



(A company limited by guarantee)

## **Annual Report and Financial Statements For the Year Ended 31<sup>st</sup> December 2019**

Company registration number: 07415399  
Charity registration number: 1151868

**The Highlife Centre Ltd**  
(A company limited by guarantee)

**Annual Report**  
**For the Year Ended 31 December 2019**

## REFERENCE AND ADMINISTRATIVE DETAILS

### Report of the Management Committee for the year ended 31 December 2019

The Management Committee presents its directors' report and independent examiner's statement for the year ended 31 December 2019.

**Charity Name** The Highlife Centre Ltd

**Chairman** Mrs Daisy Oppon

**Chief Executive Officer** Christabell Amoakoh

#### Trustees

Mrs Daisy Oppon  
Helen Dean  
Mr Kwasi Asiedu-Offei  
Miss Eva Brenya  
Mr Tobi Labeodan  
Mr Charles Antwi

**Senior Management Team** Miss Christabell Amoakoh

#### Principal Office

10 Steeple House  
Percy Street  
Coventry  
CV1 3BY

The charity is incorporated in England and Wales.

**Company Registration Number** 07415399

**Charity Registration Number** 1151868

#### Independent Examiner

McGlone Wardzynski Limited  
Eagle House  
14 Queens Road  
Coventry  
West Midlands  
CV1 3EG

#### Accountants

McGlone Wardzynski Limited  
Eagle House  
14 Queens Road  
Coventry  
West Midlands  
CV1 3EG



## STATEMENT OF TRUSTEES' RESPONSIBILITIES

### Report of the Trustees for the year ending 31 December 2019

The Trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 December 2019 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

## OUR AIMS AND OBJECTIVES

### Purpose and Aims

Our charity's purposes as set out in the objects contained in the company's memorandum of Articles and Association are to:

- The relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment.
- The advancement of education by way of developing individual capabilities, competences, skills and understanding to enable them to participate in society as independent, mature and responsible individuals; including the provision of preschool and out of school education.
- The prevention or relief of poverty or financial hardship in UK and International (Africa) by providing or assisting in the provision of education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient.
- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the advancement of the arts, culture and heritage.
- To develop the capacity and skills of the members of the Black and Asian Minority Ethnic (BAME) and those who English isn't their first language of UK in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
- The promotion of the voluntary sector by the provision of training and development support for people working within the voluntary sector and the provision of meeting and office space for voluntary sector organisations.

The aim of the Charity is to address unemployment, disadvantage and inequality. We do this by developing and increasing the knowledge and skills of individuals who are at the margins of society, enabling those individuals to develop and increase their chances to sustainable employment so that their quality of life is improved and are able to lead full and productive lives.

Our aims fully reflect the purposes that the charity was set up to further.



## THE FOCUS OF OUR WORK

### Ensuring our work delivers our aims

Our main objectives for the year continued to provide a platform enabling people from disadvantaged backgrounds to turn their aspirations into reality; have a sense of belonging and to access the resources and skills to develop their career and quality of life. We deliver this through targeted services aimed at removing barriers to work, promoting self-employment, raising awareness to improving health and wellbeing, acquisition and improvement of skills and tackling social isolation. Our three key services remain as follows:

1. **Specialist Intervention Support Service** that supports our beneficiaries to overcome barriers leading to an improvement in the quality of life.
2. **Business/Enterprise and Employment Service** involving training and one to one mentoring, advice and coaching, **Structured Work Experience** and **Volunteering Opportunities**.
3. **Community Development and Events** that reduces social isolation and promotes community cohesion.

### How our activities deliver public benefit

Our focus in 2019, was to develop a sustainable plan and deliver contracts that will help build our unrestricted reserves. We completed majority of contractual projects at the end of 2018. Projects or activities delivered are:

- Accelerate Programme
- Capacity and Resilience Development to small VCSE's
- Churches Conservation Trust – Partnerships between Faith organisations and social enterprises.
- Active Citizens – Youth Development

### New projects secured in 2019 to be delivered in 2020

- Heart of England
- Inspiring to Achieve
- Arts Council research project
- Highlife Centre Financial Resilience Project

We appreciate all our funders and partners who support and add value to the work. Our sincere appreciation also go to our volunteers who give their time and energy to support our work. Above all, I am thankful to my colleagues who are friendly and helpful and have done a fantastic job this year to inspire and create long lasting positive impact in people lives.

