

**REGISTERED COMPANY NUMBER: 04722577 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1112342**

**Report of the Trustees and  
Financial Statements for the Year Ended 31st March 2015  
for  
Worcester Community Trust**

The Richards Sandy Partnership Ltd  
Thorneloe House  
25 Barbourne Road  
Worcester  
Worcestershire  
WR1 1RU

**Worcester Community Trust**

**Contents of the Financial Statements  
for the Year Ended 31st March 2015**

	Page
Report of the Trustees	1 to 6
Report of the Independent Auditors	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 18
Detailed Statement of Financial Activities	19 to 20

**Worcester Community Trust**  
**Report of the Trustees**  
**for the Year Ended 31st March 2015**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

The Charity is constituted as a company limited by guarantee and is, therefore, governed by a memorandum and articles of association (incorporated 3 April 2003). The Articles were amended in March 2010 to define the "area of benefit" as Worcester City.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

04722577 (England and Wales)

**Registered Charity number**

1112342

**Registered office**

The Green Centre  
Gresham Road  
Dines Green  
Worcester  
Worcestershire  
WR2 5QS

**Trustees**

Abdul Jabba Riaz		
Valerie Yates		- resigned 6.7.14
Sally Ann Ellison		
Adam Cedric Hudson Scott		
Robert Ian Sykes		
Sarah Hemming		- resigned 11.6.14
George William Davidge		
Adrian Guy Newman		
Claire Louise Thompson		
Diane Constance Smith		
Anne Cranston		
Richard Soper	Chair	- appointed 4.12.14
Beverley Priest		

**Auditors**

The Richards Sandy Partnership Ltd  
Thorneloe House  
25 Barbourne Road  
Worcester  
Worcestershire  
WR1 1RU

**Officers**

Helen Scarrett Chief Executive Officer from 15.1.15  
Simon Murphy Interim CEO to 31.3.15  
John Denton - Finance Manager  
Deb Barrow Business and Resources Manager  
Cheryl Fereday Service development manager from 1.3.15  
Edd Terrey Service development manager to 16 12.14

**Bankers**

Lloyds plc, 4 The Cross, Worcester, WR1 3PY

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Trust is a registered charity, number 1112342, and a company limited by guarantee and is constituted under its memorandum and articles amended in March 2010. The members of the charity each guarantee a sum not exceeding £10 in the event of it being wound up as insolvent.

**Worcester Community Trust**  
**Report of the Trustees**  
**for the Year Ended 31st March 2015**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

The trustee recruitment process is carried out by existing trustees on behalf of the members of the Trust. The minimum number of trustees is 3; there is no maximum number of trustees that can be appointed but current practice is to limit the maximum number to 12 with no more than 4 new trustees appointed in any one year. Trustees may serve for 3 years after which they may put themselves forward for re-appointment.

**Induction and training of new trustees**

On appointment, a new trustee signs a disqualification form to ensure their eligibility to be a trustee. The induction process involves meetings with the Chair and the trustees, Chief Officer, Senior Management Team and other staff members as deemed appropriate by the Trustees. An information pack provides a brief history of the Trust, a copy of the Memorandum and Articles, the most recent set of approved accounts, a copy of Charities Commission "Essential Trustee" and copies of any other documents deemed necessary.

**Leases**

The Trust leases the following properties in order to carry out its purposes:

- The Tolladine Community Centre
- The Horizon Community Centre
- The Warndon Community Centre
- The KGV Community Centre
- The Ronkswood Community Centre
- The Green Centre

Each lease includes a liability for maintenance. From 1st April 2014 until 31st March 2016 an annual services charge towards the Landlord's maintenance cost will apply, limited to £1,450 per centre, with the exception of the Warndon Community Centre for which the charge will be £1,750. Additional charges will be made for maintenance undertaken by the Landlord on the Trust's behalf for items for which the Trust has assumed responsibility, up to a maximum charge of £200 per item, to be reviewed on 1st October each year. The Trust currently rents these properties for £1 pa. Each lease commenced on the 1st October 2010 for a term of 30 years.

WCT also manages the St Peter's Village Hall on a contracted basis.

**Governance**

All Trustees give their time freely and no Trustee remuneration was paid within the year. Trustees have provided details of all relevant interests and registered them with the Chief Officer. At the start of each Trustee Board meeting any possible conflicts of interest have been requested and noted. Where a conflict of interest has existed, that Trustee has withdrawn from the discussion or decision. At the bi-monthly Board of Trustees meeting, Trustees agree the broad strategy and areas for activity for the Trust, including consideration for reserves, risk management, policies and performance. Day to day administration is delegated to the Chief Officer or, in her absence, any other staff member or members as deemed appropriate by the Trustees. 4 Sub-Groups assist and advise the full Board of Trustees, consisting of Trustees, staff members and other persons with expertise and knowledge as deemed desirable by the Trust from time to time. The 4 Sub-Groups are the Finance and Resources Sub-Group, the Business Development, Service Delivery and Monitoring Sub-Group, Workforce Development Sub-Group and Remuneration Sub-Group. Trustees are offered training opportunities as appropriate and have regular strategy away days.

