

**Company No. 2662382**

**Charity No.1050456**

**BLACKBIRD LEYS NEIGHBOURHOOD  
SUPPORT SCHEME LIMITED**

**REPORT AND FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 MARCH 2023**

**REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

**Contents**

Page

- 3 Report of the Directors
- 5 Reporting Examiner's report
- 6 Statement of Financial Activities
- 7 Balance Sheet
- 8 Notes to the Financial Statements
  
- 12 Detailed Statement of Financial Activities for advice services

Principal address and registered office:

96 Blackbird Leys Road  
Blackbird Leys  
Oxford OX4 6HS

Independent Examiners

Critchleys Audit LLP,  
Beaver House,  
23 - 38 Hythe Bridge Street,  
Oxford,  
OX1 2EP

Registered Charity No. 1050456

Company No. 2662382

# **BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED**

## **REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2023**

The Directors submit their report together with the financial statements for the year ended 31 March 2023.

### **Objectives and 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. Additionally the company administers grants to individuals in need with funds donated specifically for that purpose.

The trustees consider the company a public benefit entity as defined by FRS 102 (2019).

### **Achievements and performance**

A detailed description of the company's activities and performance is available in the charity's annual report at <https://agnessmith.co.uk/annual-reports>. The Annual Report 2022-2023 there should be read in conjunction with this report for a full coverage of the charity's achievements and performance.

During the year the company advised 2011 local residents in 2739 advice sessions, and achieved additional benefit gains for our clients totalling £2,095,586, plus charity grants and other financial gains totalling £157,632. The company helped clients to clear a total of £640,198 in unmanageable debts, freeing up client income for everyday living costs, and in some cases removing the risk of eviction for rent arrears. We prevented homelessness for 46 clients. The total financial gain won for clients was £2,893,416. Our work contributes directly to local strategic priorities to reduce inequalities in Oxford, by increasing the financial resources available to local residents, and strengthening our clients' ability to manage future problems independently. The advice we give brings peace of mind to many of our clients, and increases quality of life and social cohesion within our catchment area, which includes some of the most deprived areas in the country.

### **Reference and administrative details**

The company is a registered charity, No.1050456. The charity operates primarily under the name: Agnes Smith Advice Centre.

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

Andrew Carver	Catherine Griffin – left 13 July 22
Elaine Chase – left on 11 Jan 23	Beverley Humberstone
Gillian Dodds	Simon Pitkin
Paul Dornan	Cora Spencer
Imade Edosomwan	Wendy Spray
Jesse Erlam	
Catherine Foot	

Liz Cairncross was appointed as a Trustee on 11 Jan 2023.

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.

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

#### **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 governing documents are the Memorandum and Articles of Association incorporated 12 November 1991 as amended by special resolution dated 14 October 1995 as amended on 14 Jul 2021 as amended on 15 Sep 2021 as amended on 25 Oct 2021 and registered with the Charities Commission.

The maximum liability of each member for payment of debts of the company is £1. At 31 March 2023 there were 25 members.

# **BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED**

## **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.

## **Financial Review**

The financial position as at 31 March 2023 is as detailed in the financial statements following this report. There was £370,690 in gross revenue and a surplus of £11,494, leading to total carried forward reserves of £157,920.

## **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 Board of 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 2023 totalled £104,296 which represents between 4 and 5 months' budgeted expenditure.

BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

**Going concern**

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

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

W Spray, Director

*Wendy Spry*

Date: 06/09/23

# BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

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

I report to the charity trustees on my examination of the accounts of Blackbird Leys Neighbourhood Support Scheme Limited for the year ended 31 March 2023, which are set out on pages 6 to 11.

### 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 report

Since the Company's gross income exceeds £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 Institute of Chartered Accountants in England and Wales, 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 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 accounting records; or
- 3) The accounts do not comply with account 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.



