

**COMPANY REGISTRATION NUMBER 3169562
CHARITY NUMBER 1074861**

**SMALL HEATH COMMUNITY FORUM LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS**

31 MARCH 2018

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SMALL HEATH COMMUNITY FORUM LIMITED COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

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**SMALL HEATH COMMUNITY FORUM LIMITED
COMPANY LIMITED BY GUARANTEE****MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

Registered charity name	Small Heath Community Forum Limited
Charity number	1074861
Company registration number	3169562
Principal office	Khidmat Centre 2A Heather Road Small Heath Birmingham B10 9TA
Registered office	Khidmat Centre 2A Heather Road Small Heath Birmingham B10 9TA
Trustees	Mr Ahmed Mr Jamil Mr Greaves
Secretary	Kenneth Greaves
Independent examiner	Mr Asad Hussain (AAIA, ACCA) JHK Accountants Aquinas House 63 Warstone Lane Birmingham B18 6NG
Bankers	Barclays Bank Plc 534 Coventry Road Small Heath Birmingham B10 0UP

SMALL HEATH COMMUNITY FORUM LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE TRUSTEES

The trustees who served the company during the period were as follows:

Mr Ahmed
Mr Greaves
Mr Jamil

STRUCTURE, GOVERNANCE AND MANAGEMENT

Small Heath Community Forum Limited (SHCF) is a charitable company and an Umbrella Body that operates as a Development Agency and is involved in empowering the local community. The company maintains an Executive Role, representing the views and concerns of the local residents and voluntary organisations.

The company was incorporated as a limited company on 8 March 1996 and is governed by a Memorandum of Articles and Association.

There are three officers of the trust who serve the charity and their re-election is confirmed every year.

OBJECTIVES AND ACTIVITIES

Small Heath Community Forum Limited (SHCF) has a primary function of being development agency that supports the sustainability and improves the capacity of local third sector organisations within Small Heath and surrounding areas within city of Birmingham.

SHCF uses the knowledge, experience and links that it has built up over the years to support its ability to act as a representative organisations of the views and opinions of the community in areas such as Health, Social Care, Safeguarding and Education, with those service providers within the city council and the National Health Service that are keen to hear the views and opinions if those that they provide and design services for.

Using the extensive experience base of our organisation and the professional specialism's that our employees bring to SHCF, we are working towards being able to commission services directly for the needs of the local community and to provide services as a body commissioned by the Local Authority and Health Service.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

ACHIEVEMENTS AND PERFORMANCE

SHCF has seen a historical growth in its own capacity and capability, having purchased the former Christadelphian Church building at the corner of Heather Road and Coventry Road in Small Heath in 2002, investing a significant amount on the refurbishment and development of the building as a community hub, culminating in the renaming of the building as the Khidmat Centre. This multipurpose facility provides office space for service providers, community organisations, advice and information as well as providing meeting and conference facilities.

Our future aim is to further develop and enhance the facility, bringing into use an additional storey and the development of a new reception facility. Our aims and objectives are driven by the needs, aspirations and desires of the community we serve.

In accordance with its charitable status SHCF seeks to improve the quality of life of people of all nationalities and cultures living in the Small Heath and surrounding areas of Birmingham.

FINANCIAL REVIEW

During the year the charity received total income of £102,989 (2017: £138,082). After incurring total expenditure of £105,950 (2017: £111,514) a deficit of £2,961 (2017: surplus £26,568) was made and which is carried forward to the following year.

SMALL HEATH COMMUNITY FORUM LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2018

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Small Heath Community Forum Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the 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.

Registered office:
Khidmat Centre
2A Heather Road
Small Heath
Birmingham
B10 9TA

Signed by order of the trustees


KENNETH GREAVES
Company Secretary

26 July 2018

**SMALL HEATH COMMUNITY FORUM LIMITED
COMPANY LIMITED BY GUARANTEE****INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF SMALL HEATH
COMMUNITY FORUM LIMITED****YEAR ENDED 31 MARCH 2018**

I report on the accounts of the charity for the year ended 31 March 2018 set out on pages 5 to 10.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of Small Heath Community Forum Limited for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts (under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 I do not express an audit opinion on whether the accounts present a 'true and fair view'.