**Management structure**

The Trust is led by the Chief Executive, supported by the Finance manager, Business and Resources manager (customer service, facilities management, HR, and IT, Service delivery Manager, (service level agreement and project delivery) At 31.3.15 there were 50 employees (33 FTEs).

**Volunteers**

Volunteers are a valuable asset of the Trust. The Trust recognises Volunteering as a two-way relationship as both parties should gain from the relationship. The Trust has a 'volunteer recruitment, management and training policy. The Trust aims to actively recruit, train and support volunteers.

**Risk management**

The Trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems to manage those risks.

**Worcester Community Trust**  
**Report of the Trustees**  
**for the Year Ended 31st March 2015**

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

As defined in the Trust's Memorandum and Articles the objects of the charity are:

- (i) To promote the benefit of the inhabitants of Worcester City ('The area of Benefit') in line with The Equality Act 2010, without distinction of age, sex, sexual orientation, disability, marriage and civil partnership, gender reassignment, religion or belief, maternity and pregnancy, by associating together the inhabitants and the local authorities, voluntary or other organisations in a common effort to advance education, relieve poverty and sickness and to provide facilities in the interests of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the inhabitants of the area of benefit.
- (ii) To establish or secure the establishment of community facilities and to maintain and manage the same, whether alone or in co-operation with any local authority or other person or body. Ensuring our work delivers our aims The Trust will be locally driven, owned and controlled thus encouraging a community voice, ownership and democratic participation.

Membership is open to the following persons:

Membership shall be open, irrespective of sex, sexual orientation, age, disability, race, nationality, or political, religious or other opinions to:

- Individuals aged 18 and above;
- Who live within the area of benefit, who shall be known as full members;
- Who live outside the area of benefit, who shall be known as associate members.
- Individuals under the age of eighteen years, whether living within or outside the area of benefit, who shall be known as junior members;
- The Trusts and organisations, whether corporate or unincorporated, (and including branches of national or international organisations) which operate solely or in part within the area of benefit, are voluntary or non-profit-distributing and which wish to support the Objects, which shall be known as affiliated members;
- Statutory authorities in whose administrative area the area of benefit lies, which shall be known as statutory authority members.

**How our activities deliver public benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activities. Our guiding mission is 'releasing communities' potential', through 'working together to find the best ways to shape and deliver activities, services and experiences that create a greater sense of community and belonging' supported by the following values: putting the needs of the community at the heart of everything we do; supporting the empowerment of communities, staff and volunteers to make a real impact; making democratic decisions with integrity; embracing diversity, innovation, enterprise and partnerships; taking responsibility, always improving and being solution focused to become the best we can be; and working together - one team, one aim. We provide public benefit through the provision of facilities and activities in the community centres and services to support local people to meet their potential, particularly those whose life chances may be limited by deprivation. We also provide a base for the support of a variety of groups undertaking educational, recreational and community development activities. Public benefit will continue to be increased through the delivery of a number of new initiatives in the coming year (refer to "Future Developments").

**Worcester Community Trust**  
**Report of the Trustees**  
**for the Year Ended 31st March 2015**

**OBJECTIVES AND ACTIVITIES**

**Who used our services**

The community centres and facilities were used throughout the year by numerous local organisations and clubs, providing a valuable focal point and resource for the local community. The centres are let to local groups and organisations including nurseries, scouts and guides, fitness and slimming classes, adult education and churches. In addition, the Trust delivers a number of community projects from the centres, including:-

Youth work - WCT offers young people safe spaces to explore who they are and how they fit into the wider world, challenging and encouraging them to explore their behaviour and choices and make positive changes for a better future. Over 3,700 individuals attended our 500 open access youth sessions across the city this year.

KidzPlay - provides structured play activities for children aged 5-12 in the school holidays from the community centres. This year, over 300 play sessions reached over 1,000 children. KidzLive on 21 December offered over 800 children the chance to see some of the X Factor 2014 stars.

DAWN - the DAWN project supports women who have experienced or who are experiencing domestic abuse, providing individual support to enable women to make informed decisions and changes. 85 women have been supported so far, having a positive effect on over 100 children.

Improving Futures - supporting 21 families with complex needs through the use of personalized budgets and individual support.

