

Registered number: 06716300  
Charity number: 1128330

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
(A company limited by guarantee)

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**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
**(A company limited by guarantee)**

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2016**

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**Trustees**

William Dermot Shannon, Chair  
Anne Rowland  
Pauline Mary Brown  
Malcolm Arthur Clarke  
Ray Wilfred Sudlow  
Christine McCallum  
Sharon Thornton  
Mebs Ahmed (appointed 22.07.15 - resigned April 2016)

**Company registered number**

06716300

**Charity registered number**

1128330

**Registered office**

The Centre  
49 Whitby Avenue, Ingol  
Preston  
Lancashire  
PR2 3YP

**Company secretary**

Denise Claire Hartley MBE

**Chief executive officer**

Denise Claire Hartley MBE

**Accountants**

Bootstrap Enterprises  
Accounting Services Dept  
35 Railway Road  
Blackburn  
Blackburn  
Lancashire  
BB1 1EZ

**Bankers**

Royal Bank of Scotland  
2 Lytham Road  
Fulwood  
Preston  
PR2 8JB

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**CHAIRMAN'S STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2016**

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The chairman presents his statement for the period.

My first sad duty is to pay tribute to Bert Shepherd, Trustee and Treasurer for more than twenty years, who died last July. Bert made a massive contribution over the years, not just in doing our 'books' all that time but also as a volunteer and regular visitor to the centre. We all miss him.

I would also like to record our thanks to Mebs Ahmed, who stood down as a Trustee in April 2016, due to pressure of work. Although he had not been with us long, Mebs had made his presence felt on the Full Board and the Finance Committee, and we hope perhaps he will be able to rejoin us one day, if his work situation allows.

The accounts show that we made a loss on the year of just under £5,000, compared with a loss of just over £15,000 last year. Times are hard for charities at present. The demand for our services goes up and up, but getting funding to provide those services gets more and more difficult. We had hoped to make a surplus of £10,000 this year, to try and get our reserves back up to a safer level, and had budgeted for that sum - but in the event, after losing out on an important funding bid, we were heading for a loss of over £20,000 on the year. With the agreement of the staff, we took the decision before Christmas to reduce hours worked, and so were able to bring ourselves back from the financial brink. In March, we heard we had got some funding from Garfield Weston, and were able to restore the hours. I can't thank the team enough for the sacrifice they made to help keep us financially sound.

The fact that we have made losses in three of the last five years emphasises the need for us to have adequate unrestricted reserves. These are the funds we need for a rainy day – and unfortunately, it's pouring right now, and the outlook remains poor! Our aim is to have enough in reserve to tide us over for at least three months to cover our basic costs – wages, office costs, utilities etc – which come to around £1/4m a year. So we really need around £60,000 in reserve, rather than the £38,871 which our accounts currently show. Next year, we are budgeting to add £10,000 to those reserves – but keeping 'in the black' in the current environment really is a struggle.

Our funders last year provided us with £296,227, a similar figure to the previous year. I would like to thank all the funders – you will see the details on pages 21 and 22 – but I would also like to pay tribute to the efforts of Denise and all the team in writing all those successful bids. I would also like to thank them all for their other fund-raising efforts. This year, we raised £4,183 from general fund-raising, and a further £8,031 from Community activities and events – compared with only £2,477 the previous year. As funding bids get harder, the more money we can raise from our own efforts, the better.

On the Expenditure side, people costs - wages, NI and pension – are our main expenditure, amounting to £216,696, more than half the total. We had budgeted around £238,000, but were able to reduce this by nearly £20,000 thanks to the staff generously agreeing a reduction in their hours.

Once again, can I thank all the team – staff, student social workers, and volunteers - for the hard work they have again put into Intact. Can I also thank the Trustees, for all the effort they put in for no reward – or at least for no financial reward! Our job, as Trustees, is to ensure we keep a close eye on income and expenditure, and do our best to ensure that we can see and plan for at least a medium-term secure future for the charity. With that in mind, we are currently carrying out an 'Organisational Health Check' of Intact, which began in January 2016, funded by the 'Building Capabilities' element of the Big Lottery's Reaching Communities Fund. As for the longer term, well, no-one can plan for twenty years ahead, especially in the current uncertain economic climate – but Intact's strap-line is 'Making a Difference by being there' – and I know I'm speaking for all of us when I say we still hope to be here far into the future!