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 trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 386 of the Companies Act 2006); and
- accounts are prepared which agree with the accounting records, 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; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Asad Hussain (AAIA, ACCA)
Independent examiner
JHK Accountants
Aquinas House
63 Warstone Lane
Birmingham
B18 6NG

26 July 2018

**SMALL HEATH COMMUNITY FORUM LIMITED
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	–	82,099	82,099	121,899
Investment income	3	20,890	–	20,890	16,183
TOTAL INCOMING RESOURCES		<u>20,890</u>	<u>82,099</u>	<u>102,989</u>	<u>138,082</u>
RESOURCES EXPENDED					
Costs of generating funds:					
Costs of generating voluntary income	4	(10,054)	(92,576)	(102,630)	(110,920)
Rates		(930)	(1,890)	(2,820)	–
Governance costs	5	(500)	–	(500)	(594)
TOTAL RESOURCES EXPENDED		<u>(11,484)</u>	<u>(94,466)</u>	<u>(105,950)</u>	<u>(111,514)</u>
NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR		9,406	(12,367)	(2,961)	26,568
RECONCILIATION OF FUNDS					
Total funds brought forward		206,704	22,226	228,930	202,362
TOTAL FUNDS CARRIED FORWARD		<u>216,110</u>	<u>9,859</u>	<u>225,969</u>	<u>228,930</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

SMALL HEATH COMMUNITY FORUM LIMITED COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2018

	Note	2018 £	£	2017 £
FIXED ASSETS				
Tangible assets	7		160,583	163,609
CURRENT ASSETS				
Debtors	8	1,659		1,343
Cash at bank		87,572		92,514
		89,231		93,857
CREDITORS: Amounts falling due within one year	9	(11,241)		(11,113)
NET CURRENT ASSETS			77,990	82,744
TOTAL ASSETS LESS CURRENT LIABILITIES			238,573	246,353
CREDITORS: Amounts falling due after more than one year	10		(12,604)	(17,423)
NET ASSETS			225,969	228,930
FUNDS				
Restricted income funds	11		9,859	22,226
Unrestricted income funds	12		216,110	206,704
TOTAL FUNDS			225,969	228,930

The trustees 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 year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate 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 year and of its profit or loss for the financial year 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 provisions applicable to companies subject to small companies' regime.

These financial statements were approved by the members of the committee on the 27 July 2018 and are signed on their behalf by:


MR IFTIKHAR AHMED (Director)

Company Registration Number: 3169562

SMALL HEATH COMMUNITY FORUM LIMITED COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES

Basis of accounting

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 Companies Act 2006.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchased of fixed assets, are recognised in full in the statement of financial activities in the year which they are receivable.

Income from investment is accounted for on accrual basis.

Resources expended

Expenditure is recognised on an accrual basis as a liability in incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the cost associated with attracting voluntary income and the cost of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fixed assets

All fixed assets are initially recorded at cost. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life

Land and buildings
Fixture, fittings and equipment

Straight line at 1% per year
25% reducing balance

**SMALL HEATH COMMUNITY FORUM LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

2. VOLUNTARY INCOME

	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Grants receivable			
Adult Communities Grant	73,989	73,989	73,989
Ashiana Community Project	6,110	6,110	47,910
Sainsbury Trust	2,000	2,000	-
Community Unity	-	-	-
Community Chest Grant	-	-	-
Birmingham Community Safety Partnership	-	-	-
Police & Crime Commission Grant	-	-	-
Community Development Foundation	-	-	-
	<u>82,099</u>	<u>82,099</u>	<u>121,899</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Income from UK investment properties	20,865	20,865	16,161
Bank interest receivable	25	25	22
	<u>20,890</u>	<u>20,890</u>	<u>16,183</u>