Community Connectors - a new project this year connecting people who are socially isolated, have low-level mental health problems or long term health conditions, to professional services and to each other. Help, support and training are provided in the community to make positive lifestyle changes to improve physical and mental health and wellbeing. 420 service users have been supported, over 100 Connector sessions in GP surgeries and 80 Coffee Connect sessions in community centres.

Older people and wider community projects - 1,700 'snack and chat' healthy lunches were served to older people and 96 Extend seated exercise sessions took place in the centres.

The KGV Fireworks event was attended by over 8,000 people and 9 community fetes were held.

**Worcester Community Trust**  
**Report of the Trustees**  
**for the Year Ended 31st March 2015**

**FINANCIAL REVIEW**

**Achievements and Performance**

The year resulted in a surplus for a second year in a row, contributing to the restoration of the Trust's unrestricted cash reserve to a more comfortable level following deficits in its initial three years. Turnover exceeded one million pounds for the first time, a consequence of the steady growth in the level of service delivery, drawing in a 30% increase in grants, compared with 2013/14, from a range of sources.

Funding for several large-scale projects in the region of £200,000 was obtained including Community Connectors, Summer Play, UK Youth/Starbucks, Dines Green Development and the DAWN project, now in its fourth year. More than twenty smaller-scale projects attracted in excess of £45,000 during the year.

New projects and activities with a potential income in excess of £10,000 were assessed on a full cost recovery basis with a target of 29.6% contribution to overheads and a 6% contribution to surplus. The target figures are reviewed by the Trustees on a regular basis and may be subject to change in 2015/16, dependent on financial circumstances. Experience of negotiating project contracts during the year demonstrated the variability in the willingness of potential funders to meet this level of cost recovery; in the case of local authorities, this may reflect the financial pressures they are under as the impact of substantial funding cuts from central government continues to bear down on them. The Board retains final decision-making powers and discretion in the approval of projects and activities that may breach either or both targets, for example those that are small scale but strategically important, are designed to enter a new market, or have significant financial implications for the WCT; the evidence suggests it may need to take an increasingly hard-nosed approach in its decision-making.

WCT activated a Workplace Pension scheme for its employees in January 2015, choosing the government's National Employment Savings Trust (NEST) scheme as provider. The Trustees opted to make a one per cent contribution to employees' pension pots; expenditure in 2014/15 was almost identical to 2013/14 at £9,666, the additional cost of three months of employer's contributions to NEST offset by one of the TUPE'd staff with a more expensive Local Government pension leaving the company in December. It is estimated that pension costs will be no greater than £8,000 in 2015/16.

A major disappointment has been a halt to the year on year growth of letting revenues in the year; in fact, revenues showed a 12% decline, falling from £195,535 in 2013/14 to £172,341. The closing of a nursery enterprise at Warndon and consequent loss of income contributed to the reduction, exacerbated by a long delay to the setting up of replacement enterprise which was anticipated to open in the late autumn but will not now come on stream until the summer of 2015. Another factor that impacted on the operation of the lettings side of the business was the inadequacy of the Avalon booking system being used to provide sufficient monitoring information. Replacement of Avalon with a 'fit for purpose' system will be a priority in 2015/16. On a more positive note, new procedures were introduced to improve the recovery of payments not received within the 30 day payment period which has reduced the overall level of debtors; less than £500 of the £6,500 set aside in 2013/14 for potential non-recovery of debts was required.

Projects and Activities generated a surplus of £47,594, a considerable increase on the 2013/14 figure of £1,586. However, as the surplus target for the year was £68,000, this represented a loss of potential revenue of £20,406, almost entirely the result of persevering for a second year with a community catering 'enterprise'; this has now been terminated. General and Centre Management support from the Local Authorities was £72,130 in 2014/15. Service Level Agreements with the City and the County delivered Youth and Community work and contributed towards Management costs; these amounted to £398,870 in 2014/15. Looking forward, service level agreements totalling £305,000 represent secure income until March 2016 only.

**Reserves Policy**

The Trustees aim to raise free reserves in unrestricted funds to a level that equates to a minimum of 3 months of total annual expenditure. The Trustees consider that this level will provide sufficient funds available to cover variations in staffing and governance costs in the medium term but may wish to raise the target to 6 months total expenditure in the longer term. At the end of March 2015, the balance held as unrestricted cash funds was £147,698 against a budgeted 3 month average spend of £205,815 in 2015/16. Trustees will seek to further strengthen the reserve position in 2015/16 to around £180,000. This projected unrestricted cash reserve is highly dependent upon WCT generating a £79,380 surplus on Projects and Activities and achieving a significant increase in lettings income. To achieve the forecast cash reserve will also require rigorous cost control and reduction wherever possible; income assumptions are challenging and will not be easy for WCT to deliver.