Name Bill Shannon  
Chairman

Date 20 July 2016

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
(A company limited by guarantee)

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Ingol and Tanterton Community Trust Ltd (the charity) for the year ended 31 March 2016. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

The charity also trades under the name INTACT.

**Objectives and Activities**

**a. POLICIES AND OBJECTIVES**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The objectives of the charity are to further benefit the residents of Preston and the surrounding areas, primarily but not exclusively those inhabitants of Ingol and Tanterton ward, through the following:-

- the advancement of education through training, advice and guidance
- the relief of poverty and the promotion of good health through provision of drop in, advice, counselling, training, information and guidance sessions
- the provision of facilities for recreation and other leisure time occupation for those persons who have need by reason of their youth, age and infirmity, social or economic circumstances with the object of improving their conditions of life as a way of promoting community cohesion.

**b. ACTIVITIES FOR ACHIEVING OBJECTIVES**

To achieve the objectives specified above, the charity provides a community centre and drop-in facility for members of the local community, where it offers a wide range of services and activities for local people including a range of confidential services from fully trained staff, students and volunteers, to meet the needs of the community, especially the vulnerable.

**c. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT**

The charity operates a community centre and has organised fundraising events and received funding and service delivery grants to promote the activities available for all ages at the centre. (see the Review of Activities section for more details of the activities undertaken by the charity.)

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**d. VOLUNTEERS**

Volunteers are essential in supporting the provision of activities at the centre. Provision of good quality volunteering opportunities is a key element of service delivery at the centre. Intact has a dedicated Volunteer Manager to ensure that an effective infrastructure is in place to support the recruitment, retention and training of volunteers. Intact's Investors in Volunteers quality mark status is a reflection of the quality opportunities that are available to all volunteers in supporting them in the delivery of Intact services at the community centre. Intact ensures an effective recruitment, retention and training of volunteers which demonstrates our commitment to volunteers. With high retention rates, volunteers only move on if they find employment or further education.

Intact currently has a bank of 68 active volunteers who support a wide range of activities and services in and out of the building. Our 'Investors in Volunteers' status means we are a highly valued and well represented organisation, attracting a high calibre of diverse and skilled volunteers. The additional services provided by extending the building has enabled Intact to offer a wider menu of volunteering opportunities, building up our strong volunteer base. Intact recruits new volunteers to the service, and our package of training and development for volunteers ensures our existing volunteers are up to a high standard.

Volunteering includes a range of episodic sessions coupled with short, medium and long term opportunities. Services are being developed and enhanced in the new building and will be managed, delivered and supported by our existing volunteer structure. Taking into consideration the provision of the new extension the volunteering structure reflects the future needs of Intact.

The Volunteer & Project Development Manager continues to manage all volunteers and Intact continues to offers opportunities in a variety of areas.

299 people have been enrolled as volunteers since the beginning of the 'Life Changes' Reaching Communities Programme (Big Lottery funded in 2011) with specific examples below:

- 60 Digital Champions (which includes opportunities for volunteers to become UK Online centres Champions and Work Club Champions)
- 57 Centre Support / Advice Champions
- 24 Health Champions
- 136 Young People's Champions
- 54 Catering volunteers.

**Achievements and performance**

**a. REVIEW OF ACTIVITIES**

Intact supports and serves people of Ingol & Tanterton, and elsewhere in Preston, by operating a Community Centre and running a range of specialised services for vulnerable and disadvantaged people, both at the centre and via outreach work. Most of our staff are funded on a project basis to deliver outcomes, most of which relate to: tackling economic exclusion; health issues; work with young people. Main activities include:

1. One to one drop-in support and telephone access: Trained staff offer support and advocacy e.g. benefits; housing; poverty
2. Access to specialist services e.g. CAB
3. Work Clubs: one to one support in job search; applications; interviewing skills; a weekly presence in the Job centre, referring beneficiaries to Careers advice specialists; taking referrals. Intact currently support the Salvation Army running weekly work clubs at their Centre.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**b. REVIEW OF ACTIVITIES - continued**

