

**BELFORD COMMUNITY GROUP**

**TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

**CHARITY NUMBER 1101621**

**BELFORD COMMUNITY GROUP**

**BELFORD COMMUNITY GROUP**

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## BELFORD COMMUNITY GROUP

### BELFORD COMMUNITY GROUP REFERENCE AND ADMINISTRATIVE INFORMATION

|                             |  |
|-----------------------------|--|
| Charity name                | Belford Community Group  |
| Charity registration number | 1101621  |
| Registered Address          | 13 High Street<br>Belford<br>Northumberland<br>NE70 7NG  |
| Trustees                    | Les Carr (Chair)<br>Pauline Tucker<br>Fiona Renner-Thompson<br>Valerie Barnsley<br>Phil Dodd<br>Ruth Dodd<br>David Ogden<br>Amanda White<br>Judith Thurland<br>Dennis Cromarty |
| Honorary Officers:          |  |
| President                   | William McLaren  |
| Vice President              | Rev. Denise Hiscox   |
| Bankers                     | Barclays<br>Leicester<br>LE87 2BB  |
| Independent Examiner        | Seahouses Accountancy Service<br>Seahouses Hub<br>Seahouses<br>NE68 7YL  |

## **BELFORD COMMUNITY GROUP**

### **TRUSTEES REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018**

The Trustees and members of the committee present their report and financial statements for the year ended 31<sup>st</sup> March 2018.

The trustees have prepared the annual report and financial statements in accordance with the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in January 2015 and complied with the 2011 Charities Act to have due regard to guidance published by the Charities Commission.

#### **Structure Governance and Management**

##### **Constitution**

The charity is governed by the terms of its constitution drawn up in 2002, revised in June 2003.

##### **Trustees' Responsibilities**

The Trustees are required to prepare financial statements for each year which give a true and fair view of the state of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and apply them consistently
- Make adjustments and estimates that are reasonable and prudent
- State whether applicable Accountancy Standards and Statement of Recommended Practice have been followed, subject to any material departure disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at the time the financial position of the charity, and which enable them to both ascertain the financial position of the charity and to ensure that the financial statements comply with its constitution dated 19<sup>th</sup> February 2002, as revised in June 2003. They are also responsible for safe guarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

##### **Appointment of Trustees**

Additional trustees are sought by public advertisement and personal approach when required. Suitable candidates are then nominated by members of the charity and appointed at the AGM

Three trustees, by rotation must resign at each AGM but are then eligible for re-election.

## **BELFORD COMMUNITY GROUP**

### **Objectives and Activities**

#### **Objectives and Aims**

Belford Community Group is established for such charitable purposes as will benefit the residents of the parishes of Belford and Middleton and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions, as the board of trustees may from time to time determine.

#### **Activities and Achievements**

First of all, I would like to thank William McLaren, President, and Denise Hiscox Vice-President for their continued support of Belford Community Group.

The Community Group has once again built on its success of previous years and continues to thrive. This year's income was in excess of £32,000 for the shop and gym. This could not have been achieved without the dedication of the shop committee and volunteers and the support of the local and wider community.

Belford Hidden History Museum continues to be successful with many wonderful exhibitions and a steady number of visitors.

One of the highlights of our year was that we were able to donate a significant amount of money to aid the completion of the Play Park, with specialist equipment. The Play Park Committee are to be congratulated in reviving this area and achieving their goals and Belford Community Group are pleased to be a part of this, and I am sure the children of Belford will continue to enjoy this area for many years to come. This is by far the biggest grant for a project we have issued.

Another highlight has been the development of the Village Website and thanks go to Amanda White for her hard work on this, which she has done as well as running a business. We feel it is a great asset to the village.

We continue to contribute year on year to the Pensioners Christmas Party, Christmas Lights, Christmas Pantomime, Santa's Surprise, and the Candle Festival. These events are enjoyed by villagers and visitors alike and we know a lot of hard work goes into these events.

We have a special partnership with Bell View and work closely with them as they continue to provide quality care in the community, and this year we have again supported their exercise programme called Silver Sneakers.

The Jubilee and Community Woodlands continue to improve, year on year, and my thanks go to the small, dedicated team of volunteers for their incredible efforts in making these areas a lovely place for visitors and locals alike. We receive many appreciative comments on these areas.

The monthly markets held from May to September, together with the Christmas Market, also improve year on year and have a real buzz about them. We had our first Arts Festival Crafts Market, which despite the awful weather, many of the stallholders have agreed to come back again next year. My thanks go once again to Ruth and Phil Dodd and their helpers, who make it happen and for the hard work involved in advertising, setting up and taking down of the stalls.

