

# **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 2015**



**St. Augustine's**

community • sanctuary • respect • nurture

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

## **Annual Report and Financial Statements for the year ended 31 December 2015**

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**Prepared by West Yorkshire Community Accounting Service**

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

## **Trustees' report for the year ended 31 December 2015**

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

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

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Rev. John Hellewell	Chair	
Philip Hellewell	Treasurer	
Catherine Putz		Resigned August 2015
Jonathan Hirst	Secretary	
Jennifer Lynn		
Leona Binner		Appointed May 2015
Rev. Linda Maslen		Appointed July 2015
<b>Company secretary</b>	Jonathan Hirst	
<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 Hanson Lane Halifax HX1 5PG	Unity Trust Bank PLC Nine Brindley Place Birmingham B1 2HB	CCLA Investment Management Ltd The CBF Church of England Funds 80 Cheapside 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 February 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 2015**

### **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**

2015 proved as eventful as 2014, with both highs and lows as always.

We had to say goodbye to some key staff because they were moving on to other things (great for them, but sad for us). So Vickie Garside and Debbie Critchley left for pastures new – and we wish them every blessing in their new endeavours.

However every coin has two sides, and we were very pleased to welcome new staff as well. Rachel Lloyd has made a remarkable start in the finance / administration role, and Sue Degnan is making a strong impact in the employability co-ordinator role – both new roles, which we will no doubt always need in order to meet the changing needs of the people we seek to serve.

We also managed to survive an extended sabbatical for Lora Evans in South America, and she is now back in post with renewed vision and vigour.

But for all the fantastic work that the staff do, we can only function with the dedication and support of numerous volunteers, which is so amazing to see. There will always be more work that can be done, and the number of volunteers in a wide range of roles means that we have been able to help more people this year than last, but the need is ever present, and St. Augustine's alone will never be able to meet all the needs.

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

## **Trustees' report (continued) for the year ended 31 December 2015**

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

It has been exciting, therefore, to see the developing links with other local organisations, both voluntary and statutory, which will enable us to provide a more holistic experience for our people across Halifax, and hopefully make their journey from need to independence smoother and shorter than it would have otherwise been. There will no doubt be more of this collaborative approach across organisations in the years to come, and we welcome it.

As a Centre we have had two whole staff days away this last year, and this has played a big part in everyone feeling more part of a single team, and building the relationships between the individuals which is such a vital part of the things that make St. Augustine's the special place that it is. These will continue to feature as a central part of the life of the organisation as we go forward.

You will see in the report that the financial situation is much better than last year, although still far from comfortable. In particular, the changes to nursery funding, taken together with recent announcements on that subject, means that we will have to continue to closely monitor our resources so that we can best meet the needs of those we serve moving forward.

As always it has been a privilege to be part of such an amazing organisation as St. Augustine's, with all those who journey with us – staff, trustees, volunteers and clients. Although the work can be challenging at times (!), there is nowhere quite like St. Augustine's, and indeed this has been recognised more widely with the achievement again of the Duke of York Community Initiative Award.

As we move forward together as a family, I look forward to seeing even more people helped, and more people finding a home at St. Augustine's – a place where everyone feels special and welcomed.

You will find more details of the work of the Centre over the past year in the report, and I commend it to you.

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

### **Centre Leader's Remarks**

2015 has been a year to remember for many reasons, not least the escalating refugee crisis and media coverage. It has highlighted the need for our work, and we are very grateful to those who have responded with offers of help, time, money and donations.

The staff and volunteer team have worked tirelessly to support people, advocate on their behalf, educate in our Nursery, feed hundreds of people in our Café, network across the region and be a voice for those who don't have one. The statistics speak for themselves. However, this can't be achieved by individuals alone and I am proud to be leading a team of people who are helping anyone who walks through the doors with whatever they need help with. We can achieve so much more together, so thank you for being part of our community.

Let's keep going!

**Vicky Ledwidge, Centre Leader**

*"St. Augustine's are carrying out vital work with some of the most vulnerable people. I have heard some harrowing stories at their Centre, but also seen, that with the right support, families and young people who have come from the most disadvantaged places, in the most difficult of circumstances, go on to have bright futures. It is essential that their work continues and I will support them wherever possible."* **Holly Lynch MP**

### **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 six times throughout the year to consider a wide range of issues related to the running of the Centre.