4. Basic/intermediate computer training to up-skill/apply for work on-line
5. Partnership projects e.g. CAB & Disability NW to Promote Community Resilience
6. The construction of a two-storey annexe providing an 'improved local multi-purpose activity', educational and training centre for people of all ages has been a much needed and valuable asset to Intact and the community.
7. Share IT partnership with churches - offering food vouchers for those in greatest need
8. Healthy Lifestyles: works to reduce health inequalities that are symbiotically linked to economic exclusion through:
  - a. Physical activity sessions/walking/running/cycling
  - b. Community garden/food growing
  - c. Weekly access to Food co-op; Access to healthy fruit/vegetables/salad at affordable prices
  - d. Healthy eating-cook and eat sessions; demonstrations; cooking on a budget
  - e. Weekly MOT sessions-Smoking cessation/Weight management/Blood pressure/diabetes checks.
9. Children and Young Peoples Services Manager (funded by Children in Need) – provision of weekly homework, youth and craft clubs, holiday play schemes, and a range of physical and sporting activities i.e. netball, football, cycling, dance and drama

This last 12 months has seen the delivery of the following Capital project outcomes which were required in the terms and condition of the Reaching Community Capital Grant:

1. 400 Vulnerable Adults had access to "Drop-in" support which will provide a lifeline and hope for a better future
2. 200 Adults will gain confidence and new skills through increased participation in volunteering, educational and vocational activities
3. 700 Vulnerable adults will make new friendships, experience better health and happiness through increased participation in social, recreational and health related activities
4. 200 Young People will participate in fun learning activities leading to lifelong social skills, increased educational attainment and improved health and well being

As outlined in the annual report Intact superseded the numbers achieved which is testament to the work that has been carried out this year.

**Financial review**

**a. GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**b. RESERVES POLICY**

It is the normal policy of the charity to maintain unrestricted funds which are free reserves of the charity which equates to three months unrestricted expenditure. This normally provides sufficient reserves to cover management, administrative and support costs for the ensuing three months.

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**Structure, governance and management**

**a. CONSTITUTION**

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 6 October 2008 and amended by special resolution on 23 February 2009, and is a registered charity number 1128330.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Trustees who served during the year are set out on the Reference, Trustees and Admin details on page 1 of these financial statements. The Trustees meet on a quarterly basis as a minimum and more often if required. The Intact Sub Committees ie. Finance, Business Development and Personnel and Policy, meet on a monthly to six weekly basis to oversee the efficient running of the charity

**d. RELATED PARTY RELATIONSHIPS**

On the 5th December 2012 the charity acquired 100% of the shares in a limited company Community Cogs Limited (registered company number 08319660). This company operates a cafe and offers catering services to the community.

**e. RISK MANAGEMENT**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

**Plans for future periods**

**a. FUTURE DEVELOPMENTS**

A new 3 year grant from the Reaching Communities Programme 'Changing Lives Together, Changing Lives Forever', along with a new Seasons Project, funded by the Peoples Health Trust will enable Intact to provide a wider range of new and exciting services and activities for the local community and its people. The acquisition of a local Nature Reserve (behind Holy Family Primary School) will form a big part of our service delivery to enable the provision of a range of environmental and community based projects. Intact is also a partner of the new Building Better Opportunities programme, which is funded by the Big Lottery and the European Social Fund. This project aims to engage with young people (16-24yrs) that are not in Education or Employment, older people (aged 50 and above) and disadvantaged people who live in the Lancashire area and have low or no skills, thereby preventing them from engaging with training and employment opportunities. Intact will play its part in supporting them in moving towards and into employment and we will be focus on the barriers to training, work and employment, taking an integrated approach to addressing these barriers.



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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**MEMBERS' LIABILITY**

The Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up.

**TRUSTEES' RESPONSIBILITIES STATEMENT**

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 21/7/2016 and signed on their behalf by:



Trustee

William Shannon



Trustee

Christine McCallum

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
(A company limited by guarantee)

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INGOL AND TANTERTON COMMUNITY TRUST LTD**

I report on the financial statements of the charity for the year ended 31 March 2016 which are set out on pages 10 to 23.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of AAT.

