

# **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 2019**



# **St. Augustine's**

community • sanctuary • respect • nurture



West Yorkshire Community Accounting Service

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

## **Annual Report and Financial Statements for the year ended 31 December 2019**

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**Prepared by West Yorkshire Community Accounting Service**

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

## **Trustees' report for the year ended 31 December 2019**

### **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	
Jonathan Hirst	Secretary	Resigned August 2019
Simon Bottomley	Treasurer and secretary	
Jennifer Lynn		
Rev. Linda Maslen		Resigned February 2019
Mark Pattison		
Andrew Jones		
Sara Robinson		Resigned February 2020
Katrina Clarke		Appointed September 2019
Iman Al-Harathi		Appointed September 2019
Katie Fawcett		Appointed May 2020
<b>Company secretary</b>	Simon Bottomley	
<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

### **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 2019**

### **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.



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

## **Trustees' report (continued) for the year ended 31 December 2019**

### **Achievements and performance**

#### **Chair's introduction**

2019 saw a marked change in the fortunes of St. Augustine's after a difficult period in our history.

Of course, there were still moments of sadness, such as the resignation of one of our founding trustees, Jon Hirst, who had acted as such an able and dedicated secretary for the organisation since it became an independent charity 10 years ago. Thank you Jon for everything you have contributed to us over the years with your attention to detail and process, as well as your understanding of the ethos of St. Augustine's.

Another difficult point was reorganising the nursery provision we provide. Whilst continuing to strive to provide the best nursery education for our community, financial considerations meant that we had to reduce the size of the nursery and therefore the staffing. Thank you to all those who have worked in our nursery for so long providing such fantastic support for our young people.

This difficult decision, though, also provides a glimpse into the determination and focus of the trustees in turning the organisation around financially. You will see from the detail of the accounts that we have done that, and whilst there is still a way to go, the direction of travel is now secured and we have a firm foundation from which to build.

Throughout 2019 we continued to see the demand for our services increase, and I must pay tribute to the whole staff team and our amazing volunteers who not only maintained the provision but saw us develop that provision, all without the day to day support and direction of a Centre Leader. This saw the whole team continue to develop not just as individuals but also as talented practitioners in their own right.

All this work put us in good stead to face 2020, with the appointment of a new Centre Leader, just in time to face the unexpected challenges of Covid-19, but that is a story for next year.

In the meantime, you will find more details of what happened during 2019 in the body of the report and I commend it to you.

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

### **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.

#### **Board Membership**

The Trustees keep under review the number of Board members and the mix of skills and experience they can offer. The full Board had 12 scheduled meetings throughout the year to consider a wide range of issues plus an "away day" with our staff members. With having no Centre Leader various Trustees stepped in to help oversee the operations of the Centre.

The Trustees also regularly review the major risks to which the charity is exposed with systems or procedures being put in place to mitigate them. The most significant external risk is linked to availability of funding to support our work. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, users and visitors to the Centre.

#### **Staffing**

The dedication and hard work of the staff was outstanding in 2019, particularly with no Centre Leader for the full year. We welcomed two new staff members; Jihen Zitouni joined the team as a Support Worker for people resettled to Calderdale under the VPRS scheme, and Hafsah Sajid in the Nursery. However, we sadly said goodbye to 3 staff members: Alice Garrod, Sobia Naeem and Audrey Smith.

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

## **Trustees' report (continued) for the year ended 31 December 2019**

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

#### **Volunteers**

Volunteers are essential to St. Augustine's Centre and the work that we do; without them we could not continue to meet the high demand for our services. We now have strong teams of volunteers across ESOL, the Welcome Programme, Employability Programme and Welcome Café (to name just a few) who dedicate their time to support and deliver an excellent service. We continue to encourage our Centre Users to volunteer at the Centre, it being a fantastic opportunity to form social groups, learn English and use their skills (as well as learning new ones!) The improvement that this makes to an individual's overall mental health and wellbeing is significant.

