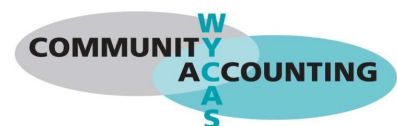


Cardigan Centre

Charity number 1003087

A company limited by guarantee number 02608879

Annual Report and Financial Statements for the year ended 31 August 2021



West Yorkshire Community Accounting Service

Cardigan Centre

Annual Report and Financial Statements for the year ended 31 August 2021

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Prepared by West Yorkshire Community Accounting Service

Cardigan Centre

Trustees' report for the year ended 31 August 2021

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:

| Name | Position | Dates |
|---|---------------------|---------------------------------|
| Marian Charlton | Co-chair | |
| Neil Walshaw | Co-chair | |
| David Nugent | Treasurer | |
| Alan Smith | | Resigned 24 May 2021 |
| Sue Buckle | | |
| Charity number | 1003087 | Registered in England and Wales |
| Company number | 02608879 | Registered in England and Wales |
| Registered and principal address | Bankers | |
| 145-149 Cardigan Road | Unity Trust Bank | Co-operative Bank |
| Leeds | Four Brindley Place | P O Box 250 |
| LS6 1LJ | Birmingham | Skelmersdale |
| | B1 2HB | WN8 6WT |

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was incorporated on 9 May 1991, and registered as a charity on 3 June 1991. It is governed by a memorandum and articles of association as amended by special resolutions on 29 September 2003, 26 September 2007 and 30 November 2010. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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 or co-opted by the elected trustees between such meetings. Two places on the board are reserved for appointed representatives of the founding organisations, South Headingley Community Association and Leeds City Council, provided that such appointees do not represent more than one-fifth of the total number.

Cardigan Centre

Trustees' report (continued) for the year ended 31 August 2021

Objectives and activities

The charity's objects

(a) To promote the benefit of the inhabitants of NW Leeds and the parts known as South Headingley and Burley in particular (hereinafter referred to as the 'area of benefit') without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of said inhabitants;

(b) To manage and maintain (whether alone or in co-operation with any local authority or other body or person) the premises known as 'Cardigan Centre' in furtherance of these objects, so long as they are demised to the company;

(c) to promote and support any other charitable activity in the area of benefit.

The charity's main activities

We run a Community Centre in Northwest Leeds which is supporting a diverse range of people who access and use our facilities and services. We aim to prioritise the needs of the most disadvantaged residents in the neighbourhood. The Burley, Hyde Park and Headingley area is diverse of social and economic deprivation is varied by age ethnicity, inequality, language/cultural barriers and lack property ownership with poor housing with uncertain civic rights. Our work supports target groups and create new opportunities for the shared of life experience across group, individuals and communities of interest. Our aim is to build partnerships and to work across the neighbourhood with multi-agency working. and to make the best use of resources available. We would like to see and strongly support a community hub across the locality.

Specifically, this looks at

- To promote the social, physical, emotional, mental and economic wellbeing of all members of our community.
- To Support the development of new and existing community groups through our facilities of our building and services we provide.
- To provide responsive services which are relevant to community needs to ensure sustainability through reducing over reliance on single source funding.
- Rooted in the community to generate capacity building.
- To develop and maintain an organisational structure which serves the needs of the Charity in a clear and cohesive way through good governance within the board and fit for purpose management structures.
- To contribute to the wider community for neighbourhood improvements through campaigning and staying active in local forums and groups.
- To Reduce our carbon footprint and recycle to improve where we can for the environment.
- Communicate our mission services and achievements successfully to our partners and stakeholders

We have room and hall for hire to the community and other organisations. We are very popular with emerging and existing groups who find our facilities easy to access to due to use being centrally based in the city. This departments provides use with an income stream which in return supports our core costs in the organisation. The department also manages the building with its cleaning and maintenance in ensuring we meet health and safety standards.

Youth & Community

We are delivering youth work across various parts of Northwest Leeds in community centres and churches focused on intervention, prevention and confidence building in overcoming barriers for young people.

We have also worked supporting schools in East Leeds, West Leeds and the Northwest with young people disengaging from education and having difficulties learning.

In the community we have also supported HAVA (in Kirkstall) in developing supportive and impactful projects and grant schemes to help their residents.