Having satisfied myself that the charity is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**INDEPENDENT EXAMINER'S REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**INDEPENDENT EXAMINER'S STATEMENT**

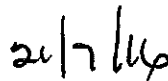
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated:



Gillian Davies    AAT qualified

**BOOTSTRAP ENTERPRISES**

Accounting Services Dept

35 Railway Road  
Blackburn  
Blackburn  
Lancashire  
BB1 1EZ

**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

	Note	Designated funds 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations and legacies	2	-	2,900	85	2,985	-
Other trading activities	3	-	-	4,183	4,183	-
Charitable activities	4	-	277,457	76,050	353,507	342,200
Other income	5	-	-	2,511	2,511	2,434
<b>TOTAL INCOME AND ENDOWMENTS</b>		<b>-</b>	<b>280,357</b>	<b>82,829</b>	<b>363,186</b>	<b>344,634</b>
<b>EXPENDITURE ON:</b>						
Charitable activities	6,7	-	278,157	90,018	368,175	359,809
<b>TOTAL EXPENDITURE</b>	8	<b>-</b>	<b>278,157</b>	<b>90,018</b>	<b>368,175</b>	<b>359,809</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>						
Transfers between Funds	17	-	2,200	(7,189)	(4,989)	(15,175)
		-	2,886	(2,886)	-	-
<b>NET INCOME / (EXPENDITURE)</b>		<b>-</b>	<b>5,086</b>	<b>(10,075)</b>	<b>(4,989)</b>	<b>(15,175)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>-</b>	<b>5,086</b>	<b>(10,075)</b>	<b>(4,989)</b>	<b>(15,175)</b>
<b>RECONCILIATION OF FUNDS:</b>						
Total funds at 1 April 2015		34,276	214,036	48,946	297,258	312,433
<b>TOTAL FUNDS AT 31 MARCH 2016</b>		<b>34,276</b>	<b>219,122</b>	<b>38,871</b>	<b>292,269</b>	<b>297,258</b>

All activities relate to continuing operations.

The notes on pages 12 to 23 form part of these financial statements.

**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
(A company limited by guarantee)  
REGISTERED NUMBER: 06716300

**BALANCE SHEET**  
**AS AT 31 MARCH 2016**

	Note	£	2016 £	£	2015 £
<b>FIXED ASSETS</b>					
Tangible assets	12		847,594		859,110
Investments	13		4,594		3,831
			<u>852,188</u>		<u>862,941</u>
<b>CURRENT ASSETS</b>					
Debtors	14	6,239		19,336	
Cash at bank and in hand		86,112		105,591	
		<u>92,351</u>		<u>124,927</u>	
<b>CREDITORS: amounts falling due within one year</b>	15	(64,455)		(120,589)	
<b>NET CURRENT ASSETS</b>			<u>27,896</u>		<u>4,338</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>880,084</u>		<u>867,279</u>
<b>CREDITORS: amounts falling due after more than one year</b>	16		(587,815)		(570,021)
<b>NET ASSETS</b>			<u><u>292,269</u></u>		<u><u>297,258</u></u>
<b>CHARITY FUNDS</b>					
Designated funds	17		34,276		34,276
Restricted funds	17		219,122		214,036
Unrestricted funds	17		38,871		48,946
<b>TOTAL FUNDS</b>			<u><u>292,269</u></u>		<u><u>297,258</u></u>

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved by the Trustees on 20/7/16 and signed on their behalf, by:

Trustee  Trustee 

The notes on pages 12 to 23 form part of these financial statements.

William Shannon

Christine McCallum

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

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.

Ingol and Tanterton Community Trust Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Reconciliation with previous Generally Accepted Accounting Practice**

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

**1.3 Company status**

The charity is a company limited by guarantee. The members of the company are the Trustees named on page . In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

**1.4 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.5 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

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**INGOL AND TANTERTON COMMUNITY TRUST LTD**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

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**1. ACCOUNTING POLICIES (continued)**

**1.6 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings..

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**1.7 Tangible fixed assets and depreciation**

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Property	-	2% straight line
Fixtures & fittings	-	written off over five years
Computer equipment	-	written off over three years

**1.8 Investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The Statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

**1.9 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount repaid net of any trade discounts due.

**1.10 Cash at Bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.11 Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.12 Pensions**

The charity pays pension contributions into their staff's personal pension schemes.