**Investment policy and objectives**

The charity does not, currently, have an investment policy or strategy. During the coming year the trustees will monitor funds and take advice on developing an investment strategy.

**Worcester Community Trust**

**Report of the Trustees  
for the Year Ended 31st March 2015**

**FUTURE DEVELOPMENTS**

The Trustees set a Business Plan for 2015/16 which includes the following objectives:-

- To work across the whole of Worcester, extending the Trust's reach beyond the communities around our centres
- To tackle health inequalities and promote healthy living through expansion of Community Connectors to all centres
- To combat social isolation especially in older people - working in partnership with AgeUK to manage a team of volunteers in Worcester
- Maximise employment and employability - the Trust has a contract with Worcester City Council for outreach for young people who are not in employment education or training to reconnect them with work. Also the Trust's construction skills centre will open this year providing construction training within the community
- Increase centre use, opening hours and volunteers - maximising the use of the community centres for community benefit and to generate increasing unrestricted income for the Trust
- To expand play and youth and community services, building on the Trust's expertise and successful service delivery
- Build strong partnerships such as with AgeUK, Fusions social and economic inclusion consortium and Our Happy Place to expand the role and influence of the Trust and to be a delivery partner in Worcester for countywide service contracts
- Secure new funding and contracts to continue existing successful projects and to develop other project solutions to needs identified by the communities

Along with many charitable organisations working in the public sector environment, the Trust faces a challenging financial future. From 2016, the Trust's largest contract, for youth work with the County Council, will not be renewed at its current level. The community contract with the City Council will be 50% lower in 2015/16 than in 2014/15 and may reduce again in 2016/17 and service charges, under the terms of the leases for community centres, will increase from April 2016.

The Trustees have set targets to increase income from centre lettings by 10% in the year, to recover overhead costs at a level sufficient on any project to build reserves to 3 months running costs, to raise £50,000 in donations and to control costs and manage resources effectively.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Worcester Community Trust for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements 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 that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, The Richards Sandy Partnership Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Richard Soper - Trustee

## **Report of the Independent Auditors to the Members of Worcester Community Trust**

We have audited the financial statements of Worcester Community Trust for the year ended 31st March 2015 on pages eight to eighteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page six, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 15 to the financial statements

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Rob Richards ACA CTA FCCA (Senior Statutory Auditor)  
for and on behalf of The Richards Sandy Partnership Ltd  
Thorneloe House  
25 Barbourne Road  
Worcester  
Worcestershire  
WR1 1RU

Date: .....

Worcester Community Trust

Statement of Financial Activities  
for the Year Ended 31st March 2015

	Notes	Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	492,906	359,160	852,066	653,503
Activities for generating funds	3	212,392	6,500	218,892	258,143
<b>Total incoming resources</b>		<u>705,298</u>	<u>365,660</u>	<u>1,070,958</u>	<u>911,646</u>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Community work	4	630,966	329,339	960,305	852,936
<b>Governance costs</b>	6	<u>3,829</u>	<u>-</u>	<u>3,829</u>	<u>5,718</u>
<b>Total resources expended</b>		<u>634,795</u>	<u>329,339</u>	<u>964,134</u>	<u>858,654</u>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>					
		70,503	36,321	106,824	52,992
<b>Gross transfers between funds</b>	14	<u>(1,419)</u>	<u>1,419</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) resources</b>		<u>69,084</u>	<u>37,740</u>	<u>106,824</u>	<u>52,992</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		81,441	63,890	145,331	92,339
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>150,525</u></u>	<u><u>101,630</u></u>	<u><u>252,155</u></u>	<u><u>145,331</u></u>

The notes form part of these financial statements

**Worcester Community Trust**

**Balance Sheet  
At 31st March 2015**

		Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	2,828	-	2,828	5,204
<b>CURRENT ASSETS</b>					
Debtors	12	76,638	-	76,638	84,392
Cash at bank and in hand		107,995	112,096	220,091	140,573
		<u>184,633</u>	<u>112,096</u>	<u>296,729</u>	<u>224,965</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(36,935)	(10,467)	(47,402)	(84,838)
<b>NET CURRENT ASSETS</b>		<u>147,698</u>	<u>101,629</u>	<u>249,327</u>	<u>140,127</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		150,526	101,629	252,155	145,331
<b>NET ASSETS</b>		<u>150,526</u>	<u>101,629</u>	<u>252,155</u>	<u>145,331</u>
<b>FUNDS</b>	14				
Unrestricted funds				150,526	81,441
Restricted funds				101,629	63,890
<b>TOTAL FUNDS</b>				<u>252,155</u>	<u>145,331</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
Richard Soper -Trustee

.....  
Robert Ian Sykes -Trustee

## Worcester Community Trust

### Notes to the Financial Statements for the Year Ended 31st March 2015

#### 1. ACCOUNTING POLICIES

##### ACCOUNTING CONVENTION

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### INCOMING RESOURCES

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### RESOURCES EXPENDED

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### ALLOCATION AND APPORTIONMENT OF COSTS

Most expenditure is allocated directly to the fund to which it relates. General overheads are recharged to funds via a management fee which is determined by the trustees, dependent on the project.

##### TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
-----------------------	---------------

From 2013-2014, new assets with a value of less than £1,000 will not be capitalised.

##### TAXATION

The charity is exempt from corporation tax on its charitable activities.

##### FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

##### PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined benefit pension scheme for 5 employees transferred from Local Authority employment. No other pension scheme is currently operated. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Worcester Community Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2015**

**2. VOLUNTARY INCOME**

	<b>2015</b>	2014
	<b>£</b>	£
Grants	<u>852,066</u>	<u>653,503</u>

Grants received, included in the above, are as follows:

	<b>2015</b>	2014
	<b>£</b>	£
LA grants and contracts:-		
- Youth	220,000	219,999
- Community	178,870	179,000
- Management grant	72,130	72,235
- Domestic Abuse Working Network (DAWN)	40,000	-
- Community Connectors	112,160	-
- Small project specific costs	35,720	42,627
Big Lottery Fund - Improving Futures	95,559	75,743
Community Development Foundation	23,413	11,536
Turning Point	-	8,250
Co-operative Foundation	-	500
Worcester Community Housing	12,045	22
Nunnery Wood High School	-	3,091
The Worcester Consolidated Municipal Charity	37,500	18,000
Big Lottery Fund -DAWN's Little Sister	-	9,050
Nexus West Mercia	-	3,000
Starbucks Youth Action	-	5,000
UK Youth	9,000	2,950
Hopmarket Charity	-	2,500
Rowlands Trust	5,000	-
Eveson Trust	1,425	-
Football Foundation	9,244	-
	<u>852,066</u>	<u>653,503</u>

**3. ACTIVITIES FOR GENERATING FUNDS**

	<b>2015</b>	2014
	<b>£</b>	£
Room hire	172,341	195,535
Subscriptions and activities	39,736	54,422
Other grants and donations	6,815	8,186
	<u>218,892</u>	<u>258,143</u>

**4. CHARITABLE ACTIVITIES COSTS**

	<b>Direct costs</b>	<b>Support costs</b>	<b>Totals</b>
	<b>£</b>	<b>(See note 5)</b>	<b>£</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Community work	<u>507,325</u>	<u>452,980</u>	<u>960,305</u>

**5. SUPPORT COSTS**

	<b>Management and administration</b>
	<b>£</b>
Community work	<u>452,980</u>

Support costs, included in the above, are as follows:

**Worcester Community Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2015**

**5. SUPPORT COSTS - continued**

**Management and administration**

	<b>2015 Community work £</b>	2014 Total activities £
Wages	218,125	203,327
Social security	14,605	14,127
Rates and water	5,750	4,510
Insurance	7,454	7,202
Light and heat	55,646	48,595
Telephone	7,980	8,289
Postage and stationery	2,349	4,480
Advertising	4,908	11,142
Sundries	3,441	200
Catering and hospitality	11,884	13,327
Training	2,238	3,759
Travel and subsistence	1,226	427
Licences and subscriptions	5,039	4,612
Computer costs	19,226	20,343
Cleaning and repairs	35,242	24,639
Payroll processing costs	1,856	1,798
Photocopier costs	6,013	8,621
Consultancy fees	52,454	28,964
Redundancy	1,200	2,301
Bad debts	(6,032)	6,500
Depreciation of fixtures & fittings	2,376	9,122
	<b>452,980</b>	<b>426,285</b>

**6. GOVERNANCE COSTS**

	<b>2015 £</b>	2014 £
Auditors' remuneration	2,450	2,400
Auditors' remuneration for non-audit work	1,379	3,318
	<b>3,829</b>	<b>5,718</b>

**7. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	<b>2015 £</b>	2014 £
Auditors' remuneration	2,450	2,400
Depreciation - owned assets	2,376	9,122
	<b>2,376</b>	<b>9,122</b>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2015 nor for the year ended 31st March 2014 .

**TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31st March 2015 nor for the year ended 31st March 2014 .

**Worcester Community Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2015**

**9. STAFF COSTS**

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Wages and salaries	588,690	530,189
Social security costs	38,434	37,176
Other pension costs	9,666	9,659
	<b>636,790</b>	<b>577,024</b>
	<b>636,790</b>	<b>577,024</b>

The average monthly number of employees during the year was as follows:

	<b>2015</b>	<b>2014</b>
Average full time equivalent employees	33	30
	<b>33</b>	<b>30</b>
	<b>33</b>	<b>30</b>

No employees received emoluments in excess of £60,000.

