary (coming together), Nurture (forming relationships), Respect (sharing experiences) and Community (working together).

Over the last year, the Café has nurtured a community; this has created a sense of belonging, combating isolation and improving self-esteem and confidence – which in turn motivates users to access other services. The project also sign-posts to relevant physical and mental health activities and organisations, and offers nourishing and healthy refreshments.

The Café welcomes people from over 25 countries speaking over 30 different languages and from many different cultures, faiths and backgrounds. Common ground is found in their shared experiences (for example the asylum process). This brings people together who would not necessarily interact, and creates cross-cultural relationships.

Gardening

Tue 09:30-12:30

We are very grateful to the dedicated team of volunteer gardeners who, come rain or shine, can be found out in the grounds. Over the course of the year the kitchen has been supplied with fruit and vegetables, the grass cut, leaves gathered and snow shoveled. Bird boxes and bug hotels have appeared, with more planned for 2015.

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

Activities, Achievements and Performance (continued)

Advice Drop-in

Tue 09:30-12:00 / Wed 10:00-12:00

The Tuesday and Wednesday Advice Drop-ins continue to be well attended by Centre Users. A core of volunteers continue to dedicate their time and skills regularly each week with new volunteers having joined and some volunteers opting to volunteer in other areas of activity at St Augustine's.

During the year we have been developing ways of managing the numbers of people attending and assigning them to the most appropriate volunteer or staff member to meet their needs. Volunteer Receptionists have worked hard to master this and aid the smoother running of the drop-in. As more rooms have been made available for individual support work, Centre Users' privacy has been better protected.

The partnership with C and K Careers has ceased due to retirement. A Bilingual Welfare Advisor has been employed increasing the level of bilingual (Czech and Slovak / English) support and advice available, in addition to that provided by Czech and Slovak speaking volunteers.

Welcome Programme

Tue-Thu 10:00-13:00

The Welcome Programme, which was set up in 2013 to address the challenges faced by refugees, asylum seekers, immigrants and the BME community, has gone from strength to strength and the work is set to continue into 2015 and beyond. Funding objectives have been achieved and the work extended into new areas and exciting partnerships.

When newcomers arrive the aim is to reduce the anxiety and isolation associated with the asylum process and being dispersed to an unknown town, by welcoming them to the Centre, introducing the activities provided and helping them navigate the local area. The production of the 'Welcome to Halifax' leaflet and map has aided effective signposting and greater understanding and knowledge of local services.

Help and Support sessions are run by a dedicated team of volunteers, three days a week from the Welcome Programme Support Office. Volunteers provide practical advice and emotional support on a one-off or an ongoing basis. In 2014 over 70 new asylum seekers dispersed to Calderdale were welcomed and over 740 Help and Support Sessions held with asylum seekers, refugees and EU migrants.

The destitution and transition workload has greatly increased this year. 99 interventions have been made helping to alleviate destitution, and a number of asylum seekers have been helped to move-on from the asylum system into mainstream housing and support. This challenging work requires extensive knowledge, skills and dedication; the team of volunteers has really risen to meet the challenge!

Over the last year, volunteers and staff have helped Centre Users with a staggering range of issues and advocacy including: asylum support; AVR applications; benefits; debt advice; destitution; accessing education; emotional support; health; homelessness; housing; finding legal representation; applying for integration loans and local assistance grants; International Tracing and Messaging Service through partnership with the Red Cross; employment advice; reporting hate crimes; sanctions from the Job Centre; transition work; understanding letters; utilities; and finding volunteering opportunities.

Trips and visits give newcomers the opportunity to experience and get to know their new local environment. This year the Welcome Programme has taken 77 people on trips to Todmorden, Manchester, Hebden Bridge and the Yorkshire Dales with our partners – Judy from People and the Dales and Sam and Simon from Across Country. New arrivals have also enjoyed the volunteer-led sports programmes which have included swimming, gym sessions, badminton and the summer walks programme with our partners Phoenix FM. The football team set up by one Centre User / Volunteer has played twice a week and even had some matches against other local teams.

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

Activities, Achievements and Performance (continued)

Looking ahead...the number of asylum seekers dispersed to Calderdale is set to continue to rise throughout 2015 as G4S and the Home Office continue to procure more asylum housing in the region. These increases will make the Welcome Programme and the support provided even more important to the lives of those supported. A key focus in the months ahead will be working with statutory services and external organisations to create a transition guide to help smooth the move-on period when someone gains their Refugee status.