#### **Training**

We continued to provide staff, volunteers and Centre Users with training opportunities such as driving theory and interview skills. We also continued to work with partners to provide training courses for Centre Users, such as First Aid, Health and Safety at Work and Food Hygiene Courses. Two of our team went on to complete their OISC Level 2 qualifications which means we are set to become independently registered to offer OISC advice.

#### **Partnerships**

Our Centre Users have benefited from a variety of projects being available from organisations across the borough. We facilitated funded projects alongside several partners, including: CFFC, CMBC, Healthy Minds, Noah's Ark, The Gathering Place, WomenCentre, Citizen's Advice Calderdale, Grow Big, Solace, Kirklees Law Centre and Refugee Action. Thanks to our Support and Integration work, we also developed strong working relationships with Jubilee Children's Centre, Luddenden Cricket Club, Sowerby Fire and Water, Sister's United, The Piece Hall, Halifax Central Initiative, Calderdale College, and several local arts organisations (Square Chapel Arts Centre, Verdigris Arts, The Handmade Parade, The Artworks, and particularly Friends of Hebden Bridge Picture House.)

After identifying the need for mental health support as a key priority in 2018, we developed relationships with partners and now regularly support Centre Users in accessing support for stress, depression, PTSD and anxiety. We make referrals to, and work closely with, Solace, Insight Healthcare, Healthy Minds and local GP's in and around Park Ward.

Nationally and regionally we contributed to shared learning, knowledge and campaigning via The Asylum Support Advice Network (ASAN), Migration Yorkshire, Refugee Action, NACCOM, Right to Remain and Asylum Matters. These collaborations help us contribute to the 'bigger picture', particularly in light of changes to the immigration rules, legislation, policy, Universal Credit and the Homeless Reduction Act.

### **Services Overview**

#### **Early Years Programme**

Our Nursery is open five days a week during term time, for two sessions a day with places for up to 16 children at each session following the restructure at the end of 2018.

Our intake is becoming more diverse, which can mean children start with little or no English, but with the hard work of the staff we see huge improvements in the development of their language skills and use of English. We carry out home visits to complete paperwork and get to know families before their child starts Nursery. All staff have attended training during the year to ensure their skills and qualifications remain up to date with changes that are happening in Early Years provision with particular emphasis on Emotional Health and Wellbeing for the children, their parents and staff.

We have been working hard on improving attendances in the Nursery by working closely with parents and trying to get them more involved in the life of the Nursery by using a range of home-based activities. There is also a half-termly newsletter to keep parents informed with what is being done.



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

## **Trustees' report (continued) for the year ended 31 December 2019**

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

#### **VPRS**

The Vulnerable Persons Resettlement Scheme (VPRS) and Vulnerable Children's Resettlement Scheme (VCRS) is a managed migration scheme, run by the United Nations High Commissioner for Refugees (UNHCR). It was set up in January 2014 to help the most vulnerable refugees. In 2019, Calderdale welcomed 4 new refugee families (9 adults and 11 children).

This year was different from the previous, as we started welcoming people from Sudan on the scheme alongside the Syrians. We had a lovely welcome party which gave the families an opportunity to meet with each other, play games, and share a mix of food including; falafel, shawarma, and some fish and chips!

Our mission is to work in partnership with local organisations and within local communities, supporting people to live, learn and work in Calderdale; removing barriers to achieving their goals and realising their potential!

#### **ESOL**

2019 was a busy year for our ESOL (English for Speakers of Other Languages) programme. We saw an incredible 3,350 attendees across our 9 per weekly classes. There are 7 different classes, including; women's only, advanced, English for life in the UK, language café, and ones for beginners and improvers. Our extensive ESOL programme is reliant on an amazing group of volunteers dedicating there to support individuals with invaluable learning. Not only do these classes provide the opportunity for learning and skill development, but they help Centre Users develop confidence, make friends, and feel more part of the community.

We continue to support individuals with little or no English or training, aiming to get them to the level to access courses at Calderdale College. As well we assist graduates and professionals who want support in passing their IELTS academic exam to move on to employment, academia or training.