## **BELFORD COMMUNITY GROUP**

The Arts Festival was a success, again despite the weather conditions, and Fiona and Judy will build on this for next year. Thanks go to all those who hosted an artist. We had everything from a garden shed, a B&B to a marquee, alongside workshops and musicians.

The Community Gym has been a success story, but we have been left in limbo regarding the building due to the closure of the School. It is hoped that we can continue to lease this building and upgrade the equipment in due course. Thanks go to Ian Hodgson and Steve White for their work on this project.

Our Treasurer and Vice Treasurer, Dave Ogden and Val Barnsley have continued to successfully run the Group's administration in order that the Group's activities continue to run smoothly. I cannot express enough thanks to them for the work they put in on a day-to-day basis despite running their B&B. BCG has a strong group of Trustees and Volunteers and my thanks go to them all for their hard work.

Lastly, I would like to express thanks to Sue Smith for taking on the Village Newsletter, which has received many compliments, and to Eric and Kevan for their work in printing and delivering the newsletter month after month, and to those who deliver the newsletter.

### **Financial Review**

Total income for the Group in the year was £48,214 (2017: £42,102) with costs of £46,192 (2017: £38,476). Cash and bank balances increased from £53,022 at 31 March 2017 to £55,047 at 31 March 2018. The Hidden History income (included in the totals above) totalled £9,788 and the outgoings were £7,159. A full breakdown of the accounts is on display in the Community Shop and online at [www.belfordvillage.co.uk](http://www.belfordvillage.co.uk).

### **Risk Assessment**

Major risks to which the charity has been exposed are being identified and reviewed by the Trustees and systems are being established to mitigate these risks.

### **Reserves Policy**

The Trustees have reviewed the reserves of the charity and have considered the nature of the income and expenditure streams. They consider that the reserves held are sufficient and necessary to allow the charity to fulfil its objectives. The Trustees have considered that a core unrestricted reserve of at least £15,000 should be maintained by the Charity. This represents approximately one year's cover for core overheads and would enable the Charity to operate for at least that period should all other income cease. Current unrestricted reserves exceed that figure, and the Trustees continue to look at the funding of local projects and amenities in order to apply the reserves in accordance with the charitable objectives.

**BELFORD COMMUNITY GROUP**

**Public Benefit**

In considering the operation, achievement and performance of the charity, the trustees are satisfied that public benefit has been provided in accordance with the Charities Act 2006 and the guidance provided by the Charities Commission.

Approved by the Trustees on 7<sup>th</sup> September 2018

**Signed on its behalf by** .....  
Les Carr (Chair)

## **BELFORD COMMUNITY GROUP**

### **Independent examiners report to the Trustees of Belford Community Group for the year ended 31 March 2018**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2018 which are set out on pages 9 to 16.

#### **Respective Responsibilities of the Trustees and Examiner**

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of Section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 145 (5)(b) of the Act, whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as a council concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records as required by the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Richard Alsept  
Chartered Accountant  
Seahouses Accountancy Service  
Seahouses Hub  
Seahouses  
NE68 7YL

7<sup>th</sup> September 2018

# BELFORD COMMUNITY GROUP

## Statement of Financial Activities for the year ended 31 March 2018

|   | Note | Unrestricted Funds | Restricted Funds | Total Funds 2018 | Total Funds 2017 |
|---|------|--------------------|------------------|------------------|------------------|
|   |      | £                  | £                | £                | £                |
| <b>INCOME</b>                             | 3    |                    |                  |                  |                  |
| Donations                                 |      | 1,941              | 1,237            | 3,178            | 1,861            |
| Charitable activities:<br>Grants received |      | -                  | 6,900            | 6,900            | 1,000            |
| <i>Trading income</i>                     |      |                    |                  |                  |                  |
| Shop and gym income                       |      | 32,661             | -                | 32,661           | 34,967           |
| Other income                              |      | 3,824              | 1,651            | 5,475            | 4,274            |
| <b>Total income</b>                       |      | <b>38,426</b>      | <b>9,788</b>     | <b>48,214</b>    | <b>42,102</b>    |
| <b>EXPENDITURE</b>                        | 4    |                    |                  |                  |                  |
| Charitable activities                     |      | 39,033             | 7,159            | 46,192           | 38,476           |
| <b>Total expenditure</b>                  |      | <b>39,033</b>      | <b>7,159</b>     | <b>46,192</b>    | <b>38,476</b>    |
| Net income / (expenditure)                |      | (607)              | 2,629            | 2,022            | 3,626            |
| Transfers between funds                   |      | -                  | -                | -                | -                |
| <b>Surplus / (deficit) for the year</b>   |      | <b>(607)</b>       | <b>2,629</b>     | <b>2,022</b>     | <b>3,626</b>     |
| <b>Fund balances at 1 April</b>           |      | <b>109,784</b>     | <b>4,891</b>     | <b>114,675</b>   | <b>111,049</b>   |
| <b>Fund balances at 31 March</b>          |      | <b>109,177</b>     | <b>7,520</b>     | <b>116,697</b>   | <b>114,675</b>   |

