

**WERNETH AND FREEHOLD
COMMUNITY DEVELOPMENT PROJECT
Report and Financial Statements**

FOR THE YEAR ENDED 31ST MARCH 2021

Charity Number 1035594
Company Limited by Guarantee
Registration number 2889356

**Werneth and Freehold Community Development Project
Report and Financial Statements for the year ended 31st March 2021**

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**Werneth and Freehold Community Development Project
Legal Information about the Werneth and Freehold Community
Development Project**

The Management Committee presents its report and the financial statements for the year ended 31 March 2021

Reference and Administrative Information

Charity Name: Werneth and Freehold Community Development Project

Charity Registration Number: 1035594

Company Registration Number: 2889356

Bankers: Co-operative Bank PLC
P O Box 250
Delf House
Southway
Skelmersdale
WN8 6WT

*Accountants & independent
examiners:* FG Accountancy
Bro Dawel
Glanrafon
Llangoed
Anglesey
LL58 8PB

Registered Office and Principal Address:

14 Tamworth Street
Werneth
Oldham
OL9 7QU

Telephone Number: 0161 628 2235
Web address: www.wfcdp.com
e.mail: wfcdp@hotmail.com

**Werneth and Freehold Community Development Project
Information about the Werneth and Freehold Community Development Project
cont.....**

Directors/Trustees/Management Committee

Officers:

Chair: Rev Howard Sutcliffe

Treasurer: Tina Graham

Secretary: Steph Gill

Sponsoring Group representatives:

Freehold Community School: No nominations received

UK Islamic Mission: No nominations received

Pakistani Cultural Association: No nominations received

Werneth Jamia Mosque: No nominations received

Christ Church, Chadderton:

Linda Nuttall

Community Representatives:

Rev Howard Sutcliffe

Karen Whitworth

Tina Graham

Steph Gill

Fazal Rahim

Co-options:

Cllr Javid Iqbal

Senior Staff Member:

Yvonne Burtonwood – Project Co-ordinator

Werneth and Freehold Community Development Project. Report of the Trustees

Structure, Governance and Management

The organisation is a charitable company, limited by guarantee, incorporated on 19th January 1994 and registered as a Charity on 24th March 1994. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirement of the Memorandum and Articles of Association the Management Committee shall comprise of not less than seven and not more than twenty six members made up as follows:

- a) Up to three representatives may be appointed by each of the following groups:
 - UK Islamic Mission
 - Pakistani Cultural Association
 - Christ Church, Chadderton, Parochial Church Council
 - Freehold Community School
 - Werneth Jamia Mosque
 - Such other groups as may be admitted to membership of the organisation from time to time.
- b) Up to seven elected representatives of the community served by the Project, such representatives to be elected at the Annual General Meeting, from amongst the membership.
- c) Such persons as may be co-opted by the Management Committee (not being more than one third of the total number of the Management Committee) who shall have full voting rights.

Trustee Induction and Training

New trustees are invited and encouraged to attend training sessions to familiarise themselves with the charity and the context in which it operates. These are jointly led by the Chair of the Management Committee and the Project Co-ordinator and cover:

- a) The obligations of the Management Committee members
- b) The main documents which set out the operational framework for the charity including the Memorandum and Articles of Association
- c) Resourcing and the current financial position as set out in the latest published accounts
- d) Future plans and objectives.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

There is also an annual meeting for the Management Committee to reflect and to do some forward planning.

Risk Management

Procedures are in place to ensure compliance with current legislation and good practice to ensure the health and safety of staff, volunteers, service users and visitors to the Project. The staff work in different locations, all premises and activities are risk assessed. All staff undertake relevant training to reduce risk.

The Welfare Rights surgery maintains its consistent quality of delivery. The pre-school operates under the OFSTED framework and staff undertake training to ensure the high standard of work is maintained.

We have counteracted the risk of inadequate funding by looking to some long-term funding schemes.

