

**BLACKBIRD LEYS NEIGHBOURHOOD
SUPPORT SCHEME LIMITED**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED
REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Contents

Page

- 1-2 Report of the Directors
- 3 Reporting accountants' report
- 4 Statement of Financial Activities
- 5 Balance Sheet
- 6-9 Notes to the Financial Statements
- 10 Detailed Statement of Financial Activities

Principal address and registered office:

96 Blackbird Leys Road
Blackbird Leys
Oxford OX4 6HS

Reporting Accountants

Mercer Lewin Ltd
Chartered Accountants
41 Cornmarket Street
OXFORD
OX1 3HA

Registered Charity No. 1050456

Company No. 2662382

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021

The Directors submit their report together with the financial statements for the year ended 31 March 2021.

Principal activities

The principal activity of the company during the year was to provide advice and information services, in particular welfare rights and money advice, to the residents of Blackbird Leys and the surrounding areas. A detailed description of the company's activities and performance is available in the charity's annual report at agnessmith.co.uk/annual-reports. The Annual Report 2020-2021 there should be read in conjunction with this report for coverage of the charity's achievements and performance.

The charity operates primarily under the name: Agnes Smith Advice Centre.

Charitable status

The company is a registered charity, No.1050456.

Directors

The directors who served throughout the year unless otherwise stated were as follows:-

Andrew Carver	Catherine Griffin
Elaine Chase	Beverley Humberstone
Gillian Dodds	Simon Pitkin
Paul Dornan	Cora Spencer
Jesse Erlam	Wendy Spray
Catherine Foot	

The company is limited by guarantee and does not have a share capital. Accordingly the directors have no interest in the share capital of the company.

Risk assessment

The trustees have reviewed the major risks facing the organisation and developed strategies to mitigate them; a policy has been approved and adopted.

Reserves policy

Based on discussions about the risk assessment, the trustees have discussed and agreed the following statement on their reserves policy:

- BLNSS Ltd. aims to sustain its reserves at a level which would cover a minimum of 4 months' and a maximum of 6 months' operating costs;
- this is to serve as a contingency against future uncertainty affecting the service we provide;
- this will be used only at the discretion of the management committee (trustees) in the case of financial necessity; if part of the reserve is used up for this reason the trustees would aim to replace it as soon as possible from any operating surpluses;
- reserves can also be designated for a specific purpose (i.e. to fund the development of the organisation);
- trustees would prefer to invest the reserves ethically, although relatively easy access is essential.

Significant costs are also anticipated in the future due to the continuing need to move to new premises. The decision was therefore taken during the 2008/09 year (implemented in 2009/10) to set aside some of these reserves in a relocation fund, to be used if necessary for moving and necessary renovations/alterations, purchase of a building and/or higher rent. A restricted donation of £10,000 was received in 2009/10. In addition, the trustees have set aside a sum of £40,000 from general reserves.

Excluding the £40,000 which has been set aside from unrestricted funds, the unrestricted funds carried forward at 31 March 2021 totalled £91,005 which represents between 4 and 5 months' budgeted expenditure.

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)

Method of appointment of trustees

The trustees of the charity are also the directors of the company limited by guarantee, BLNSS Ltd. Unless otherwise decided at a general meeting, there are 15 or fewer. At each annual general meeting (AGM), all the trustees/directors stand down, and must stand for re-election; at the AGM, retiring trustees/directors who have indicated their willingness to stand again are capable of being re-elected by the members. Other trustees/directors wanting to be elected at the AGM must be nominated by a member, and must indicate in writing their willingness to stand. Trustees/directors can be co-opted during the year, but must then stand for election at the next AGM.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board



8 September 2021

W Spray
Director

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 4 to 10 appended to this report.

Respective responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts; they consider that the audit requirement of the Charities Act 2011 (the Act) does not apply. It is my responsibility, without performing an audit, to carry out an examination of the accounts, to follow the procedures laid down in the general Directions given by the Charity Commission and to state whether any particular matters have come to my attention.