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

# BELFORD COMMUNITY GROUP

## Balance Sheet as at 31 March 2018

|                                      | Notes | 2018          |                | 2017         |                |
|--------------------------------------|-------|---------------|----------------|--------------|----------------|
|                                      |       | £             | £              | £            | £              |
| <b><u>FIXED ASSETS</u></b>           | 2     |               | 60,843         |              | 60,846         |
| <b><u>CURRENT ASSETS</u></b>         |       |               |                |              |                |
| Debtors and prepayments              |       | 1,357         |                | 1,357        |                |
| Cash and Bank – Community Group      |       | 42,827        |                | 44,154       |                |
| Cash and Bank – Hidden History       |       | <u>12,220</u> |                | <u>8,868</u> |                |
|                                      |       | 56,404        |                | 54,379       |                |
| <b><u>CURRENT LIABILITIES</u></b>    |       |               |                |              |                |
| Amounts falling due within one year  | 5     | <u>550</u>    |                | <u>550</u>   |                |
|                                      |       | 550           |                | 550          |                |
| <b><u>NET CURRENT ASSETS</u></b>     |       |               | 55,854         |              | 53,829         |
| <b><u>NET ASSETS</u></b>             |       |               | <u>116,697</u> |              | <u>114,675</u> |
| <b><u>RESERVES</u></b>               |       |               |                |              |                |
| Unrestricted Fund                    |       | 109,177       |                | 109,784      |                |
| Restricted Fund                      | 6     | 7,520         |                | 4,891        |                |
| <b><u>TOTAL CHARITABLE FUNDS</u></b> |       |               | <u>116,697</u> |              | <u>114,675</u> |

These financial statements were approved by the Board of Trustees on 7<sup>th</sup> September 2018 and signed on its behalf by:

.....  
Les Carr (Chair)

## **Belford Community Group**

### **Notes to the Financial Statements for the year ended 31 March 2018**

#### **1. ACCOUNTING POLICIES**

The principle accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

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

The financial statements are prepared under the historical cost convention and in accordance with the provisions of Financial Reporting Standard 102, Section 1a Small Entities, and the Charity Statement of Recommended Practice, (Charities SORP (FRS 102) 2015), as well as the Charities Act 2011.

##### **1.2 Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost, less residual value, of each asset over its expected useful life, as follows:

Equipment - 15% Reducing Balance  
Property - 2% Straight Line on buildings  
Shop Fixtures - 25% Reducing Balance

##### **1.3 Income**

Income represents income generated from shop sales, donations, grants and fund raising activities.

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts to the charity and is included in full in the Statement of Financial Activities upon receipt. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Bank interest is included when receivable.

##### **1.4 Expenditure**

All expenditure is accounted for on an accruals basis. Costs are allocated to appropriate headings, based on the activities to which they are attributable.

Operation and development of the charity includes all costs incurred by the charity in the delivery of its activities and services.

##### **1.5 Funds**

The unrestricted general funds represent the free funds of the charity, to be used at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds represent funds received for specific projects, an analysis of which is shown in note 6 to the accounts.

## Belford Community Group

### Notes to the Financial Statements for the year ended 31 March 2018

#### 1.7 Capitalisation of Fixed Assets

Individual items of equipment and furnishings costing more than £300 are to be capitalised. Smaller items are written off as incurred. Land and Buildings are capitalised at cost of purchase.

