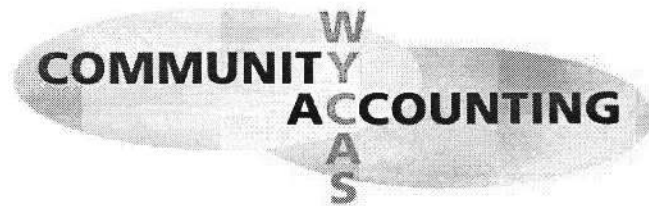


**St. Augustine's Centre, Halifax**

Charity number 1131784

A company limited by guarantee number 06819800

**Annual Report and Financial Statements**  
**for the year ended 31 December 2016**



West Yorkshire Community Accounting Service

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

## **Annual Report and Financial Statements for the year ended 31 December 2016**

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**Prepared by West Yorkshire Community Accounting Service**

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

## **Trustees' report for the year ended 31 December 2016**

### **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	Resigned July 2016
Jonathan Hirst	Secretary	
Jennifer Lynn		
Leona Binner		
Rev. Linda Maslen		
Jamie Johnson		Appointed July 2016
Mark Pattison		Appointed July 2016
<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

### **Registered and principal address**

St Augustine's Centre  
Hanson Lane  
Halifax  
HX1 5PG

### **Bankers**

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

Calderdale Credit Union  
17-19 Commercial Street  
Halifax  
HX1 1HJ

Monmouthshire Building Society  
Monmouthshire House  
John Frost Square  
Newport  
South Wales  
NP20 1PX

State Bank of India  
Carlton House  
18 Albert Square  
Manchester  
M2 5PE

### **Independent examiner**

Helen Galvin FCCA

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

## **Trustees' report (continued) for the year ended 31 December 2016**

### **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 which were amended on 20 April 2009. 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.

### **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

### **Achievements and performance**

#### **Introduction**

If there is one word which sums up 2016 for us as an organisation then maybe it would be 'diversity'

We have seen some changes to staffing, bringing a range of new skills into the organisation, not to mention seeing some younger members in the office with the arrival of baby Jude!

We have seen an increase in the diversity of children coming to the nursery, which brings its own challenges but also brings great benefits to all the children as they experience people from a wide range of backgrounds and get along fantastically – they could teach some adults a thing or two!

Diversity can also be seen in the number of different partner organisations that we are now working with, which strengthens the support and help individuals can receive as no one organisation is trying to provide everything but rather we are working together for the good of the people concerned. This must continue to be the model of working so that different organisations focus on their own strengths which together give a more holistic support package to the people we work with, focusing on clients' needs rather than that of the organisation. This can only be a good thing.

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

### **Trustees' report (continued) for the year ended 31 December 2016**

#### **Achievements and performance (continued)**

The trustees have also become more diverse as a group, as we have welcomed new members as we have sought to diversify our skills base to better support the Centre and its work, and this has already had a positive impact on our working.

And of course, we have seen a greater diversification in the people who volunteer for the Centre. This will continue to be necessary if we are to continue our ethos of serving the individuals who come to us, seeing them as exactly that – unique individuals who have unique needs which need to be dealt with in a personalised way. That range of needs is also becoming more diverse and looks set to continue to do that as we welcome people from all over the world, and people who are trying to cope with changes which affect both the wider international communities and also the local community as government policies change and can have profound and (apparently) unforeseen effects.

So overall, 2016 has been a good year, and we are looking forward to 2017 and beyond in the same vein, with a new redesigned website, being able to offer more specialist immigration support, and continued development of the things we can offer as new people become part of the St. Augustine's Family, even if only for a relatively short time, bringing not only their needs but their gifts and talents as well.

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**

Following the tragic world events in 2015, we saw a huge rise in dispersals to Calderdale in 2016. This placed a very high demand on our services and it has been a privilege to lead the staff, volunteers and supporters during an incredible year.

Our statistics and data only paint one picture. We see beyond numbers – we know names, faces, stories. We don't see media reports. We hear real life stories from people who have experienced torture, rape, trauma and trafficking. We support people who, under the national asylum support service have only £5.27 a day to live on, aren't allowed to work or study and can only access primary healthcare. We help new refugees who lose this support after 28 days and are made destitute. We give them a sanctuary, a place to gather their thoughts and a place to begin to dream again.