#### **Employability**

In 2019 we saw 1,689 attendances at our weekly job search drop-in. During these sessions' volunteers worked 1-1 with people, supporting them in searching for job opportunities relative to their interests, skills and experience. There were lots of joys shared with many of our Centre Users after them finding employment having persisted for so long in a competitive market.

The employability programme also continued to provide further support and training including; interview skills, driving theory courses, and first aid courses.

#### **Housing/Hosting and Destitution**

During 2019 we have continued to support a small number of destitute individuals through our hosting project. Both host and guest have found this experience extremely rewarding. Our hosting and destitution service provides support to some of our most vulnerable Centre Users, helping prevent homelessness. We have also been working closely with the council in supporting refugees as they move out of the asylum support system, into new accommodation, and onto mainstream support services.

In 2019 we saw a change in the asylum support accommodation provider from G4S to Mears Group. The condition of asylum accommodation remains an ongoing problem and a large part of our work involves reporting and logging maintenance issues. We have sought to build contacts and partnerships with the new accommodation provider and hope that this work will continue. Unfortunately, the funding for our dedicated housing worker came to an end in 2019 which has meant the broader team have had to pick up the work. This is something we want to rectify in the future.

#### **Welcome Café**

Our Welcome Café and Community Lunches are at the heart of what we do, bringing people together to enjoy the food that our volunteer cooks and kitchen assistants have prepared. In 2019 we served 12,908 hot meals to our community, across 4 days a week. Food came from all over the world, Syria, Pakistan, Nigeria, Iran (just to name a few countries), it is the perfect opportunity for people to share parts of their heritage and culture with their new community.



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

## **Trustees' report (continued) for the year ended 31 December 2019**

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

Halfway through 2019 we were also joined by the Community Cooking Group, a group of local women supported by a local Community Organiser, who took on Wednesday as their cooking day. They provided additional support by holding Eid celebration events and handing out Eid specific parcels to families who were celebrating Eid.

### **Welcome Programme**

Our support staff and team of dedicated advice volunteers continued to provide advice and support to our Centre Users throughout 2019, including signposting to relevant services and organisations. Due to a reduced staff team and capacity to manage a busy drop-in environment, we made the decision to reduce our drop-in days to 3 mornings a week instead of 4.

Despite this, we continued to see a large demand for the service; we saw 2,118 attendances throughout 2019, assisting people from 59 different nationalities. The change in asylum accommodation and support contracts at the end of 2019 presented many challenges with the new systems struggling to cope.

We supported people with a range of issues and worked hard on building referral pathways with other services and community organisations. There is always more work that can be done assist and we can only see this growing and our partnership work strengthening in 2020.

### **Immigration Advice**

Throughout 2019, St. Augustine's Centre worked in partnership with Refugee Action, Kirklees Citizens Advice and Law Centre and Solace under the Transitions Project to deliver free immigration and asylum advice. The immigration team also expanded, with one staff member advancing her qualifications to become accredited at OISC Level 2, and another staff member securing her Level 1 accreditation.

With greater capacity and upskilling of staff members, St. Augustine's Centre were able to take on more complex and challenging immigration cases, such as family reunion, exceptional case funding and fresh claim work. In 2019 alone, the immigration team were able to assist 188 people through their services.

### **Destitution Support**

The need to provide support for those who are destitute remains a pressing issue. As with last year, we offer Red Cross food vouchers and emergency destitute payments for those whose asylum cases have been refused and have no recourse to public funds, and for refugees struggling with the delay in accessing benefits and bank accounts.

### **Befriending**

We were able to support several successful Befriending relationships that had been formed the year before, however capacity meant that the project was not able to be progressed. We are looking forward to developing the project further in 2020 and taking on more referrals and volunteers.

### **Trips and Activities**

Our social trips and activities remain an integral part of our support to those who do not usually have the opportunity to take part in such things. We had our annual Refugee Week celebration, cooking a meal for everyone, encouraging people to bring their own dishes, and sharing those in the garden. We also took 3 coaches of families and individuals to Filey for our annual day on the beach. We had lots of fun had playing games, exploring the beach, and swimming in the sun, before having to rush around collecting our things as the rain started.