We hope you will continue to support our mission to break barriers, improve lives and develop communities.



## OUTLINING OUR PERFORMANCE & ACHIEVEMENTS

### 1. ACCELERATE PROJECT

Funded by ESF & Big Lottery Fund – CDA led.

Commenced in July 2016, Extended until March 2022

This project provides business support and training to beneficiaries that are long term unemployed and inactive from Black and Asian Minority Ethnic communities but not exclusively. Our target for this year is to support 15 people into employment or self-employment which we overachieved and actually supported 24.



### 2. CAPACITY BUILDING AND RESILIENCE SUPPORT

This supported was targeted at supporting smaller organisations to develop their capacity and resilience. Eight organisations benefitted from the support where we focused on:

- Leadership development
- Strategic development
- Financial management
- Marketing and communication



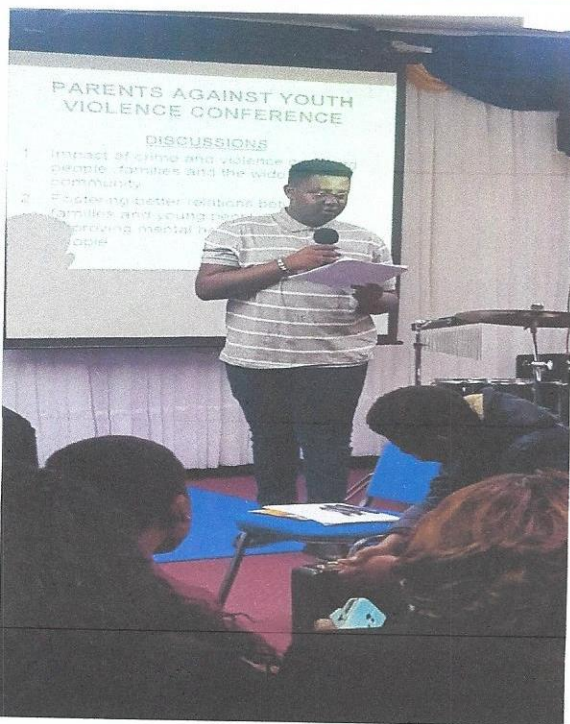
### 3. CHURCHES CONSERVATION TRUST

This project was to conduct research/interviews/consultations with 15 places of worship and existing community/social enterprises to determine if there is scope and or potential for underused church buildings to support vibrant community businesses which make a social impact in local communities while safeguarding their buildings for the future.

### 4. ACTIVE CITIZENS – YOUTH DEVELOPMENT

Funded by West Midlands Police  
Commenced in December 2019

Active Citizens Project focuses on youth development that engages young people on the peripheries of crime and violence in activities such as mental health, aspirational development and creative activities in arts and culture.





## FINANCIAL REVIEW

This year, the management and board made a decision to scale back on grant funded projects whilst focusing on developing sustainable programmes. Our financial position looks promising considering the previous year's deficit.

### Principal Funding Sources

The principal funding sources for the charity are currently by way of grant and contract income from the following bodies:

- National Lottery Community Fund and European Social Fund
- Coventry City Council
- Churches Conservation Trust
- West Midlands Police

### Reserves Policy

The board has re-examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be three months of the core running costs of the Charity.

Cost of expenditure for 2019 is expected to be £20,294 and therefore the target for reserves is £5073.50 in general funds. The reserves are needed to meet the working capital requirements of the charity. The trustees are confident that they would be able to continue the current activities of the charity in the event of a significant drop in funding.

## PLANS FOR FUTURE PERIODS

For 2020 going forward, our focus is to continue to deliver the current ongoing projects ie Accelerate Project and the Active Citizens Project. We will also deliver those projects secured at the end of the financial year and begin planning for activities towards Coventry City of Culture 2021. We will ensure that 40 per cent of our activities generate trading income to build our reserves.

### The Impact of Covid-19 Pandemic

Though the novel covid-19 pandemic couldn't have possibly been foreseen in 2019, we are reporting on its impact on the organisation as a going concern in this 2019 financial year end accounts. At the start of the lockdown, below strategies were employed as part of a cost reduction and business continuity plan:

- Transition face to face delivery to remote/virtual delivery.
- Use VoIP systems whilst we operate our services remotely to reduce high telephone costs.
- Put project planning and some existing projects on hold to reduce staff and volunteer costs.
- Re-purpose funding to our existing programmes to cover the shortfall in overhead expenses whilst in the lock down.