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

## **Trustees' report (continued) for the year ended 31 December 2015**

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

#### **Board Membership**

The Trustees keep under review both the number of Board members and the mix of skills and experience they can offer. During 2015, we recruited two new Trustees; Leona Binner and Rev. Linda Maslen. We were sorry to say goodbye to Catherine Putz who had served as a Trustee since the Centre became a charity in its own right in 2009. We are very grateful for the time and energy Catherine put into being a Trustee and will miss her contribution.

#### **Staffing**

2015 has seen some changes to the staffing at St. Augustine's Centre.

Within the nursery, we welcomed back Sunnia Younnis from maternity leave, and have supported a number of students in their academic placements. We said a fond farewell to Debbie Critchley (Volunteer Coordinator) and Vickie Garside (Finance Administrator) both of whom gave a huge amount to the Centre and are sadly missed. Lora Evans enjoyed a 6-month break in South America, and returned in October as our Support Team Leader, taking responsibility for the support and activities we provide for our Centre Users. We also welcomed Rachel Lloyd (Finance and Office Administrator) and Sue Degnan (Employability Project Coordinator) to the team. We are delighted to have them!

The full staff team has had 2 away days during the year, at which they spent time looking at growing and supporting each other. The team is looking forward to spending more time together in 2016.

The Trustees are immensely grateful to all the staff, past and present, for their dedication and commitment to the work of St. Augustine's Centre.

#### **Communication**

Time was spent during 2015 looking at our methods of communication and what improvements can be made. We have published a number of newsletters, and increased our presence on Facebook and Twitter. We also recruited a number of specialist volunteers who will be able to help develop the communications strategy in 2016.

During the past year Vicky, Denise and Becky have visited a number of different organisations, businesses and churches talking about the work we do here at St. Augustine's, as well as collecting donations of money, clothing, Christmas presents and Harvest offerings. We also played a big part in last year's Refugee week.

Giving external talks is a good way of promoting ourselves and the work that we do, it also has a big impact being face-to-face with someone and hearing true stories of the help and advice that we give to hundreds of people on a monthly basis.

#### **Partnerships**

Many partnerships have grown and strengthened during the year. We continue to work closely with CMBC, The Gathering Place, CAB, the Women's Centre, Noah's Ark, Community Foundation for Calderdale, Halifax Central Initiative, Halifax Opportunities Trust, and Jubilee Children's Centre. We are also grateful for the support of the UK-wide no accommodation network, NACCOM, and NACCOM members, NorthBank Forum and Voluntary Action Calderdale, amongst many other organisations and charities, who play a key role in helping us continue to improve our services and offer hope to those who come through our doors.

Towards the end of the year we were successful in a joint funding bid with Healthy Minds to deliver mental health support to our Centre Users. We look forward to working with them in 2016.

The schools outreach programme continues to flourish. Sessions have been run in Todmorden High School, Crossley Heath Grammar School, Rastrick High School and Brighthouse High School.

Our community is supported by St. Augustine's Church and St. Augustine's Junior and Infant School. Two joint events were held in 2015, bringing the three organisations together to celebrate and get to know each other.

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

## **Trustees' report (continued) for the year ended 31 December 2015**

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

*"St. Augustine's can be a last port in the storm, and as one of our commissioned providers for our financial resilience programme, is at the leading edge of offering those most in need the support, practical advice and skills they need."*

**Robin Tuddenham - Director of Communities, CMBC**

### **Site Management / Facilities**

**Main Building** – We installed a new Ideal logic gas boiler in December, to provide hot water to the kitchen and heating to the basement and attic. The existing Vaillant gas boiler that provides heating to ground and first floors had its annual service. Throughout the year 5ft florescent fittings were replaced with 6ft units as they stopped working and 8ft units are no longer manufactured. We still have water on the front bay window wall from the roof which we have not been able to resolve. We have had very high winds in the year that removed roof panels from the outside classroom; after straightening the panels the classroom was put back to normal. We had issues with stone flags being lifted due to tree root movement in the park area, causing a walking hazard in the summer; this was resolved. Following a break-in to the basement, a double glazed window unit was replaced and steel bars added to all basement windows, also installed were additional alarm sensor units.