Cardigan Centre

Trustees' report (continued) for the year ended 31 August 2021

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular

Our work with residents is enabling them to support them with their mental health and wellbeing due to the effect of Covid-pandemic. Our facilities which improve the quality of life for residents, manages and maintains the Cardigan Centre's buildings, and supports any other charitable activity in the area. The Cardigan Centre works mainly in Northwest Leeds, with an emphasis on the inner-city neighbourhoods. All residents can benefit from Cardigan Centre's services.

The Cardigan Centre improves the quality of life of local people by accommodating in the public building community groups which organise a wide range of educational and recreational activities; leasing offices to small businesses; running several specialist workstreams; organising community events; and providing information and office services. This multi-purpose approach enables the Cardigan Centre to operate as a 'community anchor' across the neighbourhood and to adjoining areas.

Achievements and performance

Community Development

It has been a very challenging year for us due to the pandemic and government lockdown. We changed our way of working within the community with strict risk assessments in place which enabled us to carry on delivering our charitable objectives.

Throughout lockdown we held fruit drops that was welcomed by the recipients, and we also gave out mindfulness activity books. This was supported by the volunteers of the Friends of the Cardigan Centre who delivered the parcels either by foot or by using their cars. In total we have supported over 100 individuals or families with people receiving regular supply of fresh fruit every 2 weeks.

The fruit drop lead to us launching the Elders Project The session attracts over 15 people from a diverse background who engage in cooking, board games and discussions on stimulating the mind. We also run a Pilates class, this being very popular with locals who have not been able to exercise due to the lockdown.

Friends of the Cardigan Centre has been established to gather ideas and views that will enable the services we should plan and deliver. The group attended initial training on Community Development which has inspired them to become proactive and effective planners. The group has been inspirational. It has supported in the development of the elder's project through shaping sessions and welcoming new people to the group. We now have 6 friends who provide a backbone of voluntary work and give valuable perspectives on the development of the centre.

Youth Department

The Community and Youth Department has continued to work throughout the pandemic supporting young people and the local community, through lockdowns and as restrictions lessened. We have worked with young people of Headingley and Hyde Park, Little London and Woodhouse, Weetwood and Kirkstall as well as at three different Academies through Leeds.

We have engaged young people through youth groups, developed a new online provision of games, activities and communications, home visits, detached youth work and 1-2-1s due to moments of crisis. In total we have engaged with approx. 340 young people aged 8 to 24 over 12 sessions/activities, through this period. These difficult times we engaged with young people, many suffering from mental health issues, difficulties with families and schools and just having to cope through a pandemic of Covid 19. We managed to also deliver, several times throughout the year, food parcels to the most disadvantaged families of the young people we work with. We identified around 20 families through the wards as most in need and delivered the food parcels at every holiday.

Throughout this time we have partnered with many agencies to support young people such as the Police, local councillors, schools, Social care, the council and other more local organisations.

Cardigan Centre

Trustees' report (continued) for the year ended 31 August 2021

Achievements and performance continued

The three academies we supported are all white rose academies, Leeds City Academy, Leeds East Academy and Leeds West Academy. Our youth workers have worked in schools when open, online or home visits when the schools were closed to support and positively engage with young people referred to us in the most need. Many of these have been identified by other local agencies as needing support or a voice to help them in a number of negative situations. These often involve the police or heads of safeguarding in the schools.

We have supported a Big local organisation, HAVA as their Lead trusted organisation (LTO) through a difficult time, where our staff stopped doing our community work in activities and events and helped make, prepare, and deliver food to those in need on the HAVA estate in Kirkstall. Hundreds of meals were delivered every week as part of this partnered work. The Cardigan Centre continued to support staff and the HAVA board in accomplishing some amazing community work during the pandemic and are looking at always supporting residents from the estate during the pandemic and coming out of it

Facilities

As the Facilities department operates on-site, working during the pandemic has been a challenge, with great stretches of time being spent on furlough. Returning in September 2020 with a reduced staff of two we first worked to identify the regular hirers that could safely return to the centre. Under then current guidelines, we were able at first to bring back our children's maths classes, but other bookings were unable to go ahead. Facilities time was thus spent on getting the building and grounds in shape. We have worked with the centre manager to replace lighting across the building with more cost-effective LED's. As well as saving money, these have enhanced the safety and appearance of the inside and outside of the building.

Following the second national lockdown, regular bookings didn't start to go ahead fully until April 2021. We worked with Leeds University to have their music departments use the centre for rehearsals while the university was closed, and then hosted a large backlog of Left Bank weddings postponed from 2020, and the annual Hindu Garba celebrations. At this time our regular bookings began to return to a pre-pandemic level, and in recent weeks have exceeded pre-pandemic levels.