To increase financial resilience, the following was employed:

- Developed a recovery budget that shows the losses made due to covid-19 and the funds needed to recover the losses.
- Sought emergency funds to run risk management reviews and to set actions to safeguard the organisation.
- Developed a long term strategic and sustainable plan in line with the changing ways of working.
- Fundraised towards the recovery plan to reposition the organisation financially with minimum losses.



## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing Document

The Highlife Centre is a charitable company limited by guarantee, incorporated on 21<sup>st</sup> October 2010 and registered as a charity on 2<sup>nd</sup> May 2013. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as Directors. Under the requirements of the Memorandum and Articles of Association the Directors are elected to serve for a period of two years after which they must be re-elected at the next Annual General Meeting. All Directors give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts. The Directors seek to ensure that the needs of beneficiaries are appropriately reflected through the diversity of the trustee body where 5 directors are from minority backgrounds and 1 is white British equivalent to 90% to 10% ethnicity ratio of beneficiaries. In an effort to maintain this broad skill mix, the Directors have been selected having the following skills: business, strategy, community and finance.

### Trustee Induction and Training

All trustees are familiar with the practical work of the charity. Project and activities updates are prepared and presented at each board meeting to ensure that trustees understand the work of the Charity. All Trustees received to date governing document and any documents setting up the framework of the Charity. Resources and financial position are set out in the latest published accounts and presented to Trustees in advance prior to board meetings. New trustees inducted are sent a welcome pack containing the following documents:

- Memorandum and Articles.
- Organisational Chart
- Trustee handbook
- Information about existing trustees
- Latest financial statement
- Organisational Framework

### Risk management

The chief executive and the trustees have conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre. The continuing implementation of a code of practice, financial policies and procedure, safeguarding and complaints procedure and a business continuity policy ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.



## Organisational Structure

The Highlife Centre has a board of Trustees of six members from a variety of professional backgrounds relevant to the work of the charity. The chief executive sits on the board but has no voting rights and prepare all documents in advance for review prior to board meetings. The day to day responsibility for the provision of the services rest with the Chief Executive who works closely with the chair of Trustees. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. They are also responsible for the day to day operational management of the Centre, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

## Related Parties

The Centre influenced local policy by sitting on a number of forums to provide a voice for migrant communities. Local strategies that the Centre has contributed to are:

- Member of the HIV Board – Local Authority led
- Migration Network - Local Authority led
- Marmot Employment Working Group Steering Committee - Local Authority led

## RESPONSIBILITIES OF THE BOARD

Company law requires the board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The board of Trustees is 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.

## Members of the Board

The Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2. In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's Auditors are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's accountants are aware of that information.



### Accountants and Independent Examiners

McGlone and Wardzynski Limited were re-appointed as the charitable company 'accountants during the year and have expressed their willingness to continue in that capacity. This report has been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on 20<sup>th</sup> October 2020 and signed on its behalf by:

  
**Daisy Oppon**  
Chair of Trustees



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**Financial Statement and Annual Report for Year Ending 2019**

The Highlife Centre  
10 Steeple House  
Percy Street, Coventry  
CV1 3BY



Company registration number: 07415399

Charity registration number: 1151868

# The Highlife Centre Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2019

McGlone Wardzynski Limited  
14 Queens Road  
Eagle House  
Coventry  
CV1 3EG



# **The Highlife Centre Limited**

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**The Highlife Centre Limited**  
**Reference and Administrative Details**

<b>Chairman</b>	Mrs Daisy Oppon
<b>Chief Executive Officer</b>	Christabell Amoakoh
<b>Trustees</b>	Helen Dean Mr Kwasi Asiedu-Offei Miss Eva Brenya Mrs Daisy Oppon Mr Tobi Labeodan Mr Charles Antwi
<b>Senior Management Team</b>	Miss Christabell Amoakoh
<b>Principal Office</b>	10 Steeple House Percy Street Coventry CV1 3BY The charity is incorporated in England and Wales.
<b>Company Registration Number</b>	07415399
<b>Charity Registration Number</b>	1151868
<b>Independent Examiner</b>	McGlone Wardzynski Limited 14 Queens Road Eagle House Coventry CV1 3EG