SMALL HEATH COMMUNITY FORUM LIMITED **COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

4. COSTS OF GENERATING VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Water/Council rates	155	315	470	889
Professional fees		825	825	700
Website	-	302	302	302
Accountancy fees	160	640	800	800
Motor and travel expenses	-	456	456	1,050
Insurance	187	750	937	1,031
Repairs and maintenance	-	451	451	3,755
Light and heat	800	1,625	2,425	2,742
Equipment hire	-	1,511	1,511	180
Wages and salaries	5,050	39,762	44,812	48,617
Telephone	340	1,400	1,740	2,567
Depreciation	3,026	-	3,026	3,353
Refreshments	-	822	822	252
Postage and stationery	-	1,114	1,114	976
Venue/Room hire	-	-	-	382
Sundry	336	1,350	1,686	1,130
Subscriptions	-	216	216	562
Advertising	-	-	-	595
Local community grants	-	41,037	41,037	41,037
	<u>10,054</u>	<u>92,576</u>	<u>102,630</u>	<u>110,920</u>

5. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Bank interest paid	488	488	594
Bank charges	12	12	-
	<u>500</u>	<u>500</u>	<u>594</u>

6. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2018 £	2017 £
Wages and salaries	44,812	48,617
Social security costs	-	-
	<u>44,812</u>	<u>48,617</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

2018	2017
4	4

No employee received remuneration of more than £60,000 during the year (2016 - Nil).

SMALL HEATH COMMUNITY FORUM LIMITED **COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

7. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures Fittings & Equipment £	Total £
COST			
At 1 April 2017 and 31 March 2018	<u>204,457</u>	<u>101,190</u>	<u>305,647</u>
DEPRECIATION			
At 1 April 2017	44,775	97,263	142,038
Charge for the year	<u>2,044</u>	<u>982</u>	<u>3,026</u>
At 31 March 2018	<u>46,819</u>	<u>98,245</u>	<u>145,064</u>
NET BOOK VALUE			
At 31 March 2018	<u>157,638</u>	<u>2,945</u>	<u>160,583</u>
At 31 March 2017	<u>159,682</u>	<u>3,927</u>	<u>163,609</u>

8. DEBTORS

	2018 £	2017 £
Trade debtors	904	588
Prepayments	<u>755</u>	<u>755</u>
	<u>1,659</u>	<u>1,343</u>

9. CREDITORS: Amounts falling due within one year

	2018 £	2017 £
Bank loans and overdrafts	5,325	5,370
Trade creditors	928	1,386
PAYE and social security	778	123
Accruals/Wages payable	<u>4,210</u>	<u>4,234</u>
	<u>11,241</u>	<u>11,113</u>

10. CREDITORS: Amounts falling due after more than one year

	2018 £	2017 £
Bank loans and overdrafts	<u>12,604</u>	<u>17,423</u>

11. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2017 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2018 £
Restricted Fund	<u>22,226</u>	<u>82,099</u>	<u>(94,466)</u>	<u>9,859</u>

12. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2017 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2018 £
General Funds	<u>206,704</u>	<u>20,890</u>	<u>(11,484)</u>	<u>216,110</u>

SMALL HEATH COMMUNITY FORUM LIMITED COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Current assets £	Long term liabilities £
Restricted income Funds:			
Restricted Fund	2,945	45,343	(12,604)
Unrestricted Income Funds	157,638	43,888	–
Total Funds	160,583	89,231	(12,604)
		Other net liabilities £	Total £
Restricted Income Funds:			
Restricted Fund		(5,916)	9,859
Unrestricted Income Funds		(5,325)	216,110
Total Funds		(11,241)	225,969

14. COMPANY LIMITED BY GUARANTEE

Small Heath Community Forum Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.