**Support Building** – We have replaced 4 internal doors as a result of break ins and re-secured the rear door metal grill, and two metal window grills plus one double glazed window unit. The old Alpha House office is now a store/meeting room and now houses the IT servers which were moved during the year. Over the year we have replaced all four outside lighting units which are now low energy 70 watt flood lights. We have had a number of wiring issues causing problems in the garage loft but these have now been resolved.

In general terms, the site as a whole is in good shape. There will always be ongoing issues and problems to solve. We have secured the services of Jonathan Smith – Electrician to assist when needed. We have as yet been unable to secure the services of a builder to undertake work and this is still a worry.

### **Volunteers**

It is no exaggeration that we couldn't function without our incredible volunteers. Over 7,750 hours were gifted to St. Augustine's Centre in 2015, which is a huge blessing.

We said a sad goodbye to Debbie Critchley, our Volunteer Coordinator in August. She created a foundation on which we continue to build, and by the end of the year over 100 people were registered as volunteers. We have begun to send monthly newsletters and updates to all, with a planned termly training programme and highlights of what additional help we need.

A number of students have also given their time throughout the year, and we wish them the best with their studies.

*"I was incredibly impressed by the work of the Centre and was clearly able to see the range of urgent needs that the Centre is meeting in the central area of Halifax."*

**Ralph Berry - Networks Officer, Voluntary Action Calderdale**

### **Financial Overview**

#### **Funding**

After a disappointing year financially in 2014, this year has gone rather better for us, thanks to some very hard work by our Centre Leader and her staff. It is pleasing to report that total incoming resources for the year were £260,321 as compared with last year's £183,870 with unrestricted income up from £52,305 to £66,508.

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

## **Trustees' report (continued) for the year ended 31 December 2015**

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

The bottom line result is a small surplus of £9,689 as opposed to last year's substantial deficit of £42,616; however this surplus masks a net deficit of £12,954 on unrestricted funds – i.e. the finance which we need to keep the operation viable. Thankfully our prudent reserves policy means that we have been able to see our way through some challenging times and thereby focus our efforts on the invaluable work we do. With so much of our work being funding-specific we constantly have to be vigilant in monitoring our core costs as this is the most difficult aspect to get funding for.

We are very grateful to those who have partnered with us in providing grant income for specific projects, including Calderdale Metropolitan Borough Council; Community Foundation for Calderdale; and Hebden Royd Town Council where we were the chosen charity for their Mayoral year. Sincere thanks also to the W.F. Southall Trust and Scurrah Wainwright for providing vital assistance to enable us to employ two very valuable members of staff. Finally, thank you also to the many people who have made donations to help our work, to the tune of a most impressive £26,664 in 2015.

Over the year we gave out £2,309 in destitution payments to those who had nowhere else to turn.

### **Summary**

The net income for the year was £9,689 (2014 net deficit of £42,616) consisting of net income of £22,643 on restricted funds and net deficit of £12,954 on unrestricted funds.

### **Reserves**

The charity's free reserves at the year-end were £114,608 (2014 - £122,314).

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

*"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."*

### **Services Overview**

#### **Early Years Programme**

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'.

We had changes to staffing at the end of last year and Carmen the Deputy Manager has settled in well and taken on the role of overseeing staff and students and Karen the Nursery Manager is enjoying her reduced hours. We still have a member of staff on long term sick, but Sunnia has returned from maternity leave and is getting back into the swing of things. Staff have been attending a range of training sessions during the year to keep them up to date with all the changes that happen within Early Years.

We have been working very hard on improving attendances in the Nursery and it seems to be paying off, although we still have to ring some parents to check where the children are. The Nursery staff took part in a sponsored walk to help with the Centre fundraising efforts, and Sofia has completed her Honours degree and Early Years Teacher Status this year.

We have had a number of challenges this year which stem from us taking the very youngest 2 year olds for the first time; including nappy changing and toilet training. This has proved more difficult with having a member of staff less, when there is only 4 in the room and 1 staff member having to come out to change a nappy or when staff are outdoors and having to come inside with children who need toileting.

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

## **Trustees' report (continued) for the year ended 31 December 2015**

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

Another challenge we have is getting parents involved in the life of the Nursery. We try a range of activities to get parents more involved including Parent and Child learning sessions, as always when we try it is the faithful few who come along but the ones who we need to get more involved are conspicuous by their absence. We hold Open Days and send out 'Activities @ Home' sheets. 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. We send out a half-termly Newsletter to keep parents up to date with what we are doing. We will continue to work at getting them more involved and who knows eventually we may come up with a solution.