## The Highlife Centre Limited

### Independent Examiner's Report to the trustees of The Highlife Centre Limited

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 which are set out on pages 3 to 14.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of The Highlife Centre Limited (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 Highlife Centre Limited are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

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

1. accounting records were not kept in respect of The Highlife Centre Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



James Rose  
FMAAT

14 Queens Road  
Eagle House  
Coventry  
CV1 3EG

17 October 2020



# The Highlife Centre Limited

## Statement of Financial Activities for the Year Ended 31 December 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
<b>Income and Endowments from:</b>					
Donations and legacies	3	3,342	-	3,342	27
Charitable activities	4	17,139	73,272	90,411	147,966
Other income		2,387	-	2,387	8,552
Total income		22,868	73,272	96,140	156,545
<b>Expenditure on:</b>					
Charitable activities	5	(20,294)	(38,415)	(58,709)	(190,698)
Total expenditure		(20,294)	(38,415)	(58,709)	(190,698)
Net income/(expenditure)		2,574	34,857	37,431	(34,153)
Net movement in funds		2,574	34,857	37,431	(34,153)
<b>Reconciliation of funds</b>					
Total funds brought forward		5,742	-	5,742	39,895
Total funds carried forward	14	8,316	34,857	43,173	5,742

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2018 is shown in note 14.

**The Highlife Centre Limited**  
**(Registration number: 07415399)**  
**Balance Sheet as at 31 December 2019**

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	11	13,852	16,068
<b>Current assets</b>			
Debtors	12	17,990	29,922
Cash at bank and in hand		23,544	(23,455)
		41,534	6,467
<b>Creditors: Amounts falling due within one year</b>	13	(12,213)	(16,793)
<b>Net current assets/(liabilities)</b>		29,321	(10,326)
<b>Net assets</b>		43,173	5,742
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		35,408	-
<b>Unrestricted income funds</b>			
Unrestricted funds		7,765	5,742
<b>Total funds</b>	14	43,173	5,742

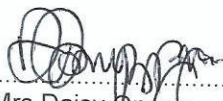
For the financial year ending 31 December 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 3 to 14 were approved by the trustees, and authorised for issue on 16 October 2020 and signed on their behalf by:

  
 .....  
 Mrs Daisy Oppon  
 Chairman and Trustee



# **The Highlife Centre Limited**

## **Notes to the Financial Statements for the Year Ended 31 December 2019**

### **1 Charity status**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

10 Steeple House  
Percy Street  
Coventry  
CV1 3BY

These financial statements were authorised for issue by the trustees on 16 October 2020.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

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). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

The Highlife Centre Limited 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 notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Income and endowments**

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 the income receivable can be measured reliably.

## **The Highlife Centre Limited**

### **Notes to the Financial Statements for the Year Ended 31 December 2019**

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

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.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### ***Taxation***

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.



## **The Highlife Centre Limited**

### **Notes to the Financial Statements for the Year Ended 31 December 2019**

#### **Tangible fixed assets**

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## The Highlife Centre Limited

### Notes to the Financial Statements for the Year Ended 31 December 2019

#### Financial instruments

##### *Classification*

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

##### *Recognition and measurement*

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

#### 3 Income from donations and legacies

	Unrestricted funds			
	General £	Restricted funds £	Total 2019 £	Total 2018 £
Donations and legacies;				
Legacies	3,342	-	3,342	27
	3,342	-	3,342	27



# The Highlife Centre Limited

## Notes to the Financial Statements for the Year Ended 31 December 2019

### 4 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Grants received	17,139	73,272	90,411	147,966

### 5 Expenditure on charitable activities

Note	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Volunteer expenses	-	-	-	609
Rent - restricted	-	-	-	4,400
Rent	5,191	-	5,191	676
Insurance - restricted	-	-	-	296
Insurance	634	-	634	295
Room hire - restricted	-	-	-	12,245
Room hire	-	-	-	210
Repairs & maintenance restricted	-	-	-	663
Repair & maintenance	-	-	-	1,327
Hire of venue, equipment & marquee	-	-	-	963
Hire of venue, equipment & marquee - restricted	-	550	550	-
Testing equipment	-	-	-	4,629
Events - restricted	-	-	-	5,785
Events	-	-	-	1,020
Telephone - restricted	-	-	-	2,672
Telephone	1,919	-	1,919	269
Refreshments - restricted	-	-	-	3,395
Refreshments	-	-	-	506
Computer software and maintenance costs	782	-	782	42
Printing, postage and stationery - restricted	-	1,338	1,338	3,208
Printing, postage and stationery	129	-	129	12