Tuesday Lunch

Tue 12:00-13:00

The Community Lunch on Tuesdays continues to offer a healthy two-course meal usually to between 55 and 75 people; this has increased from the previous 40-60 people. There are dedicated teams of volunteers who cook the main meal, prepare salad and fruit salad and clear up afterwards. Whereas the Lunch started as a support group with people receiving help with letters and signposting over lunch, support is now offered from 9.30 am in the Support Building.

Craft Club

Tue 13:00-15:00

The Craft Club has now been going for two and a quarter years. In the past year it has allowed Centre Users to enjoy making things, without worries about ability or language. At the very least, it takes people's minds off their personal concerns for an hour or two in an atmosphere of friendship and fun. If something beautiful is also created, this is a bonus which is enjoyed by everyone. Due to limited funds, projects are chosen which either cost very little or which allow the recycling of everyday household items. Users have made papier-mâché bowls, mirror frames, paper quill baskets, rag rugs, beaded curtains, candles, decoupage boxes, and Christmas decorations. A banner for the Chapel was produced as a first community project. A second community project is currently underway which is a table cloth embroidery which can be used at events to promote St. Augustine's.

The number of people attending goes up and down, from one to about twelve, including children. Mostly, the attendees are women although some men are clearly interested and hover around the edge. There may be cultural implications of doing craft work, for example, basket making may be seen as women's work in some cultures. Sometimes people come for weeks and other times we only see them once or twice so some projects remain unfinished. The challenge is to find new projects which interest people, especially men and which cost very little to deliver. Attempts have been made to access people's native craft knowledge in order to share learning to make items from different countries but accessing materials for this is not cheap or easy. The transitory lives of the Users also impacts this approach. Ways continue to be sought to increase the variety of projects so that the club will attract more attendees.

Guitar Group

Tue 14:00-15:00

The guitar group had a hesitant start, as to begin with two volunteers were going to run it together and there was also a shortage of guitars. But all was sorted and the group eventually started in late September 2014 with a core group of 6 or 7, sometimes more and it has been a positive learning experience for all.

The participants have been equally mixed re gender and a diverse mix of nationalities. By Christmas everyone had learnt at least 6 chords and a few finger techniques. Sometimes Andy, a training minister has been helping out for which Sue, the lead volunteer for the group, thanks him. The group gave a short performance at Christmas, playing and singing three songs. It is hoped the strong level of commitment and enjoyment continue throughout 2015.

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

Activities, Achievements and Performance (continued)

Language Café

Wed 13:00-15:00

The Language Café provides a safe, friendly space where people can meet on a weekly basis with English speaking volunteers, to socialise and make friends.

It is a place where people are warmly welcomed by name, respected and valued and where people can meet others from a wide range of backgrounds and take part in activities which are designed to be relaxing and fun. It is in this context that language learning takes place in an environment where people begin to feel more relaxed and secure. Learners have the opportunity to chat in English with the regular volunteers in small groups and sometimes on a 1-to-1 basis. The café facilitates conversational English through a range of activities, and it is through participating in these activities together a sense of fun and purpose is shared by the whole group.

Over 90 people have attended the Language Café, which is more than anticipated. Highlights have included workshops teaching decoupage, making cardboard picture frames and paper flowers, weaving, story-telling- using puppets and toys from all over the world, baking and guitar tuition.

Volunteer-led ESOL Class

Thu 10:00-11:30

In addition to hosting ESOL classes run by Calderdale College, we run a volunteer-led ESOL class for Centre Users who cannot access College-run courses.

Over the last 12 months, the volunteer-led ESOL class has seen an increase in numbers of both students and teachers. Students come with varying levels of ability and the class is often very busy, with just about enough space to operate. Fortunately there are now more books and other materials available than before.

Mothers' Union Friendship Group

Thu 12:00-14:30

Mothers' Union is an international Christian charity that seeks to support families all around the world through prayer and action. Local projects include mother & toddler groups, holidays for families in difficult circumstances and support for prisoners and their families.

The Friendship Group meetings held on Thursdays 12 – 2.30 pm started in 2009 and the group is still going strong. Each week, three volunteers from a group of sixteen work on a rota basis to provide practical support and befriend the women who attend the St. Augustine's Centre.

The volunteers simply offer a friendly face, some food to share and conversation. Craft skills are also shared and sometimes, there is a demonstration of flower arranging or baking; knitting, sewing, glass painting and card making are popular activities. The volunteers also occupy the young children by playing games, reading, jigsaws, etc. to give the mums a break.

During 2014, there were two special events. A summer picnic on 7th August in People's Park was well attended and enjoyed by all; food, games and music added to the fellowship. On 18th December, food was brought by the ladies attending the group to share with everyone and there was singing, word searches and pass the parcel to celebrate the festive season.