Undoubtedly there have been both highs and lows, but I take heart in the dedication and motivation of everyone working with asylum seekers and refugees across the country, and more so in that we want to work together.

Shared learning and experiences are crucial, and we are stronger now than ever before. Thank you for your interest and support – let's keep going!

**Vicky Ledwidge, Centre Leader**

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

##### **Board Membership**

The Trustees keep under review both the number of Board members and the mix of skills and experience they can offer. During 2016, we recruited two new Trustees; Jamie Johnson and Mark Pattison. We were sorry to say goodbye to our Treasurer, Philip Helliwell who retired having served as a Trustee for three years. We are grateful for the time and energy Philip put into being a Trustee and will miss his contribution.

##### **Staffing**

It was a busy year for the staff in 2016. We enjoyed 2 full-team away days, regular meetings and social events to build relationships and just to have fun!

We said goodbye to Stan Fako (Bi-lingual Welfare Advisor) and Sofia Loreen (Nursery Room Leader), we wish them both well and thank them sincerely for their work while they were at St. Augustine's Centre.

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

### **Trustees' report (continued) for the year ended 31 December 2016**

#### **Achievements and performance (continued)**

We also celebrated with Rachel Lloyd as she welcomed baby Jude into the world. Saireen Khanum and Laura Hinks joined the team on a temporary basis to cover Rachel's maternity leave. Our family continues to grow!

#### **Communication and Outreach**

We gave many talks to community groups, organisations and statutory services during 2016. Interest in our work continues to grow, and we are grateful for the opportunity to share stories and explore ways in which people can get involved.

We began the process of redesigning our website, and increased our presence on social media. We also had a presence at some local events, sharing information and talking to people about the challenges our Centre Users face on a daily basis.

The schools outreach programme continues, in particular with Brighouse High School and Crossley Heath Grammar School. Vicky has delivered PSCE sessions to most year groups in these schools, and we have welcomed a small cohort of students on work experience placements.

As Community Foundation for Calderdale celebrated their 25<sup>th</sup> anniversary, we were delighted to be asked to speak at their two main high profile events. Both were opportunities to share our work with new audiences and talk about how Calderdale is playing a role in reacting to the refugee crisis.

#### **Partnerships**

We continue to work alongside other organisations in Calderdale, West Yorkshire and nationally. In particular, funded projects have been delivered alongside CMBC, The Gathering Place, Citizens' Advice Calderdale, Healthy Minds, WomenCentre, Noah's Ark and Age UK, and we are sure these partnerships will continue long into the future.

Alongside funded projects, we have close relationships with St. Augustine's Church, St. Augustine's Junior and Infant School, Halifax Central Initiative, Halifax Opportunities Trust and Jubilee Children's Centre locally. We are grateful for the support from Migration Yorkshire, the NACCOM network and members, British Red Cross, Refugee Action and Refugee Council on a regional and national level.

We have also had some national success via Regional Asylum Activism and Holly Lynch MP. A case study from St. Augustine's Centre was included in Refugee Council's 'Britain's Forgotten Refugees' report, and Holly Lynch MP hosted a visit from the All Party Parliamentary Group on Integration who subsequently referred to our work in their report following the Casey Review on Integration. It is a privilege to be able to contribute to national efforts to end destitution and create a positive environment for new arrivals, and we look forward to more opportunities in the future.

#### **Site Management / Facilities**

It was a busy year for David Potter, our maintenance man! In the Community Building, the roof was partly re-lated, guttering replaced, floodlights installed and damp issues resolved. The Support Building saw new windows with thanks to the Diocese, meaning we are much more energy efficient. Alarms, boilers and fire extinguishers were serviced, and equipment was PAT tested.

There was also an internal office move at the end of the year, to reorganise work space.

Our grounds were kept in good order by the volunteer gardeners lead by Steve Blacksmith. Our dedicated cleaner, Paula Mitchell, worked tirelessly to keep our buildings clean and welcoming to people.

David, Paula, Steve and the team are true unsung heroes!

#### **Volunteers**

Our volunteers surpassed themselves in 2016. An incredible 10,159 volunteer hours were given by 171 volunteers meaning we were more able to meet the demand for our services. People are involved in washing up hundreds of plates in the Café, teaching ESOL, taking people on trips, running football sessions, giving advice, delivering training sessions, helping with administration, acting as Trustees – the list goes on!