**Name of examiner:** Gary Pready FCA

**Name of firm:** Critchleys Audit LLP

**Relevant professional body:** Institute of Chartered Accounts in England and Wales

**Address:** Beaver House, 23-28 Hythe Bridge Street, Oxford, OX1 2EP

**Date:** 11 September 2023

**BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023**

	2022-2023				2021-2022			
	Restricted Direct Benefits	Unrestricted (Advice)	Restricted Advice	Total 2023	Restricted Direct Benefits	Unrestricted (Advice)	Restricted Advice	Total 2022
<b>Revenue:</b>								
Private donations	-	17,316	1,338	18,653	-	3,072	-	3,072
Bank interest	-	1,644	-	1,644	-	403	-	403
Grants (see Note 1a)	<u>83,712</u>	<u>114,787</u>	<u>151,894</u>	<u>350,393</u>	<u>64,941</u>	<u>124,170</u>	<u>128,516</u>	<u>317,627</u>
Total revenue	<u>83,712</u>	<u>133,746</u>	<u>153,232</u>	<u>370,690</u>	<u>64,941</u>	<u>127,645</u>	<u>128,516</u>	<u>321,102</u>
<b>Expenditure</b>								
Transfers to 3rd parties*	-	-	17,236	17,236	-	-	16,840	16,840
<b>Administrative costs</b>								
Total staff related costs	-	94,612	116,310	210,923	-	97,852	101,938	199,790
Other admin costs	-	<u>24,023</u>	<u>21,396</u>	<u>45,419</u>	-	<u>27,486</u>	<u>15,801</u>	<u>43,287</u>
Total administrative costs	-	<u>118,635</u>	<u>137,707</u>	<u>256,342</u>	-	<u>125,338</u>	<u>117,739</u>	<u>243,077</u>
<b>Governance costs</b>	-	1,531	131	1,662	-	1,603	0	1,603
(Independent examination and bookkeeping see Note 1b)								
<b>Direct benefits:</b>								
Total direct benefits	<u>83,633</u>	<u>324</u>	<u>0</u>	<u>83,957</u>	<u>67,282</u>	<u>777</u>	<u>0</u>	<u>68,061</u>
<b>Total expenditure</b>	<u>83,633</u>	<u>120,490</u>	<u>155,074</u>	<u>359,197</u>	<u>67,282</u>	<u>127,720</u>	<u>134,579</u>	<u>329,581</u>
<b>Income less expenditure</b>	<u>80</u>	<u>13,256</u>	<u>(1,842)</u>	<u>11,494</u>	<u>(2,341)</u>	<u>(75)</u>	<u>(6,063)</u>	<u>(8,479)</u>
<b>Reserves:</b>								
Total funds brought forward	24	131,040	15,363	146,427	2,365	131,115	21,426	154,906
Current year earnings	80	<u>13,256</u>	<u>(1,842)</u>	<u>11,494</u>	<u>(2,341)</u>	<u>(75)</u>	<u>(6,063)</u>	<u>(8,479)</u>
Total funds carried forward	<u>104</u>	<u>144,296</u>	<u>13,520</u>	<u>157,920</u>	<u>24</u>	<u>131,040</u>	<u>15,363</u>	<u>146,427</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities. The notes on pages 8 to 11 form part of these financial statements.

\* 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 2023

Company No 2662382

		2023		2022	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	5		4,010		7,761
<b>Current assets</b>					
Debtors	6	10,058		9,955	
Cash at bank and in hand		<u>180,980</u>		<u>161,100</u>	
Total current assets		191,038		171,055	
<b>Creditors - amounts falling due within one year</b>	7	37,128		32,389	
Net current assets			<u>153,910</u>		<u>138,666</u>
<b>Total assets less current liabilities</b>			<u>157,920</u>		<u>146,427</u>
<b>Unrestricted funds</b>	10		144,296		131,040
<b>Restricted funds</b>	9		<u>13,624</u>		<u>15,387</u>
			<u>157,920</u>		<u>146,427</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 6th September 2023



W Spray

Director



A Carver

Director

# BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

### 1. 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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### (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

Independent examination and bookkeeping (accountancy service) 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%

### 2. Net movement in funds

	2023	2022
	£	£
The net movement in funds is stated after charging:		
Reporting examiner's fee	1,140	1,110

### 3. Directors' emoluments

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

### 4. Employees' emoluments

	2023	2022
	£	£
Salaries	191,302	181,359
Employer's National Insurance	10,406	9,800
Employer's Pension Contributions	9,215	8,631
	<hr/>	<hr/>
	£210,923	£199,790
	<hr/>	<hr/>

The average number of employees during the year was 9 (2021/22: 9). There were no employees who received employee benefits of more than £60,000. There were also none in the previous financial year (2021/22).

# BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

## 5. Tangible fixed assets

<b>Cost</b>	<b>Equipment</b>
At 1 April 2021	54,308
Additions	0
Disposals	0
At 31 March 2022	<u>54,308</u>
Depreciation	
At 1 April 2021	46,547
Charge for the year	3,751
Released on disposal	0
At 31 March 2022	<u>50,298</u>
Net Book Value	
At 31 March 2022	<u>4,010</u>
At 31 March 2021	<u>7,761</u>

## 6. Debtors

	2023	2022
	£	£
Other debtors	369	1,043
Prepayments and accrued income	<u>9,689</u>	<u>8,912</u>
	<u>10,058</u>	<u>9,955</u>

## 7. Creditors - amounts falling due within one year

	£	£
Accruals	13,511	6,583
Deferred grant income (see note 8)	<u>23,617</u>	<u>25,806</u>
	<u>37,128</u>	<u>32,389</u>

## 8. Deferred income - grants in advance

	2023	2022
	£	£
Consortium (Catalyst Housing Ltd, GreenSquareAccord and A2 Dominion)	8,868	9,246
Oxfordshire County Council - Councillor's Priority Fund	-	2,211
Oxford City Council Advice Agencies Dev Fund	-	12,586
Oxfordshire Community Foundation	5,000	-
Postcode Society Trust	5,249	-
National Lottery	3,400	-
Small grants up to £1000	<u>1,100</u>	<u>1,763</u>
	<u>23,617</u>	<u>25,806</u>

## BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

### 9. Restricted funds

Fund	Revenue	Expenditure	Re-serves at start	Re-serves at end
Access to Justice	10,000	10,000	0	0
Agnes Smith Advice Centre Appeal	5,000	5,000	0	0
AdviceUK 21 DRO	2,000	2,000	0	0
City of Oxford Charity - depr	2,200	2,400	367	167
Consortium	21,661	21,661	0	0
Doris Field	1,000	450	0	550
Oxford City Council - Advice Agencies Dev Fund	12,586	12,586	0	0
Oxford City Council - General Coronavirus	0	1,928	4,607	2,680
Oxford City Council - Household Support Grants - depr	68,119	68,119	0	0
Oxfordshire County Council/Oxfordshire Community Foundation, Cost of Living 22/23	10,000	10,000	0	0
Oxfordshire County Council	7,211	7,211	0	0
National Lottery Community Fund	6,550	6,550	0	0
Northmoor Relocation	0	0	10,000	10,000
Parish Council	2,500	2,500	0	0
Postcode Society Trust	15,748	15,748	0	0
St. Michaels and All Saints Charities	0	265	388	123
Thames Water Trust Fund	35,000	35,000	0	0
The Fore	10,000	10,000	0	0
Westmill Solar	4,964	4,964	0	0
Client General Fund	22,406	22,326	24	104
Restricted projects total	<u>236,944</u>	<u>238,707</u>	<u>15,387</u>	<u>13,624</u>

Details of the restricted funds are as follows:

- 'Consortium' - a one year grant running from September 2022 to August 2023 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).
- 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.
- 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.
- Client General Funds comprise funds provided by various donors exclusively for direct client benefits with the beneficiary either proposed by the donor or recommended by the centre.
- Donors as listed - Grants to pay for costs as indicated. Any unspent amounts are represented by cash held at the bank.

### 10. Unrestricted funds

	General Fund	Designated Relocation Fund	Total
Income	133,746	-	133,746
Expenditure	120,490	-	120,490
Surplus for the year	13,256	-	13,256
Fund balance brought forward	91,040	40,000	131,040
Fund balance carried forward	<u>104,296</u>	<u>40,000</u>	<u>144,296</u>

## BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

### 11. Analysis of assets between the funds

	General	Designated Relocation Fund	Restricted	Total
	£	£	£	£
Fixed assets	1,164	-	2,846	4,010
Current assets	140,260	40,000	10,778	191,038
Current liabilities	(37,128)	-	-	(37,128)
	<u>104,296</u>	<u>40,000</u>	<u>13624</u>	<u>157,920</u>

### 12. Related party transactions

Donations received from Trustees in the year totalled £21 (2022: £403). One trustee was reimbursed a total of £12 for travel expenses.

# BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED

## FINANCIAL DETAILS FOR ADVICE SERVICES FOR THE YEAR ENDED 31 MARCH 2023

	Unre- stricted	Re- stricted	Total 2023	Total 2022
<b>Income</b>				
Oxford City Council	81,776	16,812	98,588	89,254
Oxfordshire County Council		2,211	2,211	
Consortium (Housing Associations)		21,661	21,661	23,428
National Lottery Community Fund		6,550	6,550	11,969
Blackbird Leys Parish Council		2,500	2,500	5,000
Access to Justice		10,000	10,000	
Fore Trust		10,000	10,000	
The Energy Saving Trust			0	6,211
Henry Smith Charity	10,000		10,000	10,000
AB Charitable Trust			0	10,000
Oxfordshire Community Foundation		15,000	15,000	10,000
Postcode Society Trust		15,748	15,748	
Julia and Hans Rausing Trust			0	19,990
Thames Water Trust Fund		20,350	20,350	20,350
City of Oxford Charity		2,200	2,200	3,000
Westmill Solar		4,964	4,964	
29th May 1961 Charity	5,000		5,000	5,000
Mr and Mrs J A Pye's Charitable Settlement			0	2,500
London Legal Support Trust - Legal Walk 2022	3,111		3,111	3,184
Alice Smith Fund		3,000	3,000	
P. F. Charitable Trust	5,000		5,000	5,000
Penningtons Manche	3,000		3,000	
Lord Faringdon Charitable Trust	2,500		2,500	
St Michael's & All Saints Charities			0	3,000
Others	21,716	5,000	26,716	11,032
Bank interest	1,644		1,644	403
	133,746	135,995	269,742	239,321

**BLACKBIRD LEYS NEIGHBOURHOOD SUPPORT SCHEME LIMITED**  
**FINANCIAL DETAILS FOR ADVICE SERVICES FOR THE YEAR ENDED 31 MARCH 2023 (Contd)**

<b>Expenditure</b>	<b>Unre- stricted</b>	<b>Re- stricted</b>	<b>Total 2023</b>	<b>Total 2022</b>
<b>Charitable Activities</b>				
Consulting	400	0	400	985
Depreciation Expense	1,623	2,128	3,751	6,315
Electricity	489	4,134	4,623	2,948
Information Resources	2,790	4,628	7,418	4,783
Insurance	4,772	0	4,772	3,642
Interest Paid	13	0	13	1
Internet	543	507	1,050	1,029
Non-durable Office equipment	136	0	136	5
IT Software and Consumables	890	0	890	1,126
IT Support	1,585	1,352	2,938	2,460
Legal and Professional Expenses	1,785	0	1,785	253
Miscellaneous	700	100	800	511
Office Supplies and Stationery	689	262	951	1,024
Photocopying and Printing	839	933	1,772	1,813
Postage, Freight & Courier	196	945	1,141	1,593
Recruitment costs	789	0	789	
Rent, rates, refuse collection & water	3,072	5,124	8,196	8,754
Repairs & Maintenance	955	90	1,045	2,180
Subscriptions			0	180
Telephone	978	605	1,583	1,515
Training: Staff & Trustees	767	424	1,190	1,891
Training: Volunteers			0	132
Travel - Staff	12	0	12	49
Travel _ Volunteers	0	165	165	97
Direct client benefits	324		324	778
Salaries and related costs	94,612	116,310	210,923	199,790
<b>Governance costs</b>			0	
Independent examination	1,140		1,140	1,110
Bookkeeping	391	131	522	494
<b>Total expenditure</b>	<b>120,490</b>	<b>137,838</b>	<b>258,328</b>	<b>245,458</b>
<b>Net Income</b>	<b>13,256</b>	<b>(1,842)</b>	<b>11,414</b>	<b>(6,137)</b>