Daytime: We host four separate elderly ladies' groups who meet weekly to cook, share food and socialise. Another elderly people's group meet weekly for Pilates and dance. YMCA hosts ESOL classes at the centre on Wednesdays, and we have baby massage on Thursdays.

Evening: The Youth & Community department hosts their youth club three times a week on early evenings. We have children after school advanced maths, and Cloth Cat and WEA run music classes all on Monday evenings. Cloth Cat's classes being for children and young people, and WEA's for adults. We have two weekly classes of aerial dance which utilises the hall's height and space for trapeze and aerial fitness. Taekwondo run classes on Monday evenings with grading taking place in February. A very popular wiccan group meets twice monthly on Wednesdays.

Weekend: We host a breakfast club run by the charity Emma's Embrace each Saturday during term time. The group offers a free breakfast for students and a chance to talk to older people and receive information on mental health. On Sunday mornings we host a board gaming club, and two churches use the centre for worship. We often hire out the main hall, kitchen, and/or toilets on evenings for private functions, religious gatherings, parties, or to use our kitchen and toilet facilities for Left Bank weddings.

During the pandemic we were the base of operations for Leeds City Council/NHS's advanced testing unit while they were testing in the area.

While there has been little opportunity for any individual achievements over the past eighteen months, the Facilities department has continued to make sure that all visitors to the centre are safe and welcome, with no members of Facilities staff being affected by Covid-19. Which is an achievement in itself.

Due to Leeds City Council taking back our Youth work contract we are no longer able to deliver youth work which has led to redundancies from April 2022. We are looking at delivering youth work with BARCA as part of a new consortium in West Leeds along with a new partnership with Leeds Youth Service who will deliver youth work at the Cardigan Community Centre.

Cardigan Centre

Trustees' report (continued) for the year ended 31 August 2021

Financial review

The net income for the year was £31,911, including net income of £20,323 on unrestricted funds and net income of £11,588 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £96,102.

The reserves policy is to maintain funds between 3 and 6 months of future budgeted expenditure for the purpose of enabling the smooth running of the charity and to enable an orderly winding up should the charity need to close.

Cardigan Centre

Trustees' report (continued) for the year ended 31 August 2021

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 on 21 April 2022

David Nugent (Trustee)

Cardigan Centre

Independent examiner's report to the trustees of Cardigan Centre

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 August 2021, which are set out on pages 9 to 19.

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 fellow 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 fellow of ACIE 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.

Simon Bostrom FCIE

21 April 2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Cardigan Centre

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 August 2021

| | Notes | 2021 Unrestricted funds | 2021 Restricted funds | 2021 Total funds | 2020 Total funds Restated |
|--------------------------------------|-------|-------------------------------|-----------------------------|------------------------|------------------------------------|
| | | £ | £ | £ | £ |
| Income from: | | | | | |
| Charitable activities | (2) | 121,120 | 132,929 | 254,049 | 326,929 |
| Other trading activities | (3) | 14,995 | - | 14,995 | 34,326 |
| Other income | | 2,199 | - | 2,199 | 863 |
| Investment income | | 8 | - | 8 | 89 |
| Total income | | <u>138,322</u> | <u>132,929</u> | <u>271,251</u> | <u>362,207</u> |
| Expenditure on: | | | | | |
| Charitable activities | (4) | 118,539 | 120,801 | 239,340 | 343,884 |
| Total expenditure | | <u>118,539</u> | <u>120,801</u> | <u>239,340</u> | <u>343,884</u> |
| Net income / (expenditure) | | <u>19,783</u> | <u>12,128</u> | <u>31,911</u> | <u>18,323</u> |
| Transfers between funds | (5) | <u>540</u> | <u>(540)</u> | <u>-</u> | <u>-</u> |
| Net movement in funds | | <u>20,323</u> | <u>11,588</u> | <u>31,911</u> | <u>18,323</u> |
| Fund balances brought forward | | <u>31,612</u> | <u>26,931</u> | <u>58,543</u> | <u>40,220</u> |
| Fund balances carried forward | (5) | <u>51,935</u> | <u>38,519</u> | <u>90,454</u> | <u>58,543</u> |

All incoming resources and resources expended derive from continuing activities.