It is a joy to know that the ladies who meet on Thursdays value the volunteers' friendship and regard them as "family".

St. Augustine's Centre, Halifax

Trustees' report (continued) for the year ended 31 December 2014

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..... 24 JUNE 2015.....

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 2014, which are set out on pages 14 to 20.

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:

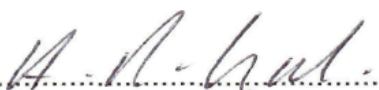
1) which gives me reasonable cause to believe that in any material respect the requirements:

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: 30 June 2015

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 2014

	Notes	2014 Unrestricted funds £	2014 Restricted funds £	2014 Total funds £	2013 Total funds £
Incoming resources					
Grants and donations	(2)	9,019	131,565	140,584	160,509
Service level agreement		5,000	-	5,000	10,000
Parental contributions		586	-	586	2,697
Bank interest		657	-	657	604
Milk refund		1,285	-	1,285	1,478
Service charges		55	-	55	150
Creche fees		9,870	-	9,870	24,816
Café Wednesday		1,805	-	1,805	642
Fundraising		173	-	173	1,738
Room hire		15,858	-	15,858	37,748
Gift Aid		3,466	-	3,466	-
Insurance claim		1,455	-	1,455	-
Recharges		2,410	-	2,410	-
Trips and parties		666	-	666	-
Total incoming resources		52,305	131,565	183,870	240,382
Resources expended					
Salaries and NIC	(3)	30,240	133,176	163,416	154,514
Payroll costs		138	256	394	-
Cleaning		840	177	1,017	314
Telephone and internet		3,699	487	4,186	1,875
Postage and stationery		301	131	432	1,177
Publicity and fundraising		99	254	353	524
Repairs and maintenance		7,367	-	7,367	9,937
Food and refreshments		5,045	2,332	7,377	8,081
Sundry expenses		-	-	-	85
Individual hardship payments		-	905	905	-
Independent examination		146	730	876	876
Furniture and equipment		3,236	2,168	5,404	5,590
Insurance		2,298	358	2,656	1,939
Trips and activities		936	855	1,791	515
Volunteer expenses		756	186	942	132
Utilities		4,783	2,711	7,494	8,084
Travel expenses		943	195	1,138	1,746
Training		1,476	1,802	3,278	2,407
Bank charges		72	80	152	189
Donations to other charities		740	-	740	362
Rent and use of rooms		3,348	5,435	8,783	10,003
Regulations		132	226	358	123
Depreciation		5,248	-	5,248	2,592
Grant repayment		-	462	462	10,362
Destitution payments		1,717	-	1,717	-
Total resources expended		73,560	152,926	226,486	221,427
Net (expenditure) / income before transfers		(21,255)	(21,361)	(42,616)	18,955
Transfers between funds		3,646	(3,646)	-	-
Net (expenditure) / income		(17,609)	(25,007)	(42,616)	18,955
Fund balances brought forward		147,828	56,498	204,326	185,371
Fund balances carried forward	(4)	130,219	31,491	161,710	204,326

All incoming resources and resources expended derive from continuing activities.

St. Augustine's Centre, Halifax

Balance sheet

as at 31 December 2014

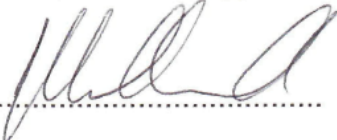
	2014	2014	2014	2013
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Tangible assets (5)	7,905	-	7,905	5,185
Total fixed assets	7,905	-	7,905	5,185
Current assets				
Debtors and prepayments (6)	7,073	-	7,073	12,662
Cash at bank and in hand (7)	116,367	56,654	173,021	218,289
Total current assets	123,440	56,654	180,094	230,951
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (8)	1,126	930	2,056	2,068
Deferred income	-	24,233	24,233	29,742
Total current liabilities	1,126	25,163	26,289	31,810
Net current assets	122,314	31,491	153,805	199,141
Total assets less current liabilities	130,219	31,491	161,710	204,326
Net assets	130,219	31,491	161,710	204,326
Funds				
Unrestricted funds	130,219	-	130,219	147,828
Restricted funds	-	31,491	31,491	56,498
Total funds	130,219	31,491	161,710	204,326

For the year ending 31 December 2014 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: 24 JUNE 2015