Basis of Examiner's statement

My report is in respect of an examination carried out under s145 of the Act and in accordance with directions given by the Charity Commissioners under subsection 5(b) of that section. An examination includes a review of the accounting records kept by the council of management and a comparison of the accounts presented with those records which is primarily limited to analytical procedures and to the making of such enquiries of the council of management as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's statement

Since the Company's gross income exceeded £250,000, the 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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept in accordance with s130 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA
Mercer Lewin Limited
Chartered Accountants
41 Cornmarket Street
Oxford OX1 3HA

17 September 2021

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Restricted Advice Services £	Direct Benefits £	Unrestricted £	2021 Total £	2020 Total £
Revenue					
Incoming resources from generated funds					
Voluntary income - donations	-	-	4,639	4,639	9,696
Bank interest receivable	-	-	508	508	1,279
Incoming resources from charitable activities					
Grants receivable (Note 3(a))	123,879	30,445	124,466	278,790	223,418
Other income	-	-	-	-	-
Total revenue	123,879	30,445	129,613	283,937	234,393
Expenditure					
Transfers to 3rd parties					
Total transfers to 3rd parties*	14,650	-	-	14,650	-
Administrative costs					
Total staff related costs	83,689	-	104,471	188,160	180,576
Other costs	20,435	-	24,413	44,847	56,132
Total administrative costs	104,124	-	128,884	233,007	236,708
Governance costs (Note 3(b))	-	-	1,402	1,402	1,379
Direct benefits					
Total direct benefits	-	28,080	-	28,080	-
Total expenditure	118,774	28,080	130,286	277,140	238,087
Income less Expenditure	5,105	2,365	(673)	6,797	(3,694)
Total funds brought forward	16,321	-	131,678	147,999	151,693
Total funds carried forward	£21,426	£2,365	£131,005	£154,796	£147,999

* Thames Water Trust Fund grant to Oxford Community Work Agency for partnership project

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED
BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	7		14,076		11,082
Current assets					
Debtors	8	27,928		20,878	
Cash at bank and in hand		<u>151,022</u>		<u>148,170</u>	
		178,950		169,048	
Creditors - amounts falling due within one year	9	<u>38,230</u>		<u>32,131</u>	
Net current assets			<u>140,720</u>		<u>136,917</u>
Total assets less current liabilities			<u>154,796</u>		<u>147,999</u>
Unrestricted funds			131,005		131,678
Restricted funds	11		<u>23,791</u>		<u>16,321</u>
			<u>154,796</u>		<u>147,999</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

These financial statements were approved by the Board on 8 September 2021

W Spray

W Spray
Director

A R Carver

A Carver
Director

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. General Information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 96 Blackbird Leys Rd, Blackbird Leys, Oxford OX4 6HS.

2. Status of company

The company is a registered charity and is limited by guarantee without a share capital. The maximum liability of each member for payment of debts of the company is £1. At 31 March 2021 there were 18 members.

3. Principal accounting policies

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

(a) Grants

Grants receivable represent amounts received during the year as adjusted for any elements that relate to future periods, which are included in the balance sheet as deferred income.

(b) Allocation of expenditure in Statement of Financial Activities

Accountancy and audit costs are classified as governance costs. All other costs, which principally relate to advice workers' salaries, premises costs and office overheads, are classified as direct charitable expenditure.

(c) Depreciation

Depreciation is provided on a straight line basis at rates estimated to reduce the cost of fixed assets to their residual values over their anticipated useful lives. The following annual rates are used:

Computer equipment	25%
Office equipment	25%

4. Net movement in funds

	2021	2020
	£	£
The net movement in funds is stated after charging:		
Reporting accountants' fee	<u>960</u>	<u>960</u>

5. Directors' emoluments

The directors received no emoluments or reimbursements of expenses from the company during the year.