Our intake for Nursery is becoming more diverse, unfortunately this means children starting with very little or no English, but with the hard work of the staff we are seeing huge improvements in the development of children's language skills and their use of English.

As a team we continue to rise to the challenges that working in 'Childcare' brings – so upward and onward.

### **Welcome Café and Tuesday Lunch**

The Welcome Café has gone from strength to strength this year. We have seen the numbers of people accessing the social side of the Café as well as the free community lunch almost double. We provide a hot, nutritious meal, cooked by community members, for approximately 220 people across the Monday – Wednesday cafés. The majority of our Centre Users are asylum seekers who live on £35 per week, many are refugees and EU migrants on very low incomes, some are homeless or destitute surviving on £10 per week destitution payments. The hot meals the café provides are a lifeline for these Centre Users for whom it might be the only hot meal of the day.

As a freely accessible place, the Welcome Café also provides an invaluable community resource where people can make friends, socialise, practice English and mix with people from other backgrounds. This reduces social isolation and loneliness, helps people who are struggling with stress and depression by offering somewhere where they can relax and enjoy themselves, or just sit quietly and listen.

The Tuesday lunch remains well-used, serving over 3,500 lunches during the year.

*"St. Augustine's Centre provides a crucial service to some of the most vulnerable and at risk people within our community. I have witnessed first-hand the great and varied work completed by the staff at the Centre not only in supporting those in need but encouraging integration and a sense of community within the area. The Centre is a 'safe place' where people with nowhere else to turn are able to go for advice and direction."* **PC 6309**

**Collins - Park Ward officer, Calderdale Police**

### **Gardening**

The gardening has been going well. There are three stalwarts at the moment, with plenty for them to do all the year round. The heavier work is in winter, which is good, as they say they need more exercise to keep warm!

A success was a small but perfectly formed crop of Jerusalem Artichokes. Muriel kindly baked them for us with a salt sprinkle and they were delicious! Mostly the kitchen and garden volunteers got to taste them.

### **Advice Drop-in**

The Advice Drop-in sees the Welcome, Help and Advice, Reception, Triage, Interpreting and Employability teams all work together to provide advice covering an ever-growing list of issues as well as practical and emotional support across a wide range of areas. The Advice Drop-In is very busy, on a Tuesday we regularly see over 50 individuals across the teams. This year we have welcomed lots of new volunteers to the Support Team to meet the growing demand. The high attendance reflects the very real need within the communities we work with for free and impartial support and advice.

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

## **Trustees' report (continued) for the year ended 31 December 2015**

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

We operate a catch-all drop-in and triage system as people arrive, streaming Centre Users to the appropriate team. People often come in with multiple, complex and compounding problems. Other people find it difficult to attend the busy Drop-in environment. In response, we have begun utilising the afternoons for follow ups, key-working sessions and pre-arranged appointments. Formalising this system in 2016 will help us provide better support, build capacity within the teams and also help reduce waiting times during the Drop-in.

People need help with benefits, asylum support, health, housing, destitution support, education and employment. Aiming to provide high quality, accurate and up to date advice on such a wide range of issues presents interesting challenges. In particular, Welfare Reform and access to healthcare changes for migrants and asylum seekers necessitate ongoing research and regular training for staff and volunteers to stay informed.

Good working relationships with partner organisations and service providers mean that we can better respond to the needs of our Users by referring and signposting for complex and specialist support including; immigration advice and legal representation, debt advice, mental health and counselling and tenancy support. In 2016 we want to develop these links and provide a multi-agency Drop-in with representatives from different agencies present; providing outreach / satellite services to meet the needs of the people accessing the Drop-in. This approach to service provision reflects the multi-layered and multi-faceted difficult situations that many Centre Users find themselves in.

*St. Augustine's Centre is an excellent example of Community Cohesion in action. The Community Centre provides much needed support to some of the most vulnerable within our community regardless of their faith, in the way of help, advice, food and importantly a listening ear.*

**Justine Plumb - Chief Inspector, Calderdale Police**

### **Welcome Programme**

The Welcome Programme provides a warm and welcoming first point of contact to newcomers arriving in Halifax; reduces the anxiety and isolation associated with the asylum process and being dispersed to an unknown town, responds to the practical and emotional needs of newcomers and assists their transition into a settled and stable life.