Organisation Structure

The Werneth and Freehold Community Development Project has a Management Committee of members who meet every eight weeks. These members are representatives from local residents, organisations and young people. The committee is representative of the local community in terms of its mix of people from different ethnicity, cultures, religions, gender and age. The committee are responsible for the strategic direction/policies of the charity. The Project Co-ordinator is responsible for the management of the centre, supervision of staff team and ensuring the team continues to develop their skills and working practices in line with good practice. The Co-ordinator is also responsible for ensuring that the charity delivers services specified by funders and key performance indicators are met.

It is the responsibility of the Project to deliver quality services which respond to the needs specified by the local community.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

Policies to achieve objectives

The Project aims to meet the needs of the people of the Freehold area of the Werneth Ward and the surrounding areas of Oldham . This area is one of serious social and economic disadvantage, compounded by the difficulties and challenges of a multi-cultural community. The Project works on community development principles, supporting people and meeting their need to be valued and supported and, in particular, enabled to work individually or corporately to improve the quality of their lives. The Project aims to reduce inequality and disadvantage, and to promote understanding and friendship across potential and actual barriers of race, culture, and religion. It is making a small contribution to the more just multi-cultural society, to which it is in our common interest to aspire.

The Project meets its aims through the employment of staff, the development of partnerships with other agencies and by the use of volunteers and trainees on placement.

The Werneth and Freehold Community Development Project Limited (WFCDP) is committed as an equal opportunities employer to eliminating all forms of discrimination, whether based on race, sex, disability, sexual orientation, age or religious belief, both through its work, and through its employment policy and practices. We consider such forms of discrimination to be demoralising for those who are affected and divisive and degrading for those who practice discrimination.

Development, activities and achievements in the year.

20th March 2020 WFCDP closed down for national lockdown . Little did we know the longstanding impact of the Coronavirus on individuals, families and communities.

Our key achievement this year has been to adapt. I am very proud of the resilience of all the staff and the support they have shown to each other.

We worked from home. WFCDP had to find ways to continue to meet the needs of the community. Pre school opened part way through the year and we have had continued risk assessments to ensure we are providing a safe working environment for staff and children. We have followed national guidelines which change frequently. The Community Centre opened towards the end of the year for staff and 1-1 appointments but no groups restarted and no outside services ran from the centre.

Work during the pandemic

WFCDP closed its doors in March 2020 and did not fully reopen till a year later. Therefore its work was to support families across Oldham .

- We provided signposting via our WhatsApp group and mobile phone whilst working from home. We linked into services that ran Welfare Rights Advice such as Citizen Advice and Early Help.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

- We supported many families through furlough, loss of job, reduction in income and other changes in family circumstances to access the relevant agencies. Many charities in the area delivered food bags , prescription services etc and we linked family in to these new groups.
- Due to the majority of services and support going on line we helped individuals access this. We helped set up email addresses and supported individuals to use different communication sites such as Whats App, Zoom etc.
- We had funding and did help families with food parcels delivering when restrictions allowed.
- We replaced our regular weekly women's coffee morning with an online WhatsApp group to help combat isolation .
- We have done extensive work with individuals and families relating to health issues. During Covid this was a common theme for our discussions and we promoted ways for individuals to exercise keep healthy under the restrictions.
- Our support for women/ families living in difficult circumstances continued and our worker is available for one to one support throughout the week.
- Promoting on line Jobs workshop in partnership with other agencies continues on line .
- Via Zoom we did on line activities such as cookery to reduce isolation and to give people an opportunity to do interact with people outside their family circle.
- We provided extensive information around Covid guidelines broadcasting in multilingual languages key messages
- Support families to access food at supermarkets when food shortages was happening
- Signposting families to clothes at local charities when restrictions on .

- Whilst delivering food parcels, toys, cookery ingredients, craft packs etc we kept connected to families and was able to have social distance conversations with people and sign post to support needed.