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**2. INCOME FROM DONATIONS AND LEGACIES**

	Designated funds 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Donations	-	2,900	85	2,985	-

**3. FUNDRAISING INCOME**

	Designated funds 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Fundraising income	-	-	4,183	4,183	-
	-	-	4,183	4,183	-

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Designated funds 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Funding bids received	-	277,457	18,770	296,227	297,968
Room hire	-	-	3,923	3,923	2,345
Commissioning of services	-	-	1,500	1,500	3,241
Student placement income	-	-	11,200	11,200	20,132
Management and administration costs recovered	-	-	29,022	29,022	11,409
Community activities and events	-	-	8,031	8,031	2,477
Training and consultancy income	-	-	1,040	1,040	2,606
200 Club monies received	-	-	2,564	2,564	2,022
	-	277,457	76,050	353,507	342,200



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**5. OTHER INCOMING RESOURCES**

	Designated funds 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Employers Allowance and sundry income	-	-	2,511	2,511	2,434
	<u>-</u>	<u>-</u>	<u>2,511</u>	<u>2,511</u>	<u>2,434</u>

**6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

**SUMMARY BY FUND TYPE**

	Designated funds 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Charitable activities	-	256,065	83,334	339,399	335,833
	<u>-</u>	<u>256,065</u>	<u>83,334</u>	<u>339,399</u>	<u>335,833</u>

**SUMMARY BY EXPENDITURE TYPE**

	Staff costs 2016 £	Depreciation 2016 £	Other costs 2016 £	Total 2016 £	Total 2015 £
Charitable activities	216,696	13,555	109,148	339,399	335,833
	<u>216,696</u>	<u>13,555</u>	<u>109,148</u>	<u>339,399</u>	<u>335,833</u>

**7. GOVERNANCE COSTS**

	Designated funds 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Accountancy fees	-	-	808	808	717
Legal and professional fees	-	4,860	5,692	10,552	5,745
Bank and credit card charges	-	-	184	184	32
Depreciation on property	-	17,232	-	17,232	17,482
	<u>-</u>	<u>22,092</u>	<u>6,684</u>	<u>28,776</u>	<u>23,976</u>

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**8. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	Staff costs 2016 £	Depreciation 2016 £	Other costs 2016 £	Total 2016 £	Total 2015 £
Charitable activities	216,696	13,555	109,148	339,399	335,833
Expenditure on governance	-	17,232	11,544	28,776	23,976
	<u>216,696</u>	<u>30,787</u>	<u>120,692</u>	<u>368,175</u>	<u>359,809</u>

**9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2016 £	Support costs 2016 £	Total 2016 £	Total 2015 £
Charitable activities	<u>339,399</u>	<u>-</u>	<u>339,399</u>	<u>335,833</u>

**ANALYSIS OF CHARITABLE ACTIVITIES**

	2016 £	2015 £
Wages and salaries	189,525	184,410
Employers Ni	16,813	16,893
Pension costs	10,387	10,387
Depreciation	8,893	8,893
Staff training costs	3,030	5,283
Staff travel costs	648	1,352
Project costs	46,760	35,248
Board and volunteer costs	633	1,018
Office utility costs	16,714	8,696
IT costs	5,940	10,721
Office admin costs	4,296	4,661
Building costs	23,792	45,802
Equipment costs	3,855	806
Promotional costs	3,480	1,663
Total	<u>339,399</u>	<u>335,833</u>

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**10. NET INCOMING RESOURCES/(RESOURCES EXPENDED)**

This is stated after charging:

	2016 £	2015 £
Depreciation of tangible fixed assets:		
- owned by the charity	30,787	26,375
Accountancy and payroll fees	808	717
	<u>31,595</u>	<u>27,092</u>

During the year, no Trustees received any remuneration (2015 - £NIL).

During the year, no Trustees received any benefits in kind (2015 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2015 - £NIL).

**11. STAFF COSTS**

Staff costs were as follows:

	2016 £	2015 £
Wages and salaries	189,525	184,410
Social security costs	16,813	16,893
Other pension costs	10,358	10,387
	<u>216,696</u>	<u>211,690</u>

The average monthly number of employees was: 8 (2015: 8) and the average monthly number of equivalent employees during the year was as follows (including casual and part-time staff):

	2016 No.	2015 No.
Chief Executive Officer	1	1
Manager	1	1
Finance and Administration	2	2
Community Project Workers	4	4
	<u>8</u>	<u>8</u>

No employee received remuneration amounting to more than £60,000 in either year.