The Welcome Programme works in partnership with other local services to provide a coordinated approach. The 'Welcome to Halifax' Leaflet has been updated in conjunction with our partners to aid initial signposting.

The Welcome Programme volunteers; supervised by Becky the Welcome Programme Coordinator; hold advice sessions at the busy drop-in three days a week in the Support Building. They help people with a wide-ranging and ever growing list of issues including helping people get the right asylum support, finding legal representation, applying for school places, registering with GPs, dentists and opticians, accessing education, opening bank accounts, applying for benefits, help with understanding their money and budgeting, paying for bills and utilities, homelessness, finding suitable accommodation and managing their tenancies, and much much more. In 2015-2016 we conducted over 3,000 advice and support sessions with individuals.

Trips and visits broaden newcomers' horizons and allow them to experience new things and get to know their new local environment. This year the Welcome Programme has taken over 50 people on trips to Scargill House, West Yorkshire Sculpture Park, Glenthorne Residential, bowling, and three trips with our partners People and the Dales to the Yorkshire Dales. Julian from the Welcome team also takes groups of newcomers out on walks around Halifax to learn about their new, local area.

Looking ahead the Welcome team will continue to respond to the needs of new asylum seekers and other migrants as they arrive in Halifax.

*"People using the Centre benefit from the support of staff and volunteers but also their peers. This support can be as simple as a hot drink and a space to meet; for some Centre Users this maybe the only time they are spending with people who speak their own language."* **Joanne Jobling - Making Advice Work**

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

## **Trustees' report (continued) for the year ended 31 December 2015**

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

#### **Craft Club**

The Craft Club has run on most Tuesday afternoons throughout the year. The numbers have ranged from 2 to about 8, including children when it is school holidays. We have had some amazing sessions of creativity, community and fun. However, numbers have been low and have not included very many men so some re-thinking is necessary.

#### **Guitar Group**

At the beginning of the year the guitar class was meeting on a Tuesday afternoon with 5 regular attenders. The class enabled people from different cultures to come together and gain an understanding of each other's lives and backgrounds through the shared language of music. Two of the members brought their own guitars, two were being lent by the Centre which we had managed to get re-strung and Sue the music teacher had her own. For the people who were attending, the class was a safe place where they could gain new skills but also helped to open up conversations, some of them difficult ones, it was a good stress reliever and the group were beginning to write their feelings down to enable them to write their own songs which they could then set to music.

Unfortunately in September the class timings had to be changed, and it was moved to a Tuesday morning and this meant 3 people could not come as they were attending English classes, so only 2 were coming regularly then one member moved away from the area and that left one, who struggled to get here regularly and so eventually the class was cancelled. It is hoped that we will be able to recruit some new members and the class could start again soon.

*"The invaluable work which St. Augustine's delivers within school, enables students to gain a clear insight into asylum in order to encourage an empathetic understanding."* **Joanne Walsh - Crossley Heath Grammar School**

#### **ESOL Classes**

Autumn 2015 offered the opportunity to extend the range of ESOL (English for Speakers of Other Languages) provision at St. Augustine's Centre as Calderdale College was no longer able to offer classes off campus.

Language Café, run by Helen Cowgill and her team of volunteers, has continued to offer its unique and greatly appreciated café style, activity-based, learning opportunity. The Thursday morning class (originated by Phil Kirby, whose work commitments prevent him from continuing in 2016) has been supplemented by classes on Wednesday morning and Thursday afternoons. The WEA have run a class on Tuesday mornings, due to finish in February. Susan Quick has led some Active English classes at King Cross Library on Tuesday afternoons.

2016 sees this provision extending to Mondays as well, so that by Easter we will be offering ESOL classes mornings and afternoons four days a week. The classes divide into 'beginners' and 'improvers'. We have to cater for those who know absolutely no English when they arrive in the UK, for whom there are no other classes available in Halifax. We also have students who can understand / speak / read / write English to widely varying degrees.

We now have 29 volunteer tutors, without whom it would not be possible to offer this vital and greatly appreciated service. Over 100 individuals have accessed English classes at St. Augustine's Centre in the last couple of months alone. Many students attend more than one class a week and numbers increase as they bring their friends!