We honed the volunteer recruitment process to ensure minimal time between application and induction, and ran a comprehensive training programme covering all kinds of issues and topics.

To our volunteers - 'Thank you' isn't enough – the dedication and passion you show is humbling and we simply couldn't carry on without you.

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

## **Trustees' report (continued) for the year ended 31 December 2016**

### **Achievements and performance (continued)**

#### **Financial Overview**

##### **Funding**

Although total incoming resources for the year increased slightly to £262,058 (2015 - £260,321), unrestricted income fell to £40,931 (15.62% of total income) as compared with last year's £66,508 (25.55% of total income). The bottom line result is a deficit of £24,704 as opposed to last year's small surplus of £9,689; this equates closely to the £25,577 fall in unrestricted income we experienced. Thankfully our prudent reserves policy means that we continue to navigate some challenging times and maintain focus on the invaluable work carried out at the Centre.

We are very grateful to those who have partnered with us in providing grant income for specific projects delivered in 2016 – Calderdale Metropolitan Borough Council, Community Foundation for Calderdale, NACCOM (The No Accommodation Network), Brelms Trust, WF Southall Trust, Scurrah Wainwright and City of Sanctuary. Sincere thanks also to those who provided unrestricted funds; namely, Community Foundation for Calderdale and Henderson First Fruits.

We are also delighted to be working in formal partnership with other Calderdale charities, including Healthy Minds, Noah's Ark, WomenCentre, The Gathering Place and Citizen's Advice Calderdale. We can achieve much more through collaboration.

Finally, thank you also to the many people who have made donations during the year to help our work; the total was an impressive £19,385. Over the year we gave out £4,234 in destitution payments to those who had nowhere else to turn; the increase of more than 83% as compared to 2015 reflects the desperate circumstances many of our Centre Users continue to find themselves in.

##### **Summary**

The net deficit for the year was £24,704 (2015 net income of £9,689) consisting of net income of £8,009 on restricted funds and net deficit of £32,713 on unrestricted funds.

##### **Reserves**

The charity's free reserves at the year-end were £84,552 (2015 - £114,608).

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 – Karen Hammond**

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'.

Staff have been attending training during the year concentrating on Safeguarding and Child Protection; Working with 2 year olds; Engaging and Empowering Parents; and British Values and Prevent Duty to keep them up to date with all the changes that are happening 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.

We began using 'Tapestry' a new online Learning Journal this year which has been a hit with staff and parents.

Again we have been trying to get parents more involved in the life of the Nursery by using a range of activities including Parent and Child learning sessions, Open Days and sending out 'Activities @ Home' sheets and take home bags. We also send out a half-termly Newsletter to keep parents up to date with what we are doing.

Our intake for Nursery is becoming more diverse, this can mean 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 usual as a team we rise to the challenges that working in 'Childcare' brings – so we keep moving forwards.

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

## **Trustees' report (continued) for the year ended 31 December 2016**

### **Achievements and performance (continued)**

#### **Support Programme – Lora Evans**

The Support Programme at St. Augustine's Centre provides practical and emotional support to anybody who walks through our doors. We welcome everybody regardless of race, gender, national origin, ethnicity, religion, disability, and sexuality or immigration status.

We believe everybody is individual and the way we work reflects this. We take a person-centred approach, taking the time to get to know people; their strengths and interests, as well as their needs and the barriers they want to overcome.

The Support Programme provides a holistic service, meeting the varied needs of the community with which we work. This includes a safe, welcoming cafe space, offering friendship and solidarity; a range of free English classes for all abilities; health and therapeutic wellbeing support; sports and social activities; education and training opportunities; help with gaining employment; practical advice and advocacy for asylum seekers and refugees; and help with benefits, welfare and housing.

We have implemented some significant changes in 2016. The database was rolled out fully in January, enabling us to capture accurate data and information for internal and external use. This is easing the burden when reporting on grants, and we will be investigating more thorough methods of monitoring social impact in 2017. Please have a look at the headline information in the infographic data from January-December 2016 on page 9.

We also restructured our programme, taking inspiration from the '5 Ways to Well-being' model, which recognises 5 actions which people can take to improve their mental health – Connect, Be Active, Take Notice, Keep Learning, and Give.