#### 2. Fixed Assets

|                            | Shop<br>Fixtures  | Property<br>13 High<br>Street | Equipment            | Total                |
|----------------------------|-------------------|-------------------------------|----------------------|----------------------|
|                            | £                 | £                             | £                    | £                    |
| <b>Cost</b>                |                   |                               |                      |                      |
| As at 1 April 2017         | 3,095             | 54,270                        | 24,447               | 81,812               |
| Addition                   | -                 | -                             | 3,418                | 3,418                |
| Disposal                   | -                 | -                             | -                    | -                    |
| As at 31 March 2018        | <u>3,095</u>      | <u>54,270</u>                 | <u>27,865</u>        | <u>85,230</u>        |
| <b>Depreciation</b>        |                   |                               |                      |                      |
| As at 1 April 2017         | 2,002             | 4,847                         | 14,117               | 20,966               |
| Disposal                   | -                 | -                             | -                    | -                    |
| Charge for year            | 273               | 1,085                         | 2,063                | 3,421                |
| As at 31 March 2018        | <u>2,275</u>      | <u>5,932</u>                  | <u>16,180</u>        | <u>24,387</u>        |
| <b>Net Book Value</b>      |                   |                               |                      |                      |
| <b>As at 31 March 2018</b> | <u><b>820</b></u> | <u><b>48,338</b></u>          | <u><b>11,685</b></u> | <u><b>60,843</b></u> |
| As at 31 March 2017        | <u>1,093</u>      | <u>49,423</u>                 | <u>10,330</u>        | <u>60,846</u>        |

## Belford Community Group

### Notes to the Financial Statements for the year ended 31 March 2018

#### 3. Total income

|  | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total<br/>2018<br/>£</b> | <b>Total<br/>2017<br/>£</b> |
|--|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Grants received                          | -                                   | 6,900                             | 6,900                       | 1,000                       |
| Donations                                | 1,941                               | 1,237                             | 3,178                       | 1,861                       |
| <b>TOTAL</b>                             | <b>1,941</b>                        | <b>8,137</b>                      | <b>10,078</b>               | <b>2,861</b>                |
| <i>Investment income</i>                 |                                     |                                   |                             |                             |
| Interest received                        | -                                   | -                                 | -                           | -                           |
| <b>TOTAL</b>                             | <b>-</b>                            | <b>-</b>                          | <b>-</b>                    | <b>-</b>                    |
| <i>Income from charitable activities</i> |                                     |                                   |                             |                             |
| Charity Shop                             | 27,403                              | -                                 | 27,403                      | 30,887                      |
| Gym                                      | 5,258                               | -                                 | 5,258                       | 4,080                       |
| Book sales                               | 353                                 | -                                 | 353                         | 2,108                       |
| Community Events                         | 2,215                               | -                                 | 2,215                       | -                           |
| Sundry income                            | 1,256                               | 1,651                             | 2,907                       | 2,166                       |
| <b>TOTAL</b>                             | <b>36,485</b>                       | <b>1,651</b>                      | <b>38,136</b>               | <b>39,241</b>               |
| <b>Total income</b>                      | <b>38,426</b>                       | <b>9,788</b>                      | <b>48,214</b>               | <b>42,102</b>               |

## Belford Community Group

### Notes to the Financial Statements for the year ended 31 March 2018

#### 4. Total Expenditure

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2018<br>£ | Total<br>2017<br>£ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| <i>Charitable activities</i>           |                            |                          |                    |                    |
| Community projects & events            | 8,102                      | -                        | 8,102              | 9,027              |
| Community projects – Play<br>Park      | 7,000                      | -                        | 7,000              | -                  |
| Snooker Room project                   | -                          | -                        | -                  | 5,777              |
| Reading Room project                   | -                          | -                        | -                  | 92                 |
| Hidden History costs (page 16)         | -                          | 6,435                    | 6,435              | 4,554              |
| Shop and Direct costs                  | 3,438                      | -                        | 3,438              | 5,344              |
| Gym costs incl utilities               | 2,024                      | -                        | 2,024              | 829                |
| Gym costs – room hire                  | 2,200                      | -                        | 2,200              | -                  |
| Other donations                        | 1,350                      | -                        | 1,350              | 4,405              |
| Heat, light and water                  | 1,802                      | -                        | 1,802              | 839                |
| Insurance                              | 3,468                      | -                        | 3,468              | 2,791              |
| Website and hosting                    | 3,783                      | -                        | 3,783              | -                  |
| Depreciation                           | 2,797                      | 624                      | 3,421              | 3,272              |
| Repairs                                | 1,806                      | -                        | 1,806              | -                  |
| Printing and stationery                | 9                          | -                        | 9                  | 577                |
| Storage                                | 400                        | -                        | 400                | 400                |
| Advertising and Sundries               | 404                        | -                        | 404                | 19                 |
| Governance costs:<br>Professional fees | 450                        | 100                      | 550                | 550                |
| <b>Total expenditure</b>               | <b>39,033</b>              | <b>7,159</b>             | <b>46,192</b>      | <b>38,476</b>      |