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**12. TANGIBLE FIXED ASSETS**

	Property £	Fixtures & fittings £	Computer equipment £	Total £
<b>Cost</b>				
At 1 April 2015	874,110	62,852	44,362	981,324
Additions	-	21,125	10,600	31,725
Disposals - building retention	(12,454)	-	-	(12,454)
At 31 March 2016	<u>861,656</u>	<u>83,977</u>	<u>54,962</u>	<u>1,000,595</u>
<b>Depreciation</b>				
At 1 April 2015	37,490	43,025	41,699	122,214
Charge for the year	17,232	9,812	3,743	30,787
At 31 March 2016	<u>54,722</u>	<u>52,837</u>	<u>45,442</u>	<u>153,001</u>
<b>Net book value</b>				
At 31 March 2016	<u>806,934</u>	<u>31,140</u>	<u>9,520</u>	<u>847,594</u>
At 31 March 2015	<u>836,620</u>	<u>19,827</u>	<u>2,663</u>	<u>859,110</u>

There is a legal charge against the property by Big Lottery to cover their capital funding.

**13. FIXED ASSET INVESTMENTS**

	Shares in group undertakings £	Loans to participating interests £	Total £
<b>Market value</b>			
At 1 April 2015	100	3,731	3,831
Additions	-	763	763
At 31 March 2016	<u>100</u>	<u>4,494</u>	<u>4,594</u>

**Subsidiary undertakings**

The following were subsidiary undertakings of the company:

Name	Holding
Community Cogs Limited	100%

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**13. FIXED ASSET INVESTMENTS (continued)**

The aggregate of the share capital and reserves as at 31 March 2016 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows:

Name	Aggregate of share capital and reserves £	Profit/(loss) £
Community Cogs Limited	2,040	1,940

**14. DEBTORS**

	2016 £	2015 £
Invoiced debtors	3,165	13,830
Prepayments and accrued income	2,635	1,594
Accrued income	439	3,912
	<u>6,239</u>	<u>19,336</u>

**15. CREDITORS:  
Amounts falling due within one year**

	2016 £	2015 £
Other creditors	473	376
Other taxation and social security	5,412	4,728
Other creditors	4,964	1,356
Deferred income	52,009	24,269
Accruals	1,597	89,860
	<u>64,455</u>	<u>120,589</u>

**Deferred income**

Deferred income at 1 April 2015	24,269
Resources deferred during the year	52,009
Amounts released from previous years	(24,269)
Deferred income at 31 March 2016	<u>52,009</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. CREDITORS:**  
Amounts falling due after more than one year

	2016 £	2015 £
Deferred capital grants	<u>587,815</u>	<u>570,021</u>

**DEFERRED CAPITAL GRANTS**

	Grant Received £	Grant released £	Grant Deferred 2016 £	Grant Deferred 2015 £
Big Lottery	556,280	(10,537)	545,743	526,849
Lancashire Environmental Fund	18,672	(600)	18,072	18,672
Trusthouse Charitable Foundation	24,500	(500)	24,000	24,500
Total	<u>599,452</u>	<u>(11,637)</u>	<u>587,815</u>	<u>570,021</u>

Capital grants have been deferred in line with depreciation rates and capital expenditure in the year.

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers for Capital Items £	Carried Forward £
<b>17. STATEMENT OF FUNDS</b>					
<b>Unrestricted funds</b>					
General funds	<u>48,946</u>	<u>82,829</u>	<u>(90,018)</u>	<u>(2,886)</u>	<u>38,871</u>
<b>Designated funds</b>					
Contingency provision for Redundancies	<u>34,276</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,276</u>