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

6. Employees' emoluments	2021 £	2020 £
Salaries	170,985	163,436
Employer's National Insurance	9,042	9,305
Employer's Pension Contributions	8,133	7,835
	<u>£188,160</u>	<u>£180,576</u>

The average number of employees during the year was 9 (2020: 9)

7. Tangible fixed assets	Equipment £
Cost	
At 1 April 2020	52,817
Additions	8,540
Disposals	-
At 31 March 2021	<u>61,357</u>
Depreciation	
At 1 April 2020	41,735
Charge for the year	5,546
Disposals	-
At 31 March 2021	<u>47,281</u>
Net Book Value	
At 31 March 2021	<u>14,076</u>
At 31 March 2020	<u>11,082</u>

8. Debtors	2021 £	2020 £
Other debtors	17,962	12,805
Prepayments and accrued income	9,966	8,073
	<u>£27,928</u>	<u>£20,878</u>

9. Creditors - amounts falling due within one year	£	£
Accruals	6,297	9,422
Deferred grant income (see note 10)	31,933	22,709
	<u>£38,230</u>	<u>£32,131</u>

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

10. Deferred income - grants in advance	2021	2020
	£	£
Consortium (Catalyst Housing Ltd, GreenSquareAccord and A2 Dominion) (element related to 2021/22)	10,483	10,218
Oxfordshire County Council - Councillor's Priority Fund	-	2,490
Tony and Sheelagh Williams Charitable Foundation	-	10,000
Julia and Hans Rausing Trust	19,990	-
Small grants up to £500	1,460	-
	<u>£31,933</u>	<u>£22,709</u>

11. Restricted funds	Income in year	Spent in year	Reserves at start of year	Reserves at end of year
	£	£	£	£
a. Consortium (Catalyst Housing Ltd, GreenSquareAccord and A2Dominion)	25,895	25,895	-	-
b. The Northmoor Trust - Relocation Fund	-	-	10,000	10,000
c. St Michael's and All Saints' Charities	-	-	557	557
d. The National Lottery Community Fund (IT Fund) - depreciation	-	2,563	4,997	2,434
e. City of Oxford Charity - depreciation	-	200	767	567
f. Blackbird Leys Parish Council - advice services	5,000	5,000	-	-
f. Thames Water Trust Fund - advice services and transfer to partner (OCWA)	35,000	35,000	-	-
f. The National Lottery Community Fund (Help Through Crisis Fund) - advice services	8,034	8,034	-	-
f. The Energy Saving Trust - advice services and direct client benefits	20,693	20,693	-	-
f. Midcounties Co-Op Community Fund - advice services	2,000	667	-	1,333
f. Hoper Dixon Trust - direct client benefits	1,966	1,315	-	651
f. The National Lottery Community Fund - (COVID 19 fund) - advice services	9,973	9,973	-	-
f. Oxfordshire Community Foundation (Step Change) - advice services	12,546	12,546	-	-
f. City of Oxford Charity - direct client benefits	11,967	10,253	-	1,714
f. Oxford City Council (COVID 19 Winter Emergency Fund) - direct client benefits	11,130	11,130	-	-
g. Oxford City Council (COVID 19 fund) - advice services and depreciation	10,120	3,585	-	6,535
	<u>£154,324</u>	<u>£146,854</u>	<u>£16,321</u>	<u>£23,791</u>

Details of the restricted funds are as follows:

(a) 'Consortium' - a one year grant running from September 2020 to August 2021 from the bodies shown above to contribute towards the salary and associated costs of outreach and other work. Funds received in respect of the period after 31 March have been treated as deferred income (see note 10 above).

(b) The Northmoor Trust - Relocation Fund. Funds are being accumulated towards the costs of relocating the charity's offices. Unspent amounts are represented by cash at bank.

(c) St Michael's and All Saints' Charities. Originally two separate grants to pay for volunteer childcare costs and floor covering. Agreed in 2016/17 that these could be used to pay for volunteer costs in general. Any unspent amounts are represented by cash held at the bank.

(d) The National Lottery Community Fund (IT Fund). A grant that assisted with the purchase of computer equipment. The cost of the assets purchased is being written off over four years and the depreciation charged to the fund. The balance on the fund is represented by fixed assets.