#### **Welcome Café and Community Lunches**

The Welcome Café provides the main social space at St. Augustine's Centre, where everyone is welcome to socialise, make new friends, and enjoy a hot meal. Open Monday, Tuesday and Wednesday from 10am, we also use the space to advertise and promote social activities happening at the Centre and around Calderdale – it's a great opportunity to get involved in community events.

With thanks to our wonderful team of volunteers, we served 10,296 meals. For many people, this is their only hot meal of the day, and we are very lucky to enjoy a variety of food from all over the world thanks to our volunteer teams.

#### **Social and Wellbeing Activities**

Throughout the year we have hosted a wide range of social and wellbeing activities including (but not limited to!):

- Yoga and relaxation
- Well-being courses
- Gardening and growing projects
- Art
- Music and singing
- Drama and theatre
- Walking
- Dancing
- Volunteering
- Football
- International Night
- Trips to places of interest
- Residential activity weekends
- Support groups

A huge highlight was our trip to Filey in the summer. , it was also the first time lots of our group had visited the seaside!



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

### **Trustees' report (continued) for the year ended 31 December 2016**

#### **Achievements and performance (continued)**

##### **Advice Drop-in**

The advice drop-in is an independent, community service providing free, impartial and confidential advice every Monday to Thursday mornings in the Support Building. It is the first point of call to access the Welcome and Employability Programmes.

We arrange afternoon appointments for complex issues that can't be dealt with during the drop-in and can visit people at home if required. We use volunteer interpreters wherever possible or you can bring a trusted friend.

##### **Welcome Programme**

The Welcome Programme is the first port of call for newly arrived asylum seekers to Calderdale and helps people settle in and feel welcome. Our experienced volunteers also help people with:

- Understanding the complex UK asylum system and its stages, to prepare individuals to make informed decisions
- Finding good quality legal advice and representation and making ongoing correspondence with lawyers
- Applying for asylum support and contacting the Home Office about payment problems
- Reporting housing-related problems to the housing provider G4S
- Applying for school and nursery places
- Health signposting including registering with doctors, dentists and specialist services
- Making referrals to support projects for women, LGBT\* individuals, or those without legal representation
- Signposting to key local services
- Applying for additional payments and grants
- Understanding and responding to official correspondence
- Accompanying people to appointments if requested

##### **Employability Programme**

Our Employability Programme is open to everybody who wants help to improve their skills, look for training opportunities and find work. We want to help people find work while helping them continue to develop their skills, explore their aspirations and plan for a bright future.

Our Job Search Drop-in runs every Tuesday and Wednesday morning. For those with limited computer skills or English language, volunteers can help:

- Create and improve C.V.s
- Sign up to Universal JobMatch
- Check emails
- Write covering letters
- Apply for jobs online

We see people at the Job Search Drop-in on a first come first served basis, and it is always very busy. We initiated an additional session on Thursday mornings for those who are able to do their own independent online job search, with assistance on hand for guidance.

We also run a programme of training courses to help with confidence building, learning new skills and increasing knowledge and understanding of the UK work environment. Regular training courses include: Interview Skills, Practice for Driving Theory Test, Assertiveness Training, UK Life (practical knowledge and skills) and Computer and IT skills (mixed and women-only provision). Get in touch with the Employability Programme Coordinator or come to the drop-in to find out about upcoming training.

Our Employability Programme Coordinator and team of trained volunteer advisors can also help people with finding worthwhile volunteering opportunities, work placements and external training courses to gain experience, skills and references. We also offer 1-to-1 mentoring for career and educational-path advice, assistance with written job applications and preparation for interviews.

# St. Augustine's Centre, Halifax

## Trustees' report (continued) for the year ended 31 December 2016

### Achievements and performance (continued)

#### Destitution Support

Asylum seekers are not allowed to work and many have no recourse to asylum support or public funds and are left without any way of providing for themselves for prolonged periods. This might be due to administrative and system failings, or because their asylum claims have been fully refused (although they might not be able to go back to their home country). Destitute asylum seekers are incredibly vulnerable and marginalised. Many are homeless, either sleeping rough or sofa surfing, and surviving on help from friends and charities. They often also struggle to access adequate healthcare, advice and social support.

Under the Destitution Project we provide practical advice and ongoing support to help people out of destitution and access the help they need to resolve their problems. Our provision includes: a hosting scheme where a volunteer host/host family accommodates an individual for a set period of time; emergency provisions and toiletries; donated clothing; small cash payments for travel to important appointments; and social and emotional support through wellbeing activities and pastoral care.