Work with children (2-11years)

- Our Pre schools closed under lock down and reopened once allowed with bubbles and other new ways of working to allow them to remain open safely.
- We continue to manage the Panda Pre-school Playgroup operating from Christ Church Community Rooms. We are allowed up to 41 children per session 5 mornings and 3 afternoons a week, term time only.
- In our second Pre-school in Coppice, we are allowed 20 children per session and open 5 mornings and 5 afternoons per week, term time only.
- We did a toy library delivering toys to families during lockdown swapping them at regular intervals.
- For children not returning to pre school we did home learning packs to help support their learning from home.

Work with young people

- Accessing the internet and having access to a pc or laptop was a major barrier to learning to many families. We linked to local initiatives to support families to access these.
- We delivered craft and activity packs to homes to allow families to have activities to do during lockdown.
- Our cookery course was aimed at family recipes so that children could become involved.
- We supported parents to access support for their children and the effects of lockdown on their physical and mental health.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

Other Work

- We supported the covid testing teams by allowing them to use the centre as a base to do their outreach.
- Our Project is represented on the Oldham Play Action Group Board.
- A lot of effort went into supporting the staff team both those furloughed/working from home . But also those who came into work during this period.
- Rigorous risk assessments and keeping up to date on government guidance was a piece of work in itself.
- The charity had reduced income due to room hire etc and funding was pivotal so funding applications allowed WFCDP to continue operating

Staff Training and Project Development

Staff have undertaken various courses including Leaders and Managers in Childcare, Community Work Training, First Aid, SENCO, Sign along. Risk Assessment and Child Protection Training, and Safer Recruitment. Regular bi-weekly team meetings are held.

We have worked to raise our profile in the community, we have formalised our 'branding'. for both the organisation and the pre-schools. We had to move all our services remotely. Which meant staff training to use new platforms such as teams and zoom etc.

We use WhatsApp to contact groups. We now have Instagram accounts for preschool and WFCDP.

We employ a Project Co-ordinator, Administrator/Development Worker, 6 x Youth Workers, 1 x Early Years Co-ordinator, 2 x Pre-school Managers, 2 x Deputy Managers and 10 x Assistants, and a cleaner.

The management committee supported the project remotely and their continued support was invaluable during this time.

Public Benefit

The trustees have had regard to the guidance on public benefit published by the Charity Commission.

**Werneth and Freehold Community Development Project.
Report of the Trustees cont.....**

Financial Matters

General funds showed a surplus of £23,861 in the year. At the year-end general funds carried forward were £48,153 and restricted funds carried forward were £91,668.

Due to Covid and the impact on the sector we are doing a new funding strategy which will measure the current impact and have undertaken a risk assessment for the coming year. We have a monthly review of our funding position. We have secured new Covid funding streams and taken up initiatives such as the furlough scheme and the discretionary fund. Core funding is also continuing in 2021/22 and the Trustees consider the financial position of the Project to be satisfactory.

Reserves Policy

The Trustees have reviewed the organisation's need for reserves and consider that one month's running costs should be retained in general funds. At the year end the general funds met this target.


Conclusion

The Project has continued to maintain and develop its work in accordance with its agreed priorities.

Audit Exemptions

The trustees have decided to take advantage of the audit exemption provisions of the Companies Act.

Approved by the trustees (directors) on 10th December 2021 and signed on their behalf by:


Tina Graham
Trustee/(Director)

**Werneth & Freehold Community Development Project
Independent Examiners Report to the Trustees of Werneth & Freehold Community
Development Project ('the Company').**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity's trustees of the 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 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 2011 ('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.