#### **Mothers' Union Friendship Group**

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

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

## **Trustees' report (continued) for the year ended 31 December 2015**

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

Every week, 3 volunteers from a larger group of 16 come to the Centre on a rota basis, bringing a big pot of soup to sit with and befriend the women who attend the Centre. The volunteers provide a caring environment, some warm food and keep the tea pot brewing. With lots of new babies being brought to the Centre this year, the ladies were kept busy looking after them to give the new mum's a well-deserved break!

The results from our recent Centre User Survey show that many sessions can be quite male dominated. Providing a women-only space at the Centre is so important to counteract this and allow women from different cultures to come together as women for mutual support and solidarity in a safe space where they can express themselves freely.

The Mothers' Union group has been running since 2009 and many life-long friendships have been built within it. A current challenge is to look at ways that we can respond to the needs of the women using the Centre, who vary in age and background, and provide a women-only space that meets these needs.

In 2016 we look forward to working alongside the Centre Users, Mothers' Union and Centre volunteers to develop the services for women.

*"It is really positive liaison and partnership work that will help those who need our mutual assistance over the coming months - I am delighted to see that working."*

**Alastair McGregor - Chief Executive Officer, Citizen's Advice Bureau**

### **Employability Programme**

Calderdale Council has funded the setting up of an Employability Project at St. Augustine's.

The Project offers training courses on basic IT skills, Job Search, Money Matters, Getting Around and Food on a Budget. The courses are run with a translator and started with one for EU migrants. Several students left the six week course early, having already found paid work. Two students, who had been unemployed and attending the Centre for several years obtained job interviews for the first time as a result of the one-to-one Job Search tuition with the tutors.

Further courses have taken place with Arabic and Tigrinyan (Eritrean) volunteer translators. Two of the Arabic course graduates went on to attend a further Council run training course. It is hoped others will move on to this course as their English improves. They were, however, able to attend an extended volunteer led IT training course here at St. Augustine's.

2016 will see further work with a group of the EU migrants attending a training course at the local TAG centre, with St. Augustine's providing a translator to enable them to get a CSCS card needed in order to gain employment in the construction industry.

The in-house training courses will continue and there will be an increase in the one-to-one work done with Job seekers. This will extend the work done at the Job Search Drop-ins on Tuesdays and Wednesdays by providing assistance with completing application forms and considering further training options.

A volunteering Drop-in is due to start in February to encourage people to increase their employability skills and to engage with the wider community.

*"The organisation has been, and continues to be, an invaluable source of support for migrants coming into Calderdale in terms of integration, access to services, addressing language needs and helping with work search."*

**Katie Strickland - Calderdale Outreach & Relationship Manager, DWP**

# St. Augustine's Centre, Halifax

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

### Statement of trustees' responsibilities

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

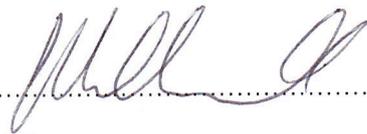
Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the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

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRSSE)), 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 KELLEWELL.....  
Date.....16 MAY 2016.....