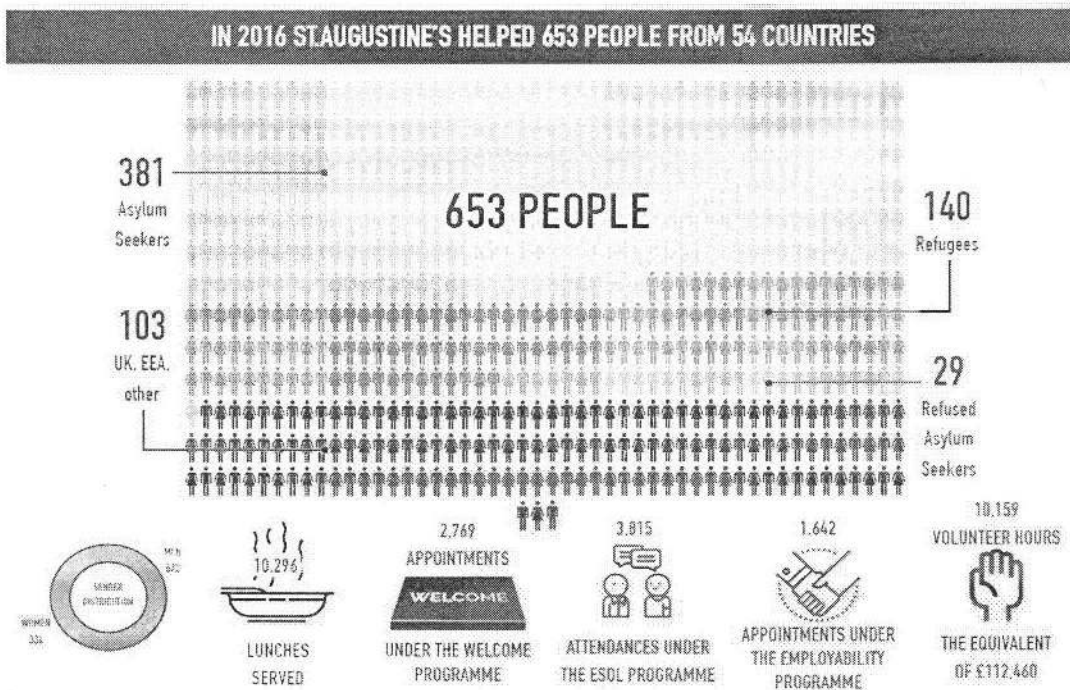
We work in partnership with the British Red Cross, and networks WYDAN (West Yorkshire Destitute Asylum Network) and NACCOM (No Accommodation Network) to stand in solidarity and campaign for change with people experiencing destitution as a result of the asylum system.

#### ESOL Classes

We are really proud of our extensive and unique, volunteer-led ESOL programme. Our English classes are open to all, run on a drop-in basis in the Community Building, with no need to pre-enrol or pay.

We provide 8 English classes per week catering to the differing needs and preferences of our learners. There are simple conversation classes, classes specifically for Arabic speakers, lively games and craft focused sessions, more formal literacy classes for beginners and improvers and smaller classes at a more advanced level. We can also offer 1-to-1 tuition for learners needing to pass the IELTS academic exam, in order to go to University or take up professional training. We work closely with Calderdale College, preparing students to enrol once they have been in the country the requisite 6 month period.

In 2016 we found that 82% of the learners we spoke to reported an increased level of confidence as a result of attending English classes at St. Augustine's Centre. The classes provide more than tuition, they fulfil a huge social need in providing daily structure and routine and somewhere purposeful to come and meet friends. This, of itself, is of immense value to our learners.



# St. Augustine's Centre, Halifax

## Trustees' report (continued) for the year ended 31 December 2016

### 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.

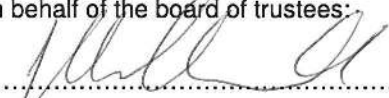
Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the 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 (FRS102)), 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..... 13 SEPTEMBER 2017 .....

## **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 2016, which are set out on pages 12 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 (Charities SORP (FRS 102)).

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: 15 September 2017.