**10. MATERIAL TRANSFERS**

**Worcester District Youth Council**

Funding transferred to a designated project supporting the well-being of young people, in accord with the terms and conditions of the original grant.

**Get Your Rear Into Gear**

Funding to employ and train an apprentice in WCT's Customer Service team; extended beyond exhaustion of the restricted fund with additional cost paid from unrestricted reserve.

**Play Co-ordinator**

Fund amalgamated with two other play-related funds, Summer Playschemes and October Play.

**Summer Playschemes**

Fund amalgamated with two other play-related funds, Play Co-ordinator and October Play.

**Warndon Recycled Teenagers**

Spending additional to income from restricted sources funded from unrestricted reserve.

**11. TANGIBLE FIXED ASSETS**

	<b>Fixtures and fittings</b>
	<b>£</b>
<b>COST</b>	
At 1st April 2014 and 31st March 2015	124,628
	124,628
<b>DEPRECIATION</b>	
At 1st April 2014	119,424
Charge for year	2,376
	121,800
At 31st March 2015	121,800
	121,800
<b>NET BOOK VALUE</b>	
At 31st March 2015	2,828
	2,828
At 31st March 2014	5,204
	5,204
	5,204

Worcester Community Trust

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2015

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>2015</b>	2014
	<b>£</b>	£
Trade debtors	74,964	82,229
Prepayments	1,674	2,163
	<u>76,638</u>	<u>84,392</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>2015</b>	2014
	<b>£</b>	£
Trade creditors	18,478	8,563
Social security and other taxes	9,158	8,258
Other creditors	2,481	2,735
Deferred income	10,467	45,012
Accrued expenses	6,818	20,270
	<u>47,402</u>	<u>84,838</u>

Worcester Community Trust

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2015

14. MOVEMENT IN FUNDS

	At 1.4.14 £	Net movement in funds £	Transfers between funds £	At 31.3.15 £
<b>Unrestricted funds</b>				
General fund	81,441	70,504	(1,419)	150,526
<b>Restricted funds</b>				
Worcester District Youth Council	1,150	-	(1,150)	-
Domestic Abuse Working Network	4,151	2,179	-	6,330
Capital Equipment Fund	1,418	(711)	-	707
Big Lottery Fund - Improving Futures	23,074	(22,734)	-	340
Extend - Tolladine	1,500	(1,500)	-	-
Ronksy Starz	1,000	(172)	-	828
Big Lunch	465	406	-	871
Horizon Youth	1,002	(998)	-	4
Travellers	1,123	(44)	-	1,079
Get Your Rear Into Gear	3,505	(5,042)	1,537	-
Dines Green Development	1,564	379	-	1,943
Babysitting Project	1,829	(507)	-	1,322
Play Co-ordinator	7,615	(14,292)	6,677	-
DAWN's Little Sister (Big Lottery)	8,075	(4,230)	-	3,845
Neighbourhood Watch	300	(300)	-	-
UK Youth Microsoft	779	(613)	-	166
Green Centre Gardening Club	440	(170)	-	270
Starbucks	4,900	1,963	-	6,863
Community Connect	-	40,236	-	40,236
Summer Playschemes	-	7,299	(6,164)	1,135
Tolly Toddlers	-	641	-	641
Tolly Mini Youth	-	930	-	930
KGV Youth	-	359	-	359
Boxing Project	-	670	-	670
Afternoon Tea	-	1,287	-	1,287
Warndon Skills/Training Centre	-	5,000	-	5,000
KGV Summer Wellbeing	-	1,255	-	1,255
Sportivate Innovation	-	488	-	488
60+ Activities - Comm. Conn.	-	1,016	-	1,016
Minibus Licence	-	905	-	905
Volunteer Training - Comm. Conn.	-	410	-	410
Swimming	-	351	-	351
Xmas Bizarre	-	400	-	400
Loan Shark	-	690	-	690
Big Lottery - Family Funds (IF)	-	19,288	-	19,288
Community Cafe	-	2,000	-	2,000
Warndon Recycled Teenagers	-	(519)	519	-
	<u>63,890</u>	<u>36,320</u>	<u>1,419</u>	<u>101,629</u>
<b>TOTAL FUNDS</b>	<u><u>145,331</u></u>	<u><u>106,824</u></u>	<u><u>-</u></u>	<u><u>252,155</u></u>