Cardigan Centre
Balance sheet
as at 31 August 2021

| | 2021 | 2021 | 2021 | 2020 |
|--|----------------|---------------|----------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | Restated |
| | | | | £ |
| Current assets | | | | |
| Debtors and prepayments | (6) 23,847 | 20,900 | 44,747 | 24,714 |
| Cash at bank and in hand | (7) 102,618 | 17,619 | 120,237 | 67,763 |
| Total current assets | <u>126,465</u> | <u>38,519</u> | <u>164,984</u> | <u>92,477</u> |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors and accruals | (8) 30,363 | - | 30,363 | 12,966 |
| Total current liabilities | <u>30,363</u> | <u>-</u> | <u>30,363</u> | <u>12,966</u> |
| Net current assets / (liabilities) | <u>96,102</u> | <u>38,519</u> | <u>134,621</u> | <u>79,511</u> |
| Total assets less current liabilities | <u>96,102</u> | <u>38,519</u> | <u>134,621</u> | <u>79,511</u> |
| Creditors: amounts falling due after one year | (9) 44,167 | - | 44,167 | - |
| Net assets | <u>51,935</u> | <u>38,519</u> | <u>90,454</u> | <u>79,511</u> |
| Funds | | | | |
| Unrestricted funds | 51,935 | - | 51,935 | 31,612 |
| Restricted funds | - | 38,519 | 38,519 | 26,931 |
| Total funds | <u>51,935</u> | <u>38,519</u> | <u>90,454</u> | <u>58,543</u> |

For the year ending 31 August 2021 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 21 April 2022

David Nugent (Trustee)

Cardigan Centre

Notes to the accounts

for the year ended 31 August 2021

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) and with the Charities Act 2011.

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

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

A change has been made to the previous year's comparative figures for grant income and charitable expenditure in relation to the HAVA project. In previous years this has been treated as a restricted fund within the charity. However, the funds are actually held by Cardigan Centre as agent on behalf of HAVA and their funder Big Local. The comparative figures have been adjusted to exclude an opening balance of £23,389, income of £43,680 and expenditure of £46,101. Full disclosure of the movement on HAVA funds is included within the notes.

Going concern

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

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, 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.

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.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 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:

Freehold land: nil

Freehold buildings: 7 to 20 years

Fixtures, fittings and equipment: over 4 years

Plant and machinery: over 3 to 5 years

Cardigan Centre

Notes to the accounts

for the year ended 31 August 2021

1 Accounting policies continued

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.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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

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

Leases

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

Cardigan Centre
Notes to the accounts continued
for the year ended 31 August 2021

| 2 Grants and donations | 2021 Unrestricted funds | 2021 Restricted funds | 2021 Total funds | 2020 Total funds Restated |
|---------------------------------------|-------------------------------|-----------------------------|------------------------|------------------------------------|
| | £ | £ | £ | £ |
| Contract income | | | | |
| Leeds Childrens Services | 46,210 | - | 46,210 | 46,179 |
| LCC ACLS | 34,120 | - | 34,120 | 75,433 |
| HAVA SLA | 14,228 | - | 14,228 | 15,000 |
| Creche Service | - | - | - | 1,700 |
| Course fees | 812 | - | 812 | 7,835 |
| Grants: | | | | |
| Co-op Foundation | - | 1,308 | 1,308 | - |
| HMRC Coronavirus Job Retention Scheme | - | 27,443 | 27,443 | 48,526 |
| Leeds City Council Covid relief | 2,750 | - | 2,750 | 10,000 |
| LCC City Academy Wellbeing Fund | - | 10,950 | 10,950 | 4,802 |
| LCC City East Academy | - | 8,989 | 8,989 | - |
| LCC City West Academy | - | 5,015 | 5,015 | - |
| LCC Healthy Fruit project | - | 1,940 | 1,940 | 4,351 |
| LCC Other grants | - | 1,238 | 1,238 | - |
| LCC Spen Lane YAF | - | 10,158 | 10,158 | 7,832 |
| LCC Weetwood YAF | - | 10,440 | 10,440 | 8,510 |
| LCC Woodbridges - Kirkstall | - | 8,988 | 8,988 | 8,136 |
| Power to Change | 20,000 | - | 20,000 | 20,000 |
| Sir George Martin Trust | 3,000 | - | 3,000 | 1,000 |
| Tudor Trust | - | 42,000 | 42,000 | 40,000 |
| Volition | - | 2,000 | 2,000 | - |
| Wades's Charity | - | 2,460 | 2,460 | - |
| Elders Connect | - | - | - | 9,150 |
| Groundwork UK | - | - | - | 1,166 |
| LCC Everfit Wellbeing Fund | - | - | - | 4,236 |
| Leeds City Council (LCC) MICE | - | - | - | 941 |
| Lowell Fund | - | - | - | 6,132 |
| Social Investment Business | - | - | - | 6,000 |
| | <u>121,120</u> | <u>132,929</u> | <u>254,049</u> | <u>326,929</u> |
| 3 Other trading activities | 2021 Unrestricted funds | 2021 Restricted funds | 2021 Total funds | 2020 Total funds |
| | £ | £ | £ | £ |
| Office and mailbox services | 373 | - | 373 | 847 |
| Room hire | 14,622 | - | 14,622 | 31,379 |
| Rental income | - | - | - | 2,100 |
| | <u>14,995</u> | <u>-</u> | <u>14,995</u> | <u>34,326</u> |