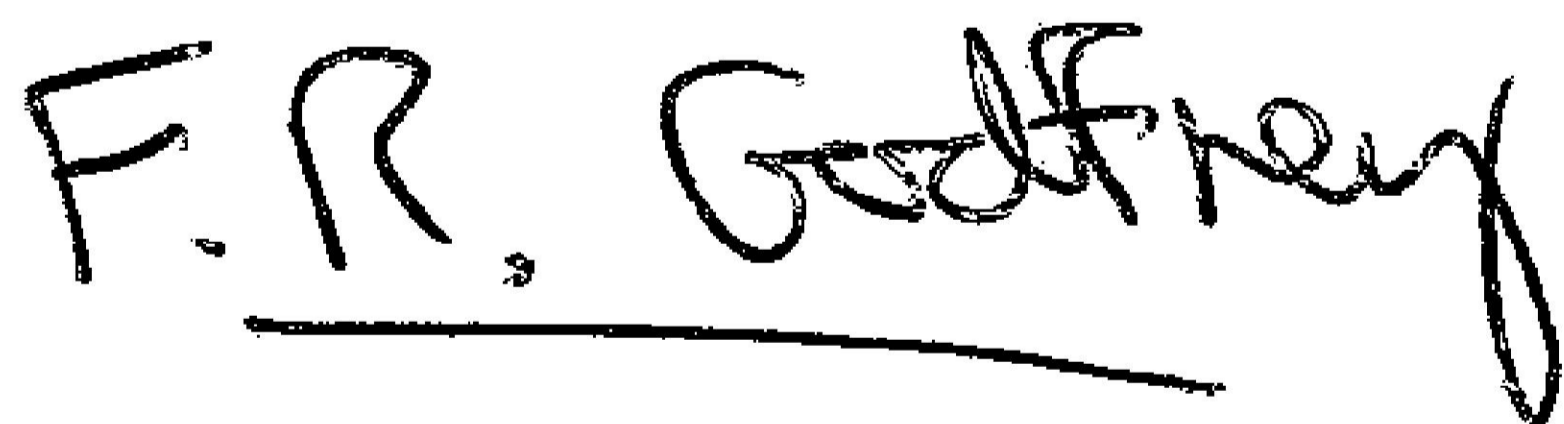
Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

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.



Frank Richard Godfrey FCCA
FG Accountancy Limited
Bro Dawel
Glanrafon
LLangoed
Anglesey
LL58 8PB

10th December 2021

Werneth & Freehold Community Development Project
Statement of financial activities (incorporating income & expenditure account)
for the year ended 31st March 2021

	Notes	General funds £	Restricted funds £	Total 2021 £	2020 £
Income					
From charitable activities:					
Oldham M.B.C.- main grant		32,000	-	32,000	32,000
NLDC development work		-	-	-	7,750
Panda playgroups:					
Early years grant		-	164,337	164,337	164,202
Special education needs & disabilities grants		-	20,780	20,780	12,021
Parents contributions		-	1,655	1,655	7,797
Other		-	3,137	3,137	2,313
Children in Need - youth work		-	-	-	19,555
European social fund (WEA)		-	19,947	19,947	-
Nat. Lottery - Coronavirus Community Support Fund		-	28,680	28,680	-
Standing Together - community grant		-	9,216	9,216	-
Toy library		-	1,500	1,500	-
Action together - response fund		-	1,000	1,000	-
Coronavirus job retention scheme		9,444	23,546	32,990	-
OMBC local authority discretionary grants fund		10,000	-	10,000	-
Other income (including contracts)		3,826	-	3,826	5,863
Total income		55,270	273,798	329,068	251,501
Expenditure					
Charitable activities:					
Salaries, inc. employers NI & pension	2	11,014	163,698	174,712	210,528
Staff training & travel		209	787	996	1,576
Rent, rates, insurances, repairs & services		16,337	21,474	37,811	31,115
Activities & groups		-	6,294	6,294	10,041
IT equipment & consumables		416	1,364	1,780	2,058
Accountancy & independent examination		900	-	900	875
Other		2,533	4,013	6,546	7,190
Total expenditure		31,409	197,630	229,039	263,383
Net income (outgoings)		23,861	76,168	100,029	(11,482)
Transfers between funds		-	-	-	-
Total funds at 1 April 2020	7	24,292	15,500	39,792	51,274
Total funds at 31 March 2021	7	48,153	91,668	139,821	39,792