#### **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 2016**

	Notes	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £	2015 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	22,724	221,127	243,851	231,477
Contract income		1,134	-	1,134	-
Parental contributions		136	-	136	460
Bank interest		347	-	347	477
Milk refund		1,451	-	1,451	1,696
Service charges		522	-	522	201
Creche fees		-	-	-	5,887
Café Wednesday and catering		1,323	-	1,323	4,121
Fundraising		391	-	391	1,482
Room hire		8,964	-	8,964	12,793
Gift Aid		1,414	-	1,414	647
Insurance claim		-	-	-	493
Other income		1,265	-	1,265	-
Trips and parties		1,260	-	1,260	587
<b>Total income</b>		<b>40,931</b>	<b>221,127</b>	<b>262,058</b>	<b>260,321</b>
<b>Expenditure on:</b>					
Salaries and NIC	(3)	33,175	177,411	210,586	188,081
Payroll costs		198	421	619	385
Cleaning		1,618	81	1,699	1,270
Telephone and internet		4,662	612	5,274	6,202
Postage and stationery		697	80	777	1,180
Publicity and fundraising		259	-	259	192
Repairs and maintenance		2,101	95	2,196	2,082
Food and refreshments		1,358	6,309	7,667	10,119
Individual hardship payments		-	3,116	3,116	574
Accountancy and independent examination		844	857	1,701	972
Furniture and equipment		2,755	3,773	6,528	4,144
Insurance		2,325	1,182	3,507	3,149
Trips and activities		2,209	-	2,209	1,304
Volunteer expenses		773	481	1,254	688
Utilities		5,238	2,705	7,943	8,495
Travel expenses		455	1,973	2,428	1,619
Training and recruitment		210	1,361	1,571	3,761
Bank charges		168	195	363	139
Donations to other charities		303	-	303	173
Rent and use of rooms		6,540	3,206	9,746	8,376
Regulations		-	182	182	-
Depreciation		2,657	-	2,657	5,248
Grant repayment		-	4,844	4,844	-
Destitution payments		-	4,234	4,234	2,309
Fundraising expenses		-	-	-	170
Professional fees		5,099	-	5,099	-
<b>Total expenditure</b>		<b>73,644</b>	<b>213,118</b>	<b>286,762</b>	<b>250,632</b>
<b>Net (expenditure) / income</b>		<b>(32,713)</b>	<b>8,009</b>	<b>(24,704)</b>	<b>9,689</b>
<b>Fund balances brought forward</b>		<b>117,265</b>	<b>54,134</b>	<b>171,399</b>	<b>161,710</b>
<b>Fund balances carried forward</b>	(4)	<b>84,552</b>	<b>62,143</b>	<b>146,695</b>	<b>171,399</b>

All incoming resources and resources expended derive from continuing activities.

# St. Augustine's Centre, Halifax

## Balance sheet

as at 31 December 2016

	2016	2016	2016	2015
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets (5)	-	-	-	2,657
<b>Total fixed assets</b>	-	-	-	2,657
<b>Current assets</b>				
Debtors and prepayments (6)	200	-	200	2,625
Cash at bank and in hand (7)	86,001	113,801	199,802	168,061
<b>Total current assets</b>	86,201	113,801	200,002	170,686
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Deferred income	-	50,700	50,700	-
Creditors and accruals (8)	1,649	958	2,607	1,944
<b>Total current liabilities</b>	1,649	51,658	53,307	1,944
<b>Net current assets</b>	84,552	62,143	146,695	168,742
<b>Total assets less current liabilities</b>	84,552	62,143	146,695	171,399
<b>Net assets</b>	84,552	62,143	146,695	171,399
<b>Funds</b>				
Unrestricted funds	84,552	-	84,552	117,265
Restricted funds	-	62,143	62,143	54,134
<b>Total funds</b>	84,552	62,143	146,695	171,399

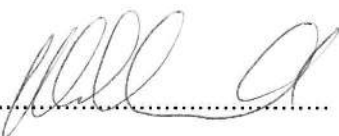
For the year ending 31 December 2016 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 FRS 102 (effective January 2016).

The financial statements were approved by the board of trustees on

Date: 13 SEPTEMBER 2017

Signed: 

(Trustee)

Name JOHN HELLEWELL

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

## **Notes to the accounts**

### **for the year ended 31 December 2016**

#### **1 Accounting policies**

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

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and with the Charities Act 2011.