Cardigan Centre
Notes to the accounts continued
for the year ended 31 August 2021

| 4 Charitable activities expenditure | 2021 Unrestricted funds | 2021 Restricted funds | 2021 Total funds | 2020 Total funds Restated |
|--------------------------------------|-------------------------------|-----------------------------|------------------------|------------------------------------|
| | £ | £ | £ | £ |
| Salaries, NI and pensions | 75,367 | 114,367 | 189,734 | 278,844 |
| Freelance and external staff | 899 | 90 | 989 | 8,421 |
| Travel | 410 | 510 | 920 | 1,339 |
| Recruitment | 120 | - | 120 | 691 |
| Redundancy costs | 12,096 | - | 12,096 | 1,512 |
| Training and other costs | 1,183 | - | 1,183 | 986 |
| Rates | 392 | - | 392 | 882 |
| Water | 173 | - | 173 | 213 |
| Heat and light | 4,806 | - | 4,806 | 5,491 |
| Insurance | 2,101 | - | 2,101 | 2,275 |
| Trade waste | 1,627 | - | 1,627 | 1,098 |
| Repairs, maintenance and security | 3,103 | - | 3,103 | 3,887 |
| Cleaning and consumables | 1,194 | 7 | 1,201 | 1,645 |
| Depreciation - building | - | - | - | 7,629 |
| Room hire and project delivery costs | 4,806 | 5,361 | 10,167 | 9,683 |
| Telephone | 702 | - | 702 | 2,271 |
| Printing, postage and stationery | 293 | 466 | 759 | 1,200 |
| IT maintenance and consumables | 1,359 | - | 1,359 | 1,854 |
| Subscriptions and fees | 571 | - | 571 | 3,851 |
| Operating lease payments | 3,225 | - | 3,225 | 2,259 |
| Other office costs | - | - | - | 392 |
| Bad debts | 130 | - | 130 | 2,041 |
| Depreciation - equipment | - | - | - | 2,169 |
| Independent examination | 2,160 | - | 2,160 | 2,400 |
| Payroll charges | 358 | - | 358 | 660 |
| Legal and professional fees | 1,285 | - | 1,285 | 35 |
| Bank charges | 179 | - | 179 | 156 |
| | <u>118,539</u> | <u>120,801</u> | <u>239,340</u> | <u>343,884</u> |

| 4a Staff costs and numbers | 2021 £ | 2020 £ |
|----------------------------|----------------|----------------|
| Gross salaries | 176,154 | 263,849 |
| Social security costs | 13,897 | 15,062 |
| Employment allowance | (4,000) | (4,000) |
| Pensions | 3,683 | 3,933 |
| | <u>189,734</u> | <u>278,844</u> |

The average number employees during the year was 21.7, being an average of 11.3 full time equivalent (2020: 46, 17 FTE). There were no employees with emoluments above £60,000.

| Defined contribution pension scheme | 2021 £ | 2020 £ |
|---|-----------|-----------|
| Costs of the scheme to the charity for the year | 3,683 | 3,933 |
| Amount of any contributions outstanding at the year end | - | - |