## **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 2015, which are set out on pages 14 to 19.

#### **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 (Charities SORP (FRSSE)).

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: 19 MAY 2016

#### **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 2015**

	Notes	2015 Unrestricted funds £	2015 Restricted funds £	2015 Total funds £	2014 Total funds £
<b>Incoming resources</b>					
Grants and donations	(2)	37,664	193,813	231,477	140,584
Service level agreement		-	-	-	5,000
Parental contributions		460	-	460	586
Bank interest		477	-	477	657
Milk refund		1,696	-	1,696	1,285
Service charges		201	-	201	55
Creche fees		5,887	-	5,887	9,870
Café Wednesday and catering		4,121	-	4,121	1,805
Fundraising		1,482	-	1,482	173
Room hire		12,793	-	12,793	15,858
Gift Aid		647	-	647	3,466
Insurance claim		493	-	493	1,455
Recharges		-	-	-	2,410
Trips and parties		587	-	587	666
<b>Total incoming resources</b>		<b>66,508</b>	<b>193,813</b>	<b>260,321</b>	<b>183,870</b>
<b>Resources expended</b>					
Salaries and NIC	(3)	40,762	147,319	188,081	163,416
Payroll costs		164	221	385	394
Cleaning		1,097	173	1,270	1,017
Telephone and internet		5,453	749	6,202	4,186
Postage and stationery		992	188	1,180	432
Publicity and fundraising		192	-	192	353
Repairs and maintenance		1,903	179	2,082	7,367
Food and refreshments		6,227	3,892	10,119	7,377
Individual hardship payments		223	351	574	905
Independent examination		492	480	972	876
Furniture and equipment		3,489	655	4,144	5,404
Insurance		1,607	1,542	3,149	2,656
Trips and activities		661	643	1,304	1,791
Volunteer expenses		491	197	688	942
Utilities		5,150	3,345	8,495	7,494
Travel expenses		1,033	586	1,619	1,138
Training and recruitment		373	3,388	3,761	3,278
Bank charges		70	69	139	152
Donations to other charities		173	-	173	740
Rent and use of rooms		1,186	7,190	8,376	8,783
Regulations		-	-	-	358
Depreciation		5,248	-	5,248	5,248
Grant repayment		-	-	-	462
Destitution payments		2,306	3	2,309	1,717
Fundraising expenses		170	-	170	-
<b>Total resources expended</b>		<b>79,462</b>	<b>171,170</b>	<b>250,632</b>	<b>226,486</b>
<b>Net (expenditure) / income</b>		<b>(12,954)</b>	<b>22,643</b>	<b>9,689</b>	<b>(42,616)</b>
<b>Fund balances brought forward</b>		<b>130,219</b>	<b>31,491</b>	<b>161,710</b>	<b>204,326</b>
<b>Fund balances carried forward</b>	(4)	<b>117,265</b>	<b>54,134</b>	<b>171,399</b>	<b>161,710</b>

All incoming resources and resources expended derive from continuing activities.

# St. Augustine's Centre, Halifax

## Balance sheet

as at 31 December 2015

	2015	2015	2015	2014
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets (5)	2,657	-	2,657	7,905
<b>Total fixed assets</b>	<u>2,657</u>	<u>-</u>	<u>2,657</u>	<u>7,905</u>
<b>Current assets</b>				
Debtors and prepayments (6)	2,625	-	2,625	7,073
Cash at bank and in hand (7)	113,306	54,755	168,061	173,021
<b>Total current assets</b>	<u>115,931</u>	<u>54,755</u>	<u>170,686</u>	<u>180,094</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Deferred income	-	-	-	24,233
Creditors and accruals (8)	1,323	621	1,944	2,056
<b>Total current liabilities</b>	<u>1,323</u>	<u>621</u>	<u>1,944</u>	<u>26,289</u>
<b>Net current assets</b>	<u>114,608</u>	<u>54,134</u>	<u>168,742</u>	<u>153,805</u>
<b>Total assets less current liabilities</b>	<u>117,265</u>	<u>54,134</u>	<u>171,399</u>	<u>161,710</u>
<b>Net assets</b>	<u>117,265</u>	<u>54,134</u>	<u>171,399</u>	<u>161,710</u>
<b>Funds</b>				
Unrestricted funds	117,265	-	117,265	130,219
Restricted funds	-	54,134	54,134	31,491
<b>Total funds</b>	<u>117,265</u>	<u>54,134</u>	<u>171,399</u>	<u>161,710</u>

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

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

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

Signed:  (Trustee)

Name JOHN KELLEWELL Date: 16 MAY 2016

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

## **Notes to the accounts**

### **for the year ended 31 December 2015**

#### **1 Accounting policies**

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRSSE)) the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective January 2015).

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.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

##### **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.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2015**

<b>2 Grants and donations</b>	2015 Unrestricted funds £	2015 Restricted funds £	2015 Total funds £	2014 Total funds £
CMBC Children & Young People's Services	-	111,630	111,630	98,617
CMBC Communities Directorate	-	68,683	68,683	6,348
Lloyds Bank	-	-	-	15,700
Calderdale College	-	-	-	1,000
Community Foundation For Calderdale	10,000	2,500	12,500	6,900
W.F Southall Trust	-	6,000	6,000	3,000
Hebden Royd Town Council	1,000	-	1,000	-
Scurrah Wainwright	-	5,000	5,000	-
Donations	26,664	-	26,664	9,019
	<u>37,664</u>	<u>193,813</u>	<u>231,477</u>	<u>140,584</u>

<b>3 Staff costs and numbers</b>	2015 £	2014 £
Gross salaries	183,473	160,617
Social security costs	6,007	3,929
Employment allowance	(2,000)	(2,000)
Pensions	601	870
	<u>188,081</u>	<u>163,416</u>

The average number employees during the year was 18.5, being an average of 11.4 full time equivalent (2014: 16.5, 7.8 FTE).