##### **Reconciliation with previous Generally Accepted Accounting Practice In preparing the accounts**

The trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. They have determined that no such restatement is required.

As a consequence, there has been no change to the accounting policies since last year.

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

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **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.

**St. Augustine's Centre, Halifax**  
**Notes to the accounts**  
**for the year ended 31 December 2016**

**1 Accounting policies continued**

**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 2016**

2 Grants and donations	2016	2016	2016	2015
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
CMBC Children & Young People's Services	-	122,326	122,326	111,630
CMBC Communities Directorate	-	72,680	72,680	68,683
Community Foundation For Calderdale	4,130	12,330	16,460	12,500
W.F Southall Trust	-	-	-	6,000
Hebden Royd Town Council	-	-	-	1,000
Scurrah Wainwright	-	-	-	5,000
NACCOM	-	5,000	5,000	-
Breims Trust	-	5,000	5,000	-
Henderson First Fruits	2,000	-	2,000	-
City of Sanctuary	-	1,000	1,000	-
Donations	16,594	2,791	19,385	26,664
	<u>22,724</u>	<u>221,127</u>	<u>243,851</u>	<u>231,477</u>

3 Staff costs and numbers	2016	2015
	£	£
Gross salaries	199,735	183,473
Social security costs	7,678	6,007
Employment allowance	(2,871)	(2,000)
Pensions	6,044	601
	<u>210,586</u>	<u>188,081</u>

The average number employees during the year was 17.2, being an average of 11.5 full time equivalent (2015: 18.5, 11.4 FTE).

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

Defined contribution pension scheme	2016	2015
	£	£
Costs of the scheme to the charity for the year	6,044	601
Amount of any contributions outstanding at the year end	200	200

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2016**

<b>4 Restricted funds</b>	<b>Balance b/f</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Balance c/f</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
CMBC - Graduate Leader	(170)	2,500	1,708	622
CMBC - Early Education Funding	8,336	116,809	122,145	3,001
CFFC (1)	1,250	3,750	2,725	2,275
CFFC (2)	239	-	239	-
W.F Southall Trust	3,379	-	3,379	-
CMBC - Support Programme	9,412	62,500	24,055	47,857
CMBC - Syrian Resettlement	8,884	10,000	16,638	2,246
Scurrah Wainwright	4,824	-	3,790	1,034
CMBC - Dcatch	1,376	3,017	3,266	1,127
CMBC - Financial Resilience	16,603	180	16,783	-
CFFC (3)	-	2,000	2,000	-
CFFC (4)	-	1,580	955	625
Valley of Sanctuary	-	1,000	88	912
NACCOM	-	5,000	3,750	1,250
Destitution Project	-	6,815	6,166	649
Welcome Café	-	5,975	5,430	545
	<b>54,134</b>	<b>221,127</b>	<b>213,118</b>	<b>62,143</b>

**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.
CFFC (1)	To support individuals facing hardship.
CFFC (2)	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 deliver employability activities.
CFFC (3)	Towards a new website.
CFFC (4)	For school uniforms and equipment.
Valley of Sanctuary	For promotions and room hire
NACCOM	For the development and implementation of a hosting scheme and associated management costs.
Destitution Project	For food and travel for people who are destitute
Welcome Café	To run the Welcome Café

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2016**

**5 Tangible assets**

	Office equipment £	Total £
<b><u>Cost</u></b>		
At 1 January 2016	15,745	15,745
Additions	-	-
Disposals	-	-
At 31 December 2016	<u>15,745</u>	<u>15,745</u>
<b><u>Depreciation</u></b>		
At 1 January 2016	13,088	13,088
Depn reversed re. disposals	-	-
Charge for year	2,657	2,657
At 31 December 2016	<u>15,745</u>	<u>15,745</u>
<b><u>Net book value</u></b>		
At 31 December 2016	<u>-</u>	<u>-</u>
At 31 December 2015	<u>2,657</u>	<u>2,657</u>
		0

**6 Debtors and prepayments**

	2016 £	2015 £
Debtors	200	1,481
Prepayments	-	1,144
	<u>200</u>	<u>2,625</u>

**7 Cash at bank and in hand**

	2016 £	2015 £
Current account	78,297	45,754
Savings accounts	121,406	121,392
Prepaid credit card	-	740
Cash in hand	99	175
	<u>199,802</u>	<u>168,061</u>

**8 Creditors and accruals**

	2016 £	2015 £
Loans and overdrafts		
Creditors	927	972
Accruals	1,680	972
	<u>2,607</u>	<u>1,944</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 2016**

**10 Related party transactions**

<b>Remuneration and benefits</b>		2016	2015
		£	£
<b>Name of trustee or related party</b>	<b>Legal authority</b>		
R. Hellewell	Governing document	<u>18,067</u>	<u>13,367</u>

The above employee is a relative of J. Hellewell who is one of the trustees.