Cardigan Centre

Notes to the accounts continued for the year ended 31 August 2021

| 5 Restricted funds | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|---------------------------|------------------|----------------|----------------|----------------|------------------|
| Leeds Co-op | - | 1,308 | - | - | 1,308 |
| Weetwood YAF | 712 | 10,440 | 8,142 | - | 3,010 |
| Spen Lane YAF | 129 | 10,158 | 7,442 | - | 2,845 |
| Woodbridges YAF | - | 8,988 | 5,952 | - | 3,036 |
| Wades's Charity - SOAR | 962 | 2,460 | 63 | - | 3,359 |
| Everfit - Wellbeing Fund | 1,425 | - | 405 | - | 1,020 |
| Lowell Fund | 3,407 | - | 3,407 | - | - |
| St. Chad's | 247 | - | - | - | 247 |
| Tudor Trust | 7,834 | 40,000 | 34,603 | - | 13,231 |
| Coronavirus Job Retention | - | 27,443 | 27,443 | - | - |
| Groundwork UK | 1,166 | - | - | - | 1,166 |
| Elders Connect | 9,150 | - | 4,829 | - | 4,321 |
| Healthy Fruit project | 1,899 | 1,940 | 3,299 | (540) | - |
| LCC City Academy | - | 10,950 | 10,606 | - | 344 |
| LCC East Academy | - | 8,989 | 7,075 | - | 1,914 |
| LCC West Academy | - | 5,015 | 5,139 | - | (124) |
| Tudor Wellbeing | - | 2,000 | 83 | - | 1,917 |
| Volition | - | 2,000 | 2,000 | - | - |
| LCC Digital Leeds | - | 925 | - | - | 925 |
| LCC Wellbeing | - | 313 | 313 | - | - |
| | <u>26,931</u> | <u>132,929</u> | <u>120,801</u> | <u>(540)</u> | <u>38,519</u> |

Fund name

Leeds Co-op

Weetwood YAF

Spen Lane YAF

Woodbridges YAF

Wades's Charity - SOAR

Everfit - Wellbeing Fund

Lowell Fund

St. Chad's

Tudor Trust

Coronavirus Job Retention

Groundwork UK

Elders Connect

Healthy Fruit project

LCC City Academy

LCC East Academy

LCC West Academy

Tudor Wellbeing

Volition

LCC Digital Leeds

LCC Wellbeing

Purpose of restriction

To assist the ESOL cafe, which ran alongside courses delivered.

To fund youth events and activities.

To fund youth events and activities.

To fund youth events and activities.

Delivery of free break activities to children and families.

Provision of an exercise tutor to deliver sessions to older people.

To fund adult learning courses with crèche facilities.

To fund staff costs of a crèche for accredited childcare courses.

To fund employment of a general manager.

To facilitate the retention of employees where activities had to be suspended or cut back due to Covid restrictions

To support crèche workers, under Tesco Bags for Life' scheme.

To fund delivery of fruit and other products to elderly persons during extended lockdown periods.

To fund delivery of fruit to young people and families during extended lockdown periods. The transfer is in respect of room hire.

To fund the delivery of youth work in the school on a weekly basis.

To fund the delivery of youth work in the school on a weekly basis.

To fund the delivery of youth work in the school on a weekly basis.

To support staff's wellbeing during Covid-19

To deliver Covid safety messages in various languages during Covid-19

To fund digital equipment to deliver learning sessions

To deliver fruit parcels to vulnerable adults during lockdown.

Cardigan Centre
Notes to the accounts continued
for the year ended 31 August 2021

| | | |
|--|---|---------------|
| 6 Debtors and prepayments | 2021 | 2020 |
| | £ | £ |
| Trade debtors | 22,610 | 11,020 |
| Prepayments | 1,237 | 1,491 |
| Accrued income | 20,900 | 12,203 |
| | <u>44,747</u> | <u>24,714</u> |
| | | |
| 7 Cash at bank and in hand | 2021 | 2020 |
| | £ | £ |
| Cash at bank | 145,303 | 67,714 |
| Cash in hand | 634 | 49 |
| | <u>145,937</u> | <u>67,763</u> |
| | -25700 | |
| | | |
| 8 Creditors and accruals | 2021 | 2020 |
| | £ | £ |
| Loans and overdrafts | 11,333 | 5,500 |
| Trade creditors | 4,131 | 4,563 |
| Accruals | 3,346 | 2,811 |
| Deferred income | 11,553 | 92 |
| | <u>30,363</u> | <u>12,966</u> |
| | | |
| 9 Creditors: amounts falling due after one year | 2021 | 2020 |
| | £ | £ |
| Loans and overdrafts | 44,167 | - |
| | <u>44,167</u> | <u>-</u> |
| | | |
| 10 Deferred income | 2021 | 2020 |
| | £ | £ |
| Children's services contract | 11,553 | - |
| Mailbox services | - | 92 |
| | <u>11,553</u> | <u>92</u> |
| | | |
| Item name | Reason for deferral | |
| Children's services contract | Contract income received in advance of delivery | |
| Mailbox services | Income received for services in advance | |