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

<b>Defined contribution pension scheme</b>	2015 £	2014 £
Costs of the scheme to the charity for the year	601	870
Amount of any contributions outstanding at the year end	200	200

<b>4 Restricted funds</b>	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
CMBC - Graduate Leader	602	1,000	1,772	(170)
CMBC - Early Education Funding	12,173	106,697	110,534	8,336
CMBC Economic Fighting Fund	1,344	-	1,344	-
Lloyds Bank	9,909	-	9,909	-
Calderdale College	728	-	728	-
CFFC (1)	485	2,500	1,735	1,250
CFFC (2)	2,500	-	2,500	-
CFFC (3)	3,000	-	2,761	239
W.F Southall Trust	750	6,000	3,371	3,379
CMBC - Support Programme	-	12,500	3,088	9,412
CMBC - Syrian Resettlement	-	10,000	1,116	8,884
Scurrah Wainwright	-	5,000	176	4,824
CMBC - Dcatch	-	3,933	2,557	1,376
CMBC - Financial Resilience	-	42,683	26,080	16,603
CMBC - Food Grant	-	2,500	2,500	-
CMBC - Welcome Programme	-	1,000	1,000	-
	<u>31,491</u>	<u>193,813</u>	<u>171,170</u>	<u>54,133</u>

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2015**

**4 Restricted funds continued**

<b>Fund name</b>	<b>Purpose of restriction</b>
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 Economic Fighting Fund	To further develop and expand the Welcome Programme and interact with external agencies on behalf of St Augustines's users.
Lloyds Bank	Towards the costs of the volunteer co-ordinator, management and rent.
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.
CMBC - Support Programme	For the Welcome Programme and management costs.
CMBC - Syrian Resettlement	For the resettlement of Syrian refugees.
Scurrah Wainwright	For the Caretakers salary.
CMBC - Dcatch	To pay for a one to one worker for a child with disabilities or additional needs.
CMBC - Financial Resilience	To delivery employability activities.
CMBC - Food Grant	Food costs for the Welcome café.
CMBC - Afgan Resettlement	For the resettlement of Afgan refugees.

**5 Tangible assets**

	Office equipment £	Total £
<b><u>Cost</u></b>		
At 1 January 2015	15,745	15,745
At 31 December 2015	<u>15,745</u>	<u>15,745</u>
<b><u>Depreciation</u></b>		
At 1 January 2015	7,840	7,840
Charge for year	5,248	5,248
At 31 December 2015	<u>13,088</u>	<u>13,088</u>
<b><u>Net book value</u></b>		
At 31 December 2015	<u>2,657</u>	<u>2,657</u>
At 31 December 2014	<u>7,905</u>	<u>7,905</u>
		0

**6 Debtors and prepayments**

	2015 £	2014 £
Debtors	1,481	5,466
Prepayments	1,144	1,607
	<u>2,625</u>	<u>7,073</u>

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2015**

<b>7 Cash at bank and in hand</b>	2015	2014
	£	£
Current account	45,754	40,874
Savings accounts	121,392	131,392
Prepaid credit card	740	504
Cash in hand	175	251
	<u>168,061</u>	<u>173,021</u>

<b>8 Creditors and accruals</b>	2015	2014
	£	£
Creditors	972	1,180
Accruals	972	876
	<u>1,944</u>	<u>2,056</u>

**9 Trustee expenses**

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

**10 Related party transactions**

**Remuneration and benefits**

	2015	2014
	£	£
<b>Name of trustee or related party</b>		
R. Hellewell	7,946	3,764
	<u>7,946</u>	<u>3,764</u>

**Legal authority**

Governing document

The above employee is connected to one of the trustees.

**11 Operating leases**

Rents payable under non-cancellable operating leases

	£
Within one year	<u>1,633</u>