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**17. STATEMENT OF FUNDS (continued)**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers for Capital Items £	Carried Forward £
<b>Restricted funds</b>					
Arts Council - Xpressions of Art	-	4,167	(4,400)	-	(233)
Big Lottery - Awards for All - Serenity Cafe	-	10,000	(5,597)	-	4,403
Big Lottery - Changing Lives Together	-	20,914	(20,914)	-	-
Big Lottery - Life Changes Children in Need - Youth Development Project	-	79,679	(82,565)	2,886	-
Citizen's Advice Bureau - ASTF Project	-	32,960	(35,478)	-	(2,518)
Comic Relief - 123 Club	-	3,663	(3,663)	-	-
Community Gateway - Xpressions of Art	-	5,000	(2,996)	-	2,004
Contributions towards Fishing Club	-	1,000	(1,000)	-	-
ESF - Life Academy	964	-	(964)	-	-
Henry Smith Charity	-	3,154	(3,154)	-	-
John Laing Charitable Trust - Gardening project	-	16,625	(16,625)	-	-
LCC - Learn Share Grow Fund	-	1,000	(300)	-	700
LCC - Youth Café	-	9,925	(9,925)	-	-
Police & Crime Commissioners for Lancashire - Girls Group	-	1,327	(1,327)	-	-
Preston CC - Park it Project	-	4,290	(3,272)	-	1,018
Preston CC - Project workers for Out of School Dance & Drama Club	-	325	(325)	-	-
Preston CC - VCFS grant	-	1,200	(1,845)	-	(645)
Red Rose Recovery - Serenity Café	-	12,579	(12,579)	-	-
Tinder Foundation - UK Online - Health Events	-	4,995	(4,995)	-	-
Tinder Foundation - UK Online - Plug in Sign Off	-	1,973	(1,973)	-	-
Tudor Trust	-	5,000	(5,000)	-	-
Completed Capital Projects (including Donations and Small Grants)	-	16,000	(16,000)	-	-
Big Lottery Capital - Extension (Deferred Grant)	213,072	6,351	(30,387)	25,357	214,393
Lancashire Environmental Fund for Extension (Deferred Grant)	-	10,537	-	(10,537)	-
Trusthouse Charitable Foundation for Extension (Deferred Grant)	-	600	-	(600)	-
The Clothworkers Foundation - Building Grant	-	500	-	(500)	-
	-	20,000	(10,566)	(9,434)	-

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**17. STATEMENT OF FUNDS (continued)**

Police and Crime Commission for Lancashire - PoCA	-	6,593	(2,307)	(4,286)	-
	<u>214,036</u>	<u>280,357</u>	<u>(278,157)</u>	<u>2,886</u>	<u>219,122</u>
Total of funds	<u>297,258</u>	<u>363,186</u>	<u>(368,175)</u>	<u>-</u>	<u>292,269</u>

The majority of the restricted funds carried forward represent capital expenditure which will be written off over the asset's useful life. The funds received for the extension and equipment have been amalgamated into the completed capital projects fund rather than split the cost across all the varying funds.

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers for Capital Items £	Carried Forward £
General funds	48,946	82,829	(90,018)	(2,886)	38,871
Designated funds	34,276	-	-	-	34,276
Restricted funds	214,036	280,357	(278,157)	2,886	219,122
	<u>297,258</u>	<u>363,186</u>	<u>(368,175)</u>	<u>-</u>	<u>292,269</u>

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Designated funds 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Tangible fixed assets	-	847,364	230	847,594	859,110
Fixed asset investments	-	-	4,594	4,594	3,831
Current assets	34,276	11,684	46,391	92,351	124,927
Creditors due within one year	-	(52,111)	(12,344)	(64,455)	(120,589)
Creditors due in more than one year	-	(587,815)	-	(587,815)	(570,021)
	<u>34,276</u>	<u>219,122</u>	<u>38,871</u>	<u>292,269</u>	<u>297,258</u>



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**NOTES TO THE FINANCIAL STATEMENTS**  
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**19. PENSION COMMITMENTS**

The charity pays pension contributions into their staff's personal pension schemes. Any amounts owing at the year end are shown in creditors.

**20. RELATED PARTY TRANSACTIONS**

Community Cogs Limited is a limited company with a share capital (number 08319660). The charity is a corporate director and owns all the shares of the company.

During the year the charity provided services to the company of £4,293 (2015 - £2,576) of which £3,530 were repaid at 31.03.16. The charity also incurred costs to the company of £3,495 (2015 - £4,551) of which £3,495 were repaid. These transactions left a balance due to the charity of £4,494 at 31.03.16.

**21. CONTROLLING PARTY**

The charity is controlled by the trustees