## Belford Community Group

### Notes to the Financial Statements for the year ended 31 March 2018

#### 5. Creditors – due within one year

|          | 2018<br>£  | 2017<br>£  |
|----------|------------|------------|
| Accruals | 550        | 550        |
|          | <u>550</u> | <u>550</u> |

#### 6. Restricted grants

The following grants and donations were received for restricted funds during the period.

| Fund names                  | Project                  | Fund<br>balances<br>brought<br>forward | Income       | Expenditure<br>and<br>transfers | Fund<br>balances<br>carried<br>forward |
|-----------------------------|--------------------------|--|--------------|---------------------------------|--|
|                             |                          | £                                      | £            | £                               | £                                      |
| Heritage Lottery            | Hidden History           | -                                      | 6,900        | 3,982                           | 2,918                                  |
| Community<br>Foundation     | Hidden History           | 1,000                                  | -            | 1,000                           | -                                      |
| Northumberland CC           | Heaters (Hidden History) | 1,658                                  | -            | 249                             | 1,409                                  |
| WW1Heritage<br>Lottery Fund | Hidden History           | 1,922                                  | -            | -                               | 1,922                                  |
| Donations                   | Hidden History           | -                                      | 1,237        | 1,237                           | -                                      |
| Other income                | Hidden History           | -                                      | 1,651        | 380                             | 1,271                                  |
| Donations                   | British Legion VJ Day    | 311                                    | -            | 311                             | -                                      |
| <b>Total Funds</b>          |                          | <b>4,891</b>                           | <b>9,788</b> | <b>7,159</b>                    | <b>7,520</b>                           |

## Belford Community Group

### Notes to the Financial Statements for the year ended 31 March 2018

#### 7. Analysis of Net Assets between Funds

|                    | Unrestricted<br>Fund<br>£ | Restricted<br>Fund<br>£ |
|--------------------|---------------------------|-------------------------|
| Fixed Assets       | 57,304                    | 3,539                   |
| Net current assets | 51,873                    | 3,981                   |
|                    | <u>109,177</u>            | <u>7,520</u>            |

The restricted fund includes £7,520 which relates to the Belford and District Hidden History project. In addition, the unrestricted fund includes an amount of £8,239 which has been allocated by the Charity to the Hidden History Museum, and which is included in the separate bank account held by the Hidden History committee.

#### 8. Trustee remuneration and expenses

The members of the committee received no remuneration, other than reimbursement for expenses incurred, during the year

#### 9. Related parties

There were no transactions with Trustees or other related parties during the year other than the reimbursement of expenditure incurred in the normal course of the Charity's activities.

## Belford Community Group

### Notes to the Financial Statements for the year ended 31 March 2018

#### Belford and District Hidden History Detailed Profit and Loss Account

|   | <b>Total<br/>2018<br/>£</b> | <b>Total<br/>2017<br/>£</b> |
|---|-----------------------------|-----------------------------|
| <i>Income</i>                                   |                             |                             |
| Grant Income                                    | 6,900                       | 1,000                       |
| Donations                                       | 1,237                       | 1,680                       |
| Sales and market                                | 1,651                       | 853                         |
| Miscellaneous                                   | -                           | 553                         |
| <b>Total Income</b>                             | <b><u>9,788</u></b>         | <b><u>4,086</u></b>         |
| <i>Expenditure</i>                              |                             |                             |
| Museum costs                                    | 714                         | 755                         |
| Utilities                                       | -                           | 334                         |
| Advertising                                     | -                           | 417                         |
| Donations                                       | 331                         | -                           |
| Travel  | -                           | 515                         |
| Printing, stationery etc                        | 197                         | -                           |
| Events and projects:                            |                             | 2,352                       |
| Heritage Lottery project                        | 3,982                       |                             |
| Coldstream project                              | 1,177                       |                             |
| Professional fees                               | 100                         | 100                         |
| Depreciation                                    | 624                         | 734                         |
| Miscellaneous                                   | 34                          | 181                         |
| <b>Total expenditure</b>                        | <b><u>7,159</u></b>         | <b><u>5,388</u></b>         |
| <b>Net (deficit) / surplus for<br/>the year</b> | <b><u>2,629</u></b>         | <b><u>(1,302)</u></b>       |