**Key management personnel**

The key management personnel of the charity comprises the Centre Leader only. The total employee benefits of the key management personnel of the charity was £32,250 (2015: £28,110).

## St. Augustine's Centre, Halifax

### Statement of Financial Activities including comparatives for all funds

#### (including summary income and expenditure account)

#### for the year ended 31 December 2016

	2016	2015	2016	2015	2016	2015
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	22,724	37,664	221,127	193,813	243,851	231,477
Contract income	1,134	-	-	-	1,134	-
Parental contributions	136	460	-	-	136	460
Bank interest	347	477	-	-	347	477
Milk refund	1,451	1,696	-	-	1,451	1,696
Service charges	522	201	-	-	522	201
Creche fees	-	5,887	-	-	-	5,887
Café Wednesday and catering	1,323	4,121	-	-	1,323	4,121
Fundraising	391	1,482	-	-	391	1,482
Room hire	8,964	12,793	-	-	8,964	12,793
Gift Aid	1,414	647	-	-	1,414	647
Insurance claim	-	493	-	-	-	493
Other income	1,265	-	-	-	1,265	-
Trips and parties	1,260	587	-	-	1,260	587
<b>Total income</b>	<b>40,931</b>	<b>66,508</b>	<b>221,127</b>	<b>193,813</b>	<b>262,058</b>	<b>260,321</b>
<b>Expenditure</b>						
Salaries and NIC	33,175	40,762	177,411	147,319	210,586	188,081
Payroll costs	198	164	421	221	619	385
Cleaning	1,618	1,097	81	173	1,699	1,270
Telephone and internet	4,662	5,453	612	749	5,274	6,202
Postage and stationery	697	992	80	188	777	1,180
Publicity and fundraising	259	192	-	-	259	192
Repairs and maintenance	2,101	1,903	95	179	2,196	2,082
Food and refreshments	1,358	6,227	6,309	3,892	7,667	10,119
Individual hardship payments	-	223	3,116	351	3,116	574
Independent examination	844	492	857	480	1,701	972
Furniture and equipment	2,755	3,489	3,773	655	6,528	4,144
Insurance	2,325	1,607	1,182	1,542	3,507	3,149
Trips and activities	2,209	661	-	643	2,209	1,304
Volunteer expenses	773	491	481	197	1,254	688
Utilities	5,238	5,150	2,705	3,345	7,943	8,495
Travel expenses	455	1,033	1,973	586	2,428	1,619
Training and recruitment	210	373	1,361	3,388	1,571	3,761
Bank charges	168	70	195	69	363	139
Donations to other charities	303	173	-	-	303	173
Rent and use of rooms	6,540	1,186	3,206	7,190	9,746	8,376
Regulations	-	-	182	-	182	-
Depreciation	2,657	5,248	-	-	2,657	5,248
Grant repayment	-	-	4,844	-	4,844	-
Destitution payments	-	2,306	4,234	3	4,234	2,309
Fundraising expenses	-	170	-	-	-	170
Professional fees	5,099	-	-	-	5,099	-
<b>Total expenditure</b>	<b>73,644</b>	<b>79,462</b>	<b>213,118</b>	<b>171,170</b>	<b>286,762</b>	<b>250,632</b>
<b>Net (expenditure) / income</b>	<b>(32,713)</b>	<b>(12,954)</b>	<b>8,009</b>	<b>22,643</b>	<b>(24,704)</b>	<b>9,689</b>
<b>Fund balances brought forward</b>	<b>117,265</b>	<b>130,219</b>	<b>54,134</b>	<b>31,491</b>	<b>171,399</b>	<b>161,710</b>
<b>Fund balances carried forward</b>	<b>84,552</b>	<b>117,265</b>	<b>62,143</b>	<b>54,134</b>	<b>146,695</b>	<b>171,399</b>