**Worcester Community Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2015**

**14. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	705,298	(634,794)	70,504
<b>Restricted funds</b>			
Domestic Abuse Working Network	40,266	(38,087)	2,179
Big Lottery Fund - Improving Futures	53,799	(76,533)	(22,734)
Extend - Tolladine	3,359	(4,859)	(1,500)
Ronksy Starz	940	(1,112)	(172)
Big Lunch	1,400	(994)	406
Horizon Youth	6,426	(7,424)	(998)
Travellers	-	(44)	(44)
Get Your Rear Into Gear	-	(5,042)	(5,042)
Dines Green Development	12,791	(12,412)	379
Babysitting Project	-	(507)	(507)
Play Co-ordinator	1,610	(15,902)	(14,292)
DAWN's Little Sister (Big Lottery)	2,000	(6,230)	(4,230)
Neighbourhood Watch	150	(450)	(300)
UK Youth Microsoft	300	(913)	(613)
Green Centre Gardening Club	-	(170)	(170)
Starbucks	9,000	(7,037)	1,963
Community Connect	113,260	(73,024)	40,236
Summer Playschemes	49,819	(42,520)	7,299
Tolly Toddlers	1,730	(1,089)	641
Tolly Mini Youth	930	-	930
KGV Youth	1,000	(641)	359
Boxing Project	1,193	(523)	670
Afternoon Tea	4,075	(2,788)	1,287
Warndon Skills/Training Centre	5,000	-	5,000
KGV Summer Wellbeing	2,842	(1,587)	1,255
Sportivate Innovation	1,182	(694)	488
60+ Activities - Comm. Conn.	2,120	(1,104)	1,016
Minibus Licence	1,000	(95)	905
Volunteer Training - Comm. Conn.	730	(320)	410
Swimming	940	(589)	351
Xmas Bizarre	800	(400)	400
Loan Shark	1,000	(310)	690
Big Lottery - Family Funds (IF)	41,760	(22,472)	19,288
Community Cafe	2,000	-	2,000
Police Funding	750	(750)	-
Warndon Recycled Teenagers	1,488	(2,007)	(519)
Capital Equipment Fund	-	(711)	(711)
	365,660	(329,340)	36,320
<b>TOTAL FUNDS</b>	1,070,958	(964,134)	106,824

**15. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

## Worcester Community Trust

### Notes to the Financial Statements - continued for the Year Ended 31st March 2015

#### 16. RESTRICTED FUNDS

A description of each restricted fund is detailed below:

##### **Worcester District Youth Council**

Funding to assist the development of youth work across the city of Worcester.

##### **DAWN (Domestic Abuse Working Network)**

DAWN is a project combatting domestic abuse which provides assistance to women and their children experiencing domestic abuse and provides education and training to raise awareness about this issue and its impact on families and the community. Grants are received from a number of bodies.

##### **Capital Equipment Fund**

This fund represents grants made for the purchase of capital equipment. The balance on the fund at the year end represents the net book value of the restricted tangible assets shown on the balance sheet.

##### **Big Lottery Fund - Improving Futures**

The Improving Futures programme develops earlier and more joined-up support for families with multiple and complex problems. The Worcestershire project will provide support for 100 families in Redditch, Worcester and Pershore and WCT is delivering the work in Worcester. A family worker will work with the families to help resolve a range of issues and develop a family plan, commissioning the support and services needed to transform their lives.

##### **Extend - Tolladine**

Exercise activities for the over 50's in the Tolladine area of Worcester, an Area of Highest Need (AOHN), benefitting health and contributing to combatting social isolation.

##### **Horizon Youth**

Funding for youth work with young people, predominately from ethnic minority communities, in the area served by the Horizon centre, contributing to the reduction of anti-social behaviour and promoting community cohesion.

##### **Travellers Project**

Funding to work with the children and young people of the travelling community, assisting with educational and other needs, combatting anti-social behaviour and enhancing community cohesion.

##### **Get Your Rear Into Gear**

A project based at the Warndon Youth and Community centre, working with young people from an Area of Highest Need (AOHN), encouraging engagement with education and training opportunities and health improvement initiatives. In 2014/15, the funding was used to support the employment of an apprentice in WCT's Customer Services department.

##### **Dines Green Development**

Funding from Worcester Housing Association to support the continuation and development of youth work in the Dines Green area, an Area of Highest Need (AOHN), during the interregnum between the closing and demolition of a youth facility in the area and the building of a new youth facility adjacent to the Green Centre.

##### **Babysitting Project**

A project based at the Warndon Youth and Community centre, supporting young people from an Area of Highest Need (AOHN), who have responsibility for caring for siblings while their parents are at work

##### **Play Co-ordinator**

Funding to employ a co-ordinator to develop the Trust's play programme.

##### **DAWN's Little Sister**

Big Lottery funding to develop a programme of practical activities for victims of domestic abuse and their supporters that will aid the development of fundraising and awareness of the DAWN project.