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

11. Restricted funds - continued

(e) Grant that provided for the costs of a new workstation. Depreciation is charged to this fund and the remaining balance on the fund is represented by tangible fixed assets.

(f) Donors as listed - Grants to pay for costs as indicated. Any unspent amounts are represented by cash held at the bank.

(g) Grant that provided for the costs of fixed assets. Depreciation is charged to this fund and the remaining balance on the fund is represented by tangible fixed assets.

12. Unrestricted funds	General fund £	Relocation fund £	Total £
Income	129,613	-	129,613
Expenditure	(130,286)	-	(130,286)
Surplus for the year	(673)	-	(673)
Fund balance brought forward	91,678	40,000	131,678
Fund balance carried forward	<u>£91,005</u>	<u>£40,000</u>	<u>£131,005</u>

13. Analysis of assets between the funds

	General fund £	Relocation fund £	Restricted funds £	Total £
Fixed assets	11,075	-	3,001	14,076
Current assets	118,160	40,000	20,790	178,950
Current liabilities	(38,230)	-	-	(38,230)
	<u>£91,005</u>	<u>£40,000</u>	<u>£23,791</u>	<u>£154,796</u>

14. Client bank account

In addition to the amounts shown in these accounts the charity operates a client bank account to channel funds from charitable trusts and other donors to users of the charity's services. During the year ended 31 March 2021 funds of £9,226 were received and £9,808 was paid out.

At 31 March 2021 the client funds held in this bank account totalled £4,121.

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED
FINANCIAL DETAILS FOR ADVICE SERVICES FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOME				
Oxford City Council	81,026	10,523	91,549	80,526
Consortium (Housing Associations)	-	25,895	25,895	24,344
National Lottery Community Fund (Covid19 Fund)	-	9,973	9,973	-
Blackbird Leys Parish Council	-	5,000	5,000	5,000
The Energy Saving Trust	-	14,908	14,908	8,836
Henry Smith Charity	20,000	-	20,000	20,000
Tony and Sheelagh Williams Charitable Foundation	10,000	-	10,000	10,000
Oxfordshire Community Foundation (Step Change)	-	12,546	12,546	-
Oxfordshire Community Foundation (Responding Better Covid19 Fund)	10,000	-	10,000	13,253
City of Oxford Charity	-	-	-	800
Thames Water Trust Fund	-	20,350	20,350	20,349
Midcounties Co-operative Community Fund	-	2,000	2,000	-
National Lottery Community Fund (Help through Crisis)	-	8,034	8,034	7,954
Others	3,440	-	3,440	17,705
Fundraising/donations	4,639	-	4,639	9,696
Bank interest	508	-	508	1,279
	129,613	109,229	238,842	219,742
EXPENDITURE				
Charitable expenditure				
Cleaning	-	-	-	156
Consulting	590	-	590	5,249
Electricity	1,744	876	2,620	3,472
Information resources	1,772	1,424	3,196	2,552
Insurance	3,672	-	3,672	3,639
Internet	739	46	785	851
IT support, software and consumables	1,480	3,347	4,827	2,160
Legal and professional fees	1,688	-	1,688	420
Miscellaneous	387	-	387	1,339
Office equipment	807	360	1,167	-
Office supplies and stationery	1,561	371	1,932	1,224
Photocopying	1,304	589	1,893	2,023
Postage	736	764	1,500	1,687
Recruitment	1,121	-	1,121	600
Rent and rates	2,837	5,494	8,331	8,536
Building maintenance/adaptation	866	1,567	2,433	1,092
Salaries (inc employer NI)	104,471	83,689	188,160	180,576
Subscriptions	752	-	752	846
Telephone	465	989	1,454	1,134
Training and courses	179	667	846	844
Travel and subsistence	108	-	108	751
Depreciation	1,605	3,941	5,546	2,906
Governance costs				
Accountancy and audit	960	-	960	960
Bookkeeping	442	-	442	419
	130,286	104,124	234,410	223,436
Surplus of income over expenditure for the year	(673)	5,105	4,432	(3,694)