Our thanks go again to People and the Dales and also to A Cross Country for providing amazing times in the countryside; trips to the Dales throughout the year provided opportunities for beautiful walks, social time spent together away from the stresses of normal life, and learning from one another.

Excitingly 2019 also saw us develop links with Opera North and Northern Broadsides. Our own resident band 'Hind and the Jaffa Cakes' performed at various events including taking part in 'Christmas Broadsides'. We were also incredibly lucky to develop links with Verd De Gris, who attended some of our Language Café sessions to develop a poem with the group. Part of the group were then given the opportunity to perform this poem at an interactive performance by Verd De Gris as part of Todmorden Book Festival.



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

## **Trustees' report (continued) for the year ended 31 December 2019**

### **Financial review**

#### **Funding**

Total income was greater than the previous 2 years at £273,803 (2018: £230,795). The amount of unrestricted income increased significantly to £79,470 (2018: £39,096) while restricted income was similar at £194,333 (2018: £191,699). Our expenditure decreased again to £249,723 (2018: £308,169). This resulted in a surplus of £24,079 (2018: deficit £77,374) as per the Statement of Financial Activities. As a result, unrestricted reserves returned to surplus at £1,246 (2018: (£16,642)).

Seeking funding for our work continues to be challenging, particularly for core costs, but we have seen improved results in 2019 thanks to a small team led by one of our Trustees. The number of organisations we have received grants from increased to 15 and we continue to pursue many more possibilities.

We are grateful to all organisations who have supported us in 2019 and particularly so to our principal partners, Calderdale Metropolitan Borough Council and Community Foundation for Calderdale (CFfC), who provide the majority of funding for the work that that the Centre undertakes. In 2019 we received new funding from 10 organisations, and we are very grateful for the faith these organisations have shown, particularly Garfield Weston Foundation.

The continued support from individuals and local organisations who provide our unrestricted funds are vital to the Centre's ongoing activities.

#### **Reserves policy**

The charity's total reserves at the year-end were £30,628 (2018: £6,549) of which £1,246 (2018: (£16,642)) were unrestricted. The Board of Trustees has agreed to aim to maintain a reserve level equivalent to not less than 3 months' running costs.

As mentioned in last year's report we implemented a recovery plan in late 2018 through 2019, assisted by The Greenfield Connection and funding through CFFC, which have helped us to get the charity on a sounder financial basis. This work will continue through the coming years to rebuild our reserve position.

#### **Investment Policy**

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment. Towards the end of 2018 we consolidated our funds in Unity Trust while leaving small balances in our accounts with Calderdale Credit Union and CBF.

#### **COVID 19**

The charitable sector has been hit hard by the effects of COVID 19, affecting their ability to deliver services and raise the funds necessary to operate. St Augustines has not been immune to this, but we have managed to keep our support operating in a safe way, mainly remotely, so have only needed to furlough 2 members of staff. The organisations funding our front-line work have all been supportive of this so there has been no gap in funding. Where we have had reduced income from fund raising events this has been more than covered from other sources. Adapting to COVID has incurred additional costs but we have received several grants towards this, so this has not been an additional burden financially.

#### **Future plans and priorities**

In 2019 we increased our Donor base from all sources and finished with a flourish as both Henry Smith Charity and Tudor Trust offered us £30,000 per year for 3 years. As a result, we were able in early 2020 to advertise for the position of Centre Leader, and after due process Sara Robinson was appointed. Starting just two weeks before "lockdown" made this challenging and priorities have had to be adjusted accordingly.

- Having eliminated our negative unrestricted reserve, we need to continue to rebuild our reserves. Therefore, exploring all avenues for potential funding is our main priority. To this end we have a small team of staff and Trustees who concentrate on this.
- Regular donations are an important part of our unrestricted income so we will look to expand the number of ways this can be done to increase our income from this source.