## Worcester Community Trust

### Notes to the Financial Statements - continued for the Year Ended 31st March 2015

#### 16. RESTRICTED FUNDS

##### **Starbucks Project**

A national project supported by Starbucks, supporting young people to deliver social action projects; WCT is one of a small number of organisations chosen to co-ordinate delivery of the programme following a nationwide tendering process.

##### **Community Connectors**

A large-scale project connecting people who are socially isolated, have low level mental health problems or long term health conditions, to professional services and to each other. Help, support and training is provided in the community to make positive lifestyle changes to improve physical and mental health and wellbeing.

##### **Summer Playscheme**

Funding provided to deliver a summer playscheme in Worcester and develop play activities throughout the year through the employment of a play co-ordinator.

##### **Warndon Skills/Training Centre**

Funding for equipping a new-build training centre located adjacent to the Warndon Centre, to be opened in the autumn of 2015.

##### **Big Lottery Fund - Family Funds (IF)**

Personalized budget funding for families being supported by the Improving Futures project, each family allocated, on average, £1,500.

##### **Community Café**

Funding provided to equip a new youth facility adjacent to the Green Centre, to be opened in the summer or early autumn of 2015.

##### **Other projects**

These include Ronksy Starz, drama and dance sessions for young people living in Ronkswood, an Area of Highest Need (AOHN) in Worcester; Big Lunch, a 'street' party for the local community in the Tolladine area of Worcester, an Area of Highest Need (AOHN); UK Youth Microsoft Project, a project supported by Microsoft to train young people to support other young people to develop IT skills; Neighbourhood Watch project, providing the local communities in the Dines Green and St Johns areas of Worcester with security, fire and safety advice; Tolly Toddlers, a playscheme for under 5's in the Tolladine area; Tolly Mini Youth, a playscheme for 5-11 year olds in the Tolladine area; KGV Youth, funding to support activities for young people in the Brickfields area; Boxing Project, boxing sessions for young people in the Warndon area; Afternoon Tea, a project to alleviate social isolation amongst older people; KGV Summer Wellbeing, providing physical and sports-related activities for young people in the Brickfields area; Sportivate Innovation, sports activities for young people; 60+ Activities - Comm.Con., activities for older people with health problems, supporting the Community Connectors programme; Minibus Licence, funding for training a WCT employee to obtain a minibus licence; Volunteer Training - Comm. Con., funding for training volunteers working with the Community Connectors programme; Swimming, funding to pay for swimming activities for young people; Xmas Bizarre, an annual Christmas community event at the Tolly Centre; Loan Shark, funding to inform vulnerable individuals and families of the dangers of borrowing money at extortionate rates from unregulated sources; Warndon Recycled Teenagers, activities for young people in the Warndon area.

**Worcester Community Trust**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 31st March 2015**

	2015 £	2014 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Grants	852,066	653,503
<b>Activities for generating funds</b>		
Room hire	172,341	195,535
Subscriptions and activities	39,736	54,422
Other grants and donations	6,815	8,186
	<hr/>	<hr/>
	218,892	258,143
	<hr/>	<hr/>
<b>Total incoming resources</b>	1,070,958	911,646
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	370,565	326,862
Social security	23,829	23,049
Pensions	9,666	9,659
Cost of trips and activities	103,265	67,081
	<hr/>	<hr/>
	507,325	426,651
<b>Governance costs</b>		
Auditors' remuneration	2,450	2,400
Auditors' remuneration for non-audit work	1,379	3,318
	<hr/>	<hr/>
	3,829	5,718
<b>Support costs</b>		
<b>Management and administration</b>		
Wages	218,125	203,327
Social security	14,605	14,127
Rates and water	5,750	4,510
Insurance	7,454	7,202
Light and heat	55,646	48,595
Telephone	7,980	8,289
Postage and stationery	2,349	4,480
Advertising	4,908	11,142
Sundries	3,441	200
Catering and hospitality	11,884	13,327
Training	2,238	3,759
Travel and subsistence	1,226	427
Licences and subscriptions	5,039	4,612
Computer costs	19,226	20,343
Cleaning and repairs	35,242	24,639
Payroll processing costs	1,856	1,798
Photocopier costs	6,013	8,621
Consultancy fees	52,454	28,964
Redundancy	1,200	2,301
Bad debts	(6,032)	6,500
Fixtures and fittings	2,376	9,122
	<hr/>	<hr/>
	452,980	426,285
	<hr/>	<hr/>
<b>Total resources expended</b>	964,134	858,654

**Worcester Community Trust**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 31st March 2015**

	2015 £	2014 £
<b>Net income</b>	<u>106,824</u>	<u>52,992</u>