Werneth & Freehold Community Development Project
Balance sheet as at 31st March 2021

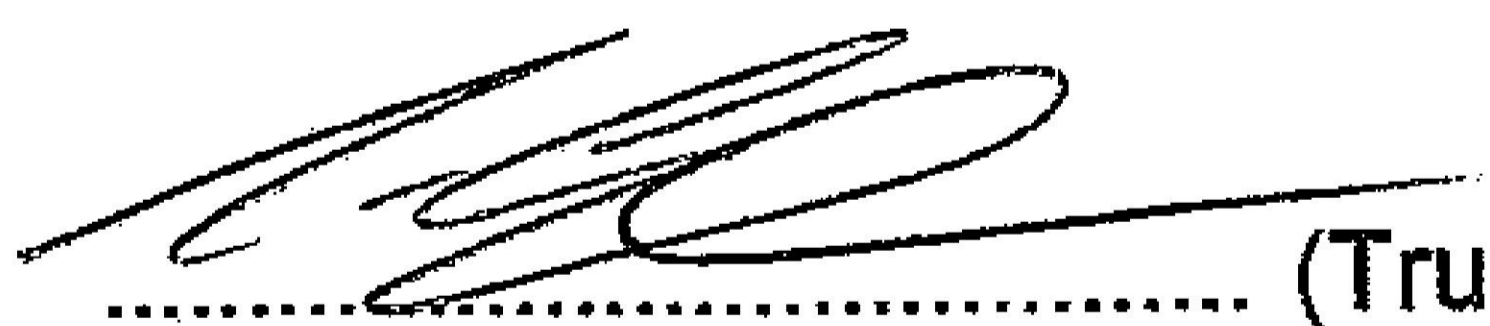
Company Registration No. 2889356

Charity registration no. 1035594

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	3	<u>1</u>	<u>1</u>
Current assets			
Cash at bank & in hand		150,072	51,276
Debtors and prepayments	4	<u>8,975</u>	<u>5,184</u>
		159,047	56,460
Creditors			
Amounts falling due within one year	5	<u>19,227</u>	<u>16,669</u>
Net current assets/(liabilities)		139,820	39,791
Total assets		<u>139,821</u>	<u>39,792</u>
Represented by:			
Accumulated funds:			
General	7	48,153	24,292
Restricted	7	<u>91,668</u>	<u>15,500</u>
		139,821	39,792

For the year ended 31st March 2021 the Project was entitled to audit exemption under section 477 of the Companies Act 2006. No notice has been deposited under section 476 by members requesting an audit in relation to the accounts for the financial year. The trustees acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. The accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.

Approved by the trustees on 10th December 2021 and signed on their behalf by:


 (Trustee/Director)
 Tina Graham

The accompanying notes form an integral part of these accounts.

Werneth & Freehold Community Development Project
Notes to the accounts for the year ended 31st March 2021

1. Accounting policies

Basis of Accounting. The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard 102 (FRS102) Section 1A applicable to small entities and the Charities Statement of Recommended Practice (SORP) FRS102.

Fund accounting. Unrestricted funds are corporate funds available for use at the discretion of the directors in accordance with the Project's objects. Restricted funds are trust funds subject to specific restrictive conditions imposed by the grantor. Designated funds comprise unrestricted funds which have been set aside by the directors for specific purposes.

Incoming resources. All income is accounted for on a receivable basis. Any grants whose use is restricted by the grantor to some future accounting period are accounted for as deferred income until the restriction has been satisfied.

Resources expended. All resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Debtors. Short term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

Creditors. Short term creditors are measured at transaction price.