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

### **Trustees' report (continued) for the year ended 31 December 2019**

#### **Future plans and priorities continued**

- As the needs of our beneficiaries continue to grow, we need to increase and expand our income streams from sources that will support those aims, so that we can continue to respond in a positive way.
- We are fortunate in having nearly 200 volunteers who support our work and we will look to provide them with more targeted support and access to more opportunities to improve their skills.
- As the number of refugees and asylum-seekers coming to Calderdale is likely to continue to increase, we need to review our model of service delivery to ensure that we continue to support local people as well as responding to the needs of this growing community. As more families will be settled outside of the immediate vicinity of the Centre, we need to explore an outreach model of provision.
- Understanding and sharing the impact that our work has on our beneficiaries is becoming increasingly important, so we are looking to enhance our impact measurement and monitoring.



## St. Augustine's Centre, Halifax

### Trustees' report (continued) for the year ended 31 December 2019

#### 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;

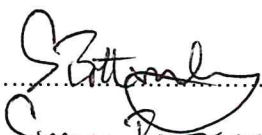
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

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.....SIMON B. SAMPLE.....  
Date.....October 2nd 2020.....

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

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

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2019, which are set out on pages 12 to 20.

#### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of Body which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:  Name: Helen Galvin

Relevant professional qualification or body: FCCA

Date: 14<sup>th</sup> October 2020

#### **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 2019**

	Notes	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	65,308	194,333	259,641	218,642
Parental contributions		557	-	557	102
Bank interest		17	-	17	120
Milk refund		488	-	488	512
Service charges		5,433	-	5,433	799
Café Wednesday and catering		1,070	-	1,070	1,380
Fundraising		169	-	169	5,560
Room hire		85	-	85	1,358
Gift aid		5,711	-	5,711	1,795
Trips and parties		632	-	632	527
<b>Total income</b>		<b>79,470</b>	<b>194,333</b>	<b>273,803</b>	<b>230,795</b>
<b>Expenditure on:</b>					
Salaries and NIC	(3)	39,190	144,950	184,140	237,105
Payroll costs		145	101	246	677
Cleaning		1,301	494	1,795	1,302
Telephone and internet		2,712	5,827	8,539	8,317
Postage, publicity and stationery		1,755	309	2,064	2,014
Repairs and maintenance		1,502	348	1,850	1,687
Food and refreshments		2,300	8,915	11,215	9,572
Individual hardship payments		-	-	-	419
Accountancy and independent examination		1,440	-	1,440	1,692
Furniture and equipment		676	908	1,584	1,419
Insurance		2,494	-	2,494	2,490
Trips and activities		955	2,631	3,586	2,191
Volunteer expenses		1,456	124	1,580	2,481
Utilities		4,331	2,165	6,496	5,522
Travel expenses		982	2,232	3,214	2,511
Training and recruitment		747	352	1,099	1,069
Bank charges		537	-	537	463
Rent and use of rooms		5,925	2,614	8,539	8,828
Destitution payments		1,540	1,673	3,213	3,800
Fundraising expenses	(4)	(641)	1,675	1,034	5,913
Professional fees and regulations		1,813	1,005	2,818	4,427
Workshop tutors and materials		65	-	65	3,929
Sundry expenditure		273	589	862	341
Dues and subscriptions		773	541	1,314	-
<b>Total expenditure</b>		<b>72,271</b>	<b>177,453</b>	<b>249,724</b>	<b>308,169</b>
<b>Net income / (expenditure)</b>		<b>7,199</b>	<b>16,880</b>	<b>24,079</b>	<b>(77,374)</b>
<b>Transfers between funds</b>		<b>10,689</b>	<b>(10,689)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>17,888</b>	<b>6,191</b>	<b>24,079</b>	<b>(77,374)</b>
<b>Fund balances brought forward</b>		<b>(16,642)</b>	<b>23,191</b>	<b>6,549</b>	<b>83,923</b>
<b>Fund balances carried forward</b>	(5)	<b>1,246</b>	<b>29,382</b>	<b>30,628</b>	<b>6,549</b>

All incoming resources and resources expended derive from continuing activities.