Cardigan Centre

Notes to the accounts continued

for the year ended 31 August 2021

| 11 Funds held as agent | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|------------------------|------------------|---------------|---------------|-----------------|------------------|
| HAVA funds - project 1 | 20,968 | - | 6,179 | - | 14,789 |
| HAVA funds - project 2 | - | 53,091 | 27,952 | (14,228) | 10,911 |
| | <u>20,968</u> | <u>53,091</u> | <u>34,131</u> | <u>(14,228)</u> | <u>25,700</u> |

We hold funds for HAVA (Hawksworth Abbeydale, Vesper Area) supported by Big Local which we manage their funds. This consists of salaries, overhead costs and award of grants approved by the HAVA board. The transfer relates to community and youth activities provided by the Cardigan Centre under a service level agreement with HAVA.

| | |
|------------------------|---|
| HAVA funds - project 1 | To promote regeneration in the Hawksworth Wood, Abbeydale & Vespers areas of Leeds. |
| HAVA funds - project 2 | To deliver projects around Crime reduction Education Health & Wellbeing |

| 12 Tangible assets | Leasehold buildings | Plant & machinery | Fixtures, fittings & | Total |
|-----------------------|---------------------|-------------------|----------------------|----------------|
| <u>Cost</u> | | £ | £ | £ |
| At 1 September 2020 | 147,474 | 182,800 | 2,292 | 332,566 |
| Additions | - | - | - | - |
| At 31 August 2021 | <u>147,474</u> | <u>182,800</u> | <u>2,292</u> | <u>332,566</u> |
| <u>Depreciation</u> | | | | |
| At 1 September 2020 | 147,474 | 182,800 | 2,292 | 332,566 |
| Charge for year | - | - | - | - |
| At 31 August 2021 | <u>147,474</u> | <u>182,800</u> | <u>2,292</u> | <u>332,566</u> |
| <u>Net book value</u> | | | | |
| At 31 August 2021 | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| At 31 August 2020 | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |

| 13 Operating leases | 2021 | 2020 |
|--|--------------|--------------|
| Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due: | £ | £ |
| Within one year | 1,116 | 1,826 |
| In the second to fifth years inclusive | 558 | 2,739 |
| Over five years from the balance sheet date | - | - |
| | <u>1,674</u> | <u>4,564</u> |

Cardigan Centre

Notes to the accounts continued

for the year ended 31 August 2021

14 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received were £34,418 (previous year: £32,166).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Other related party transactions

At the year end there was a balance of £5,500 (2020: £5,500) being owed to Marian Charlton (trustee) in respect of an interest-free loan to the charity with no fixed repayment terms.

Cardigan Centre

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 August 2021

| | 2021 Unrestricted funds £ | 2020 Unrestricted funds £ | 2021 Restricted funds £ | 2020 Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | | |
| Charitable activities | 121,120 | 183,147 | 132,929 | 143,782 | 254,049 | 326,929 |
| Other trading activities | 14,995 | 34,326 | - | - | 14,995 | 34,326 |
| Other income | 2,199 | 863 | - | - | 2,199 | 863 |
| Investment income | 8 | 89 | - | - | 8 | 89 |
| Total income | 138,322 | 218,425 | 132,929 | 143,782 | 271,251 | 362,207 |
| Expenditure | | | | | | |
| Charitable activities | 118,539 | 200,753 | 120,801 | 143,131 | 239,340 | 343,884 |
| Total expenditure | 118,539 | 200,753 | 120,801 | 143,131 | 239,340 | 343,884 |
| Net income / (expenditure) | 19,783 | 17,672 | 12,128 | 651 | 31,911 | 18,323 |
| Transfers between funds | 540 | 7,262 | (540) | (7,262) | - | - |
| Net movement in funds | 20,323 | 24,934 | 11,588 | (6,611) | 31,911 | 18,323 |
| Fund balances brought forward | 31,612 | 6,678 | 26,931 | 33,542 | 58,543 | 40,220 |
| Fund balances carried forward | 51,935 | 31,612 | 38,519 | 26,931 | 90,454 | 58,543 |