Taxation. As a registered charity the company is generally exempt from Income Tax and Capital Gains Tax but not from VAT.

Gifts in kind. Voluntary income received by way of donations and gifts is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

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

Equipment 33.3% straight line

Pensions. Contributions in respect of the company's defined contribution pension scheme (qualifying auto-enrolment scheme) are charged to the income and expenditure account for the

2. Employees, trustees & related parties.

The average number of employees during the year was:

	2021	2020
Fixed term contract employees - head count basis	<u>21</u>	<u>30</u>

No employee received emoluments of more than £60,000.

Salaries in the statement of financial activities includes Employers NI of £1,230 and Employers pension costs of £3,273.

The trustees did not receive any remuneration or re-imburement of expenses during the year.

There were no related party transactions requiring disclosure in the year.

Werneth & Freehold Community Development Project
Notes to the accounts for the year ended 31st March 2021

3. Fixed assets

	Fixtures & Equipment
Cost:	£
Cost: brought forward & carried forward	<u>25,217</u>
Depreciation:	
brought forward & carried forward	<u>25,216</u>
Net book value:	
31.03.21	<u>1</u>
31.03.20	<u>1</u>

4. Debtors - amounts falling due within one year

	2021	2020
	£	£
Grants & services	7,947	2,799
Prepayments	1,028	629
Tax & social security	-	1,756
	<u>8,975</u>	<u>5,184</u>

5. Creditors - amounts falling due within one year

	2021	2020
	£	£
Creditors & accrued expenses	17,685	16,669
Tax & social security	1,542	-
	<u>19,227</u>	<u>16,669</u>

6. Going concern

The trustees are not aware of any material uncertainties relating to events or conditions that would cast significant doubt on the charity's ability to continue as a going concern.

Werneth & Freehold Community Development Project
Notes to the accounts for the year ended 31st March 2021

7. Funds	Brought forward	Incoming resources	Outgoing resources	Transfers between funds	Carried forward
2020/21	£	£	£	£	£
General funds	24,292	55,270	31,409	-	48,153
Restricted funds:					
Panda playgroups	14,317	213,455	146,612	-	81,160
European social fund (WEA)	-	19,947	19,947	-	-
Nat. Lottery - Coronavirus Comm. Supp Fund	-	28,680	28,680	-	-
Standing Together Community Grant	-	9,216	1,391	-	7,825
Toy library	-	1,500	-	-	1,500
Action together - response fund	-	1,000	1,000	-	-
Action together - Expect Respect/Respect Me	1,183	-	-	-	1,183
Total funds	<u>39,792</u>	<u>329,068</u>	<u>229,039</u>	<u>-</u>	<u>139,821</u>

Represented by:	General funds	Restricted funds	Total
	£	£	£
Fixed assets	1	-	1
Net current/(liabilities) assets	<u>48,152</u>	<u>91,668</u>	<u>139,820</u>
Net (liabilities)/assets	<u>48,153</u>	<u>91,668</u>	<u>139,821</u>

Restricted funds carried forward will be utilised in the current financial year.

Prior year -2019/20

	Brought forward	Incoming resources	Outgoing resources	Transfers between funds	Carried forward
	£	£	£	£	£
General funds	14,672	44,613	34,993	-	24,292
Restricted funds:					
Panda playgroups	10,704	186,333	182,720	-	14,317
Children in Need - youth work	5,898	19,955	25,853	-	-
Action together - Expect Respect/Respect Me	20,000	-	18,817	-	1,183
Other grants	-	1,000	1,000	-	-
Total funds	<u>51,274</u>	<u>251,901</u>	<u>263,383</u>	<u>-</u>	<u>39,792</u>

8. Other information

The Project is a public benefit entity incorporated as a company limited by guarantee in England (no. 2889356) and it is a registered charity (no. 1035594).
Registered office 14 Tamworth Street, Werneth, Oldham OL9 7QU