# St. Augustine's Centre, Halifax

## Balance sheet

as at 31 December 2019

	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(6) -	-	-	-
<b>Total fixed assets</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Current assets</b>				
Debtors	6,777	7,249	14,026	6,693
Cash at bank and in hand	(7) (970)	58,041	57,071	39,618
<b>Total current assets</b>	<u>5,807</u>	<u>65,290</u>	<u>71,097</u>	<u>46,311</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 4,561	2,104	6,665	8,317
Deferred income	-	33,804	33,804	31,445
<b>Total current liabilities</b>	<u>4,561</u>	<u>35,908</u>	<u>40,469</u>	<u>39,762</u>
<b>Net current assets / (liabilities)</b>	<u>1,246</u>	<u>29,382</u>	<u>30,628</u>	<u>6,549</u>
<b>Net assets</b>	<u>1,246</u>	<u>29,382</u>	<u>30,628</u>	<u>6,549</u>
<b>Funds</b>				
Unrestricted funds	1,246	-	1,246	(16,642)
Restricted funds	-	29,382	29,382	23,191
<b>Total funds</b>	<u>1,246</u>	<u>29,382</u>	<u>30,628</u>	<u>6,549</u>

For the year ending 31 December 2019 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 2019).

The financial statements were approved by the board of trustees on

Date: October 2nd 2020

Signed:  (Trustee)

Name SIMON BOTTOMLEY

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

## **Notes to the accounts**

### **for the year ended 31 December 2019**

#### **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 2019)

The charity constitutes a public benefit entity as defined by FRS 102.

As a consequence, 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**

Following the fundamental review referred to in the chair's comments, and the Recovery Plan that came from it, the trustees are satisfied that there are no material uncertainties about the charity's ability to continue. The implementation of this is shown in more detail in the Future Plans and Priorities section at the end of the Financial Review.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees 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 where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **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 2019**

**1 Accounting policies**

**Tangible fixed assets**

Tangible fixed assets costing more than £700 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment: over 3 years

**Pensions**

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

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.



**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2019**

2 Grants and donations	2019		2019	2018
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
CMBC Children & Young People's Services	-	72,712	72,712	92,733
CMBC Communities Directorate	-	40,408	40,408	57,695
Brelms Trust	-	-	-	5,000
W.F Southall Trust	-	3,000	3,000	3,000
Refugee Action	-	16,025	16,025	18,393
Bearder Charity	-	1,450	1,450	2,000
Hilden Charitable Fund	-	-	-	5,000
NACCOM	-	-	-	5,000
Natwest Bank	-	-	-	3,478
Awards for All	-	10,000	10,000	-
Community Foundation for Calderdale (CFFC)	-	33,244	33,244	-
Tesco Bags For Help	1,000	-	1,000	-
Garfield Weston Foundation	25,000	-	25,000	-
Morrisons Foundation	-	6,350	6,350	-
Scurrah Wainwright Charity	2,500	-	2,500	-
Sir George Martin Foundation	-	1,500	1,500	-
Suma Wholefoods	100	-	100	-
The Leigh Trust	2,500	-	2,500	-
Wakefield & District Health & Community Support (WDHCS)	-	8,100	8,100	-
Thomson Reuters	-	749	749	-
Donations	34,208	795	35,003	26,343
	<u>65,308</u>	<u>194,333</u>	<u>259,641</u>	<u>218,642</u>

3 Staff costs and numbers	2019	2018
	£	£
Gross salaries	174,333	222,673
Redundancy costs	-	2,256
Social security costs	8,164	9,764
Employment allowance	(3,000)	(3,000)
Pensions	4,643	5,412
	<u>184,140</u>	<u>237,105</u>

The average number employees during the year was 12.8, being an average of 8.2 full time equivalent (2018: 15.9, 10.9 FTE).

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

Defined contribution pension scheme	2019	2018
	£	£
Costs of the scheme to the charity for the year	4,643	5,412
Amount of any contributions outstanding at the year end	1,188	-
Amount of any contributions prepaid at the year end	-	-

**4 Fundraising expenses**

£675 of 2018 expenditure should have been charged against restricted funds rather than unrestricted. This has been corrected in 2019.