St. Augustine's Centre, Halifax

Notes to the accounts

for the year ended 31 December 2014

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 2014

2 Grants and donations	2014 funds £	2014 funds £	2014 funds £	2013 funds £
CMBC Children & Young People's Services	-	98,617	98,617	89,476
CMBC Economic Fighting Fund	-	6,348	6,348	12,696
Lloyds Bank	-	15,700	15,700	15,300
Comic Relief	-	-	-	10,733
G4S	-	-	-	10,000
Calderdale College	-	1,000	1,000	2,000
Community Foundation For Calderdale	-	6,900	6,900	-
W.F Southall Trust	-	3,000	3,000	-
Small unrestricted grants	-	-	-	1,500
Donations	9,019	-	9,019	18,804
	<u>9,019</u>	<u>131,565</u>	<u>140,584</u>	<u>160,509</u>

3 Staff costs and numbers	2014 £	2013 £
Gross salaries	160,617	147,335
Social security costs	3,929	6,256
Employment allowance to claim	(2,000)	-
Pensions	870	923
	<u>163,416</u>	<u>154,514</u>

The average number employees during the year was 16.5, being an average of 7.8 full time equivalent (2013: 15.4, 7.7 FTE).

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

Defined contribution pension scheme	2014 £	2013 £
Costs of the scheme to the charity for the year	870	923
Amount of any contributions outstanding at the year end	200	227

St. Augustine's Centre, Halifax

Notes to the accounts continued

for the year ended 31 December 2014

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
CMBC - Graduate Leader	1,279	4,250	4,927	-	603
CMBC - Early Education Funding	19,833	94,367	102,027	-	12,173
CMBC Community Small Grants	234	-	234	-	-
CMBC Economic Fighting Fund	12,696	6,348	14,054	3,646	1,344
Lloyds Bank	9,994	15,700	15,785	-	9,909
Comic Relief	8,913	-	8,913	-	-
G4S	1,972	-	1,972	-	-
Calderdale College	1,577	1,000	1,849	-	728
CFFC (1)	-	1,400	915	-	485
CFFC (2)	-	2,500	-	-	2,500
CFFC (3)	-	3,000	-	-	3,000
W.F Southall Trust	-	3,000	2,250	-	750
	<u>56,498</u>	<u>131,565</u>	<u>152,926</u>	<u>3,646</u>	<u>31,491</u>

Fund name	Purpose of restriction
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 2 to 4 year olds.
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. The transfer represents expenditure on equipment. The terms of the grant have been fulfilled by incurring this expenditure. As this expenditure will provide an on-going unrestricted benefit to the charity it has been transferred to the unrestricted fund where it will be depreciated in line with the fixed asset policy.
Lloyds Bank	Towards the costs of the volunteer co-ordinator, management and rent.
G4S	Towards two ISC workers.
Calderdale College	To provide a safe and friendly space to practice speaking English through informal and structured group activity.
CFFC (1)	To support individuals facing hardship.
CFFC (2)	For the Welcome café co-ordinator.
CFFC (3)	Towards development to enable St Augustine's to apply for a recognised kitemark.
W.F Southall Trust	Towards the financial administrator's salary.

St. Augustine's Centre, Halifax
Notes to the accounts continued
for the year ended 31 December 2014

5 Tangible assets

	Office equipment £	Total £
<u>Cost</u>		
At 1 January 2014	7,777	7,777
Additions	7,968	7,968
At 31 December 2014	<u>15,745</u>	<u>15,745</u>
<u>Depreciation</u>		
At 1 January 2014	2,592	2,592
Charge for year	5,248	5,248
At 31 December 2014	<u>7,840</u>	<u>7,840</u>
<u>Net book value</u>		
At 31 December 2014	<u>7,905</u>	<u>7,905</u>
At 31 December 2013	<u>5,185</u>	<u>5,185</u>

6 Debtors and prepayments

	2014 £	2013 £
Debtors	5,466	11,258
Prepayments	1,607	1,404
	<u>7,073</u>	<u>12,662</u>

7 Cash at bank and in hand

	2014 £	2013 £
Current account	40,874	86,540
Savings accounts	131,392	131,392
Prepaid credit card	504	157
Cash in hand	251	200
	<u>173,021</u>	<u>218,289</u>

8 Creditors and accruals

	2014 £	2013 £
Creditors	1,180	1,192
Accruals	876	876
	<u>2,056</u>	<u>2,068</u>

9 Trustee expenses

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

St. Augustine's Centre, Halifax
Notes to the accounts continued
for the year ended 31 December 2014

10 Related party transactions

Remuneration and benefits

		2014	2013
		£	£
Name of trustee or related party	Legal authority		
R. Hellewell	Governing document	<u>3,764</u>	<u>1,945</u>

The above employee is connected to one of the trustees.

11 Operating leases

Rents payable under non-cancellable operating leases

	£
Within one year	2,800
In more than one year but not more than five years	<u>467</u>
	<u>3,267</u>