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2019**

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
CMBC - Graduate Leader	636	-	473	-	163
CMBC (1)	6,460	22,073	20,684	(3,561)	4,288
CMBC - Dcatch	1,036	1,512	2,548	-	-
Brelms Trust	2,268	-	2,268	-	-
CMBC (2)	4,115	8,335	10,927	(1,523)	-
W.F Southall Trust	750	3,000	3,000	-	750
CFFC (1)	235	-	235	-	-
CFFC (2)	992	-	-	(992)	-
Refugee Action	1,817	16,025	8,565	(6,905)	2,372
CFFC (3)	707	-	707	-	-
Hilden Charitable Fund	2,500	-	2,500	-	-
NACCOM	1,675	-	1,675	-	-
Bearder Charity	-	1,450	250	-	1,200
Sir George Martin Foundation	-	1,500	-	-	1,500
Morrisons Foundation	-	6,350	5,350	(1,000)	-
CMBC (3)	-	10,000	10,000	-	-
CFFC (4)	-	1,000	-	-	1,000
CFFC (5)	-	32,244	17,109	-	15,135
Thomson Reuters	-	749	387	-	362
Awards for All	-	10,000	10,000	-	-
WDHCS	-	8,100	4,200	(1,875)	2,025
Uniform Fund	-	795	208	-	587
CMBC - EEF	-	71,200	76,367	5,167	-
	<u>23,191</u>	<u>194,333</u>	<u>177,453</u>	<u>(10,689)</u>	<u>29,382</u>

Fund name	Purpose of restriction
CMBC - Graduate Leader	For the training of staff in their conversion to Early Years professional status.
CMBC (1)	To support individuals facing hardship.
CMBC - Dcatch	To pay for a one to one worker for a child with disabilities or additional needs.
Brelms Trust	For food and travel for people who are destitute.
CMBC (2)	To run the Welcome Café.
W.F Southall Trust	Towards the financial administrator's salary.
CFFC (1)	To tackle community cohesion issues.
CFFC (2)	To delivery an ESOL course.
Refugee Action	To delivery regulated immigration advice.
CFFC (3)	To increase provision in the café.
Hilden Charitable Fund	Towards the caretaker and cleaners salary costs.
NACCOM	Towards fundraising costs.
Bearder Charity	Towards a St. Augustines football team.
Sir George Martin Foundation	Towards the kitchen refurbishment.
Morrisons Foundation	For IT expenditure.
CMBC (3)	For employability support.
CFFC (4)	For food and travel for people who are destitute.
CFFC (5)	Towards support and integration.
Thomson Reuters	For the painting and refurb of two classrooms in the Community Centre.
Awards for All	For food in the café.
WDHCS	To support the advice drop in service.
Uniform Fund	To help families purchase school uniforms.
CMBC - EEF	For the supply of free early years provision for 2 to 4 year olds. The transfer represents the overspend being funded from unrestricted funds. The other transfer figures are in relation to charges for the use of rooms on the individual restricted funds.

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2019**

<b>6 Tangible assets</b>	Office equipment	Total
<u>Cost</u>	£	£
At 1 January 2019	15,744	15,744
Additions	-	-
At 31 December 2019	<u>15,744</u>	<u>15,744</u>
<u>Depreciation</u>		
At 1 January 2019	15,744	15,744
Charge for year	-	-
At 31 December 2019	<u>15,744</u>	<u>15,744</u>
<u>Net book value</u>		
At 31 December 2019	<u>-</u>	<u>-</u>
At 31 December 2018	<u>-</u>	<u>-</u>
<b>7 Cash at bank and in hand</b>	2019	2018
	£	£
Current account	56,745	39,057
Savings accounts	207	207
Cash in hand	119	354
	<u>57,071</u>	<u>39,618</u>
<b>8 Creditors and accruals</b>	2019	2018
	£	£
Creditors	5,225	6,877
Accruals	1,440	1,440
	<u>6,665</u>	<u>8,317</u>

**St. Augustine's Centre, Halifax**  
**Notes to the accounts continued**  
**for the year ended 31 December 2019**

**9 Trustee expenses**

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

**10 Related party transactions**

**Key management personnel**

There were no key management personnel of the charity during the year. The total employee benefits of the key management personnel of the charity were £nil (2018: £28,809).

**Remuneration and benefits**

		2019	2018
		£	£
<b>Name of trustee or related party</b>	<b>Legal authority</b>		
R. Hellewell	Governing document	25,622	24,266
N. Clarke	Governing document	17,692	-
		<u>43,315</u>	<u>24,266</u>

The above employees are individually connected to two of the trustees.



## 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 2019

	2019 Unrestricted funds £	2018 Unrestricted funds £	2019 Restricted funds £	2018 Restricted funds £	2019 Total funds £	2018 Total funds £
<b>Income</b>						
Grants and donations	65,308	26,943	194,333	191,699	259,641	218,642
Parental contributions	557	102	-	-	557	102
Bank interest	17	120	-	-	17	120
Milk refund	488	512	-	-	488	512
Service charges	5,433	799	-	-	5,433	799
Café Wednesday and catering	1,070	1,380	-	-	1,070	1,380
Fundraising	169	5,560	-	-	169	5,560
Room hire	85	1,358	-	-	85	1,358
Gift aid	5,711	1,795	-	-	5,711	1,795
Trips and parties	632	527	-	-	632	527
<b>Total income</b>	<b>79,470</b>	<b>39,096</b>	<b>194,333</b>	<b>191,699</b>	<b>273,803</b>	<b>230,795</b>
<b>Expenditure</b>						
Salaries and NIC	39,190	70,034	144,950	167,071	184,140	237,105
Payroll costs	145	339	101	338	246	677
Cleaning	1,301	794	494	508	1,795	1,302
Telephone and internet	2,712	7,066	5,827	1,251	8,539	8,317
Postage, publicity and stationery	1,755	1,921	309	93	2,064	2,014
Repairs and maintenance	1,502	1,293	348	394	1,850	1,687
Food and refreshments	2,300	6,025	8,915	3,547	11,215	9,572
Individual hardship payments	-	119	-	300	-	419
Accountancy and independent exam	1,440	846	-	846	1,440	1,692
Furniture and equipment	676	443	908	976	1,584	1,419
Insurance	2,494	1,245	-	1,245	2,494	2,490
Trips and activities	955	1,252	2,631	939	3,586	2,191
Volunteer expenses	1,456	2,328	124	153	1,580	2,481
Utilities	4,331	3,582	2,165	1,940	6,496	5,522
Travel expenses	982	580	2,232	1,931	3,214	2,511
Training and recruitment	747	35	352	1,034	1,099	1,069
Bank charges	537	372	-	91	537	463
Rent and use of rooms	5,925	3,666	2,614	5,162	8,539	8,828
Destitution payments	1,540	-	1,673	3,800	3,213	3,800
Fundraising expenses	(641)	2,428	1,675	3,485	1,034	5,913
Professional fees and regulations	1,813	2,857	1,005	1,570	2,818	4,427
Workshop tutors and materials	65	-	-	3,929	65	3,929
Sundry expenditure	273	321	589	20	862	341
Dues and subscriptions	773	-	541	-	1,314	-
<b>Total expenditure</b>	<b>72,271</b>	<b>107,545</b>	<b>177,453</b>	<b>200,624</b>	<b>249,724</b>	<b>308,169</b>
<b>Net income / (expenditure)</b>	<b>7,199</b>	<b>(68,449)</b>	<b>16,880</b>	<b>(8,925)</b>	<b>24,079</b>	<b>(77,374)</b>
<b>Transfers between funds</b>	<b>10,689</b>	<b>3,560</b>	<b>(10,689)</b>	<b>(3,560)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>17,888</b>	<b>(64,889)</b>	<b>6,191</b>	<b>(12,485)</b>	<b>24,079</b>	<b>(77,374)</b>
<b>Fund balances brought forward</b>	<b>(16,642)</b>	<b>48,247</b>	<b>23,191</b>	<b>35,676</b>	<b>6,549</b>	<b>83,923</b>
<b>Fund balances carried forward</b>	<b>1,246</b>	<b>(16,642)</b>	<b>29,382</b>	<b>23,191</b>	<b>30,628</b>	<b>6,549</b>