# The Highlife Centre Limited

## Notes to the Financial Statements for the Year Ended 31 December 2019

		Unrestricted funds			
	Note	General £	Restricted funds £	Total 2019 £	Total 2018 £
Subscriptions		409	-	409	414
Sundry expenses - restricted		-	-	-	967
Sundry expenses		710	-	710	525
Motor and travel expenses - restricted		-	-	-	990
Motor and travel expenses		-	-	-	55
Advertising - restricted		-	-	-	1,606
Advertising		461	-	461	172
Consultancy fees - restricted		-	-	-	5,925
Consultancy fees		3,283	-	3,283	787
Discretionary barrier - restricted		-	-	-	350
Legal and professional fees		13	-	13	48
Bank charges		2,449	-	2,449	2,242
Staff costs		298	36,527	36,825	128,901
Governance costs	6	4,016	-	4,016	4,494
		20,294	38,415	58,709	190,698

### 6 Governance costs

	Unrestricted funds			
	General £	Restricted funds £	Total 2019 £	Total 2018 £
Independent examiners fee	1,800	-	1,800	1,500
Depreciation	2,216	-	2,216	2,994
	4,016	-	4,016	4,494



# The Highlife Centre Limited

## Notes to the Financial Statements for the Year Ended 31 December 2019

### 7 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

#### Mr Kwasi Asiedu-Offei

£Nil (2018: £100) of expenses were reimbursed to Mr Kwasi Asiedu-Offei during the year.

These were travel expenses to board meetings.

#### Daisy Oppon

£Nil (2018: £30) of expenses were reimbursed to Daisy Oppon during the year.

These were for travel expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

### 8 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
<b>Staff costs during the year were:</b>		
Wages and salaries	36,221	127,441
Staff pensions	604	1,460
	<u>36,825</u>	<u>128,901</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2019 No	2018 No
Administration staff	1	5
Chief Executive Officer	1	1
	<u>2</u>	<u>6</u>

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

The total employee benefits of the key management personnel of the charity were £30,642 (2018 - £49,392).

# The Highlife Centre Limited

## Notes to the Financial Statements for the Year Ended 31 December 2019

### 9 Independent examiner's remuneration

	2019 £	2018 £
Examination of the financial statements	1,800	1,500

### 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 11 Tangible fixed assets

	Furniture and equipment £	Computer equipment £	Total £
<b>Cost</b>			
At 1 January 2019	35,897	939	36,836
At 31 December 2019	35,897	939	36,836
<b>Depreciation</b>			
At 1 January 2019	20,021	747	20,768
Charge for the year	2,024	192	2,216
At 31 December 2019	22,045	939	22,984
<b>Net book value</b>			
At 31 December 2019	13,852	-	13,852
At 31 December 2018	15,876	192	16,068

### 12 Debtors

	2019 £	2018 £
Trade debtors	17,990	28,033
Other debtors	-	1,889
	17,990	29,922



# The Highlife Centre Limited

## Notes to the Financial Statements for the Year Ended 31 December 2019

### 13 Creditors: amounts falling due within one year

	2019 £	2018 £
PAYE and NIC creditor	-	3,191
VAT creditor	1,308	-
Other creditors	8,805	11,305
Pension creditor	-	197
Accruals	2,100	2,100
	<u>12,213</u>	<u>16,793</u>

### 14 Funds

	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2019 £
<b>Unrestricted funds</b>					
<b>General</b>					
General	5,742	22,867	(20,844)	-	7,765
<b>Restricted funds</b>					
Heart of England	-	10,000	-	-	10,000
Inspiring to Achieve	-	7,958	-	-	7,958
Arts Council Research Project	-	13,450	-	-	13,450
Active Citizens	-	4,000	-	-	4,000
Accelerate Programme	-	37,865	(37,865)	-	-
<b>Total restricted funds</b>	-	<u>73,273</u>	<u>(37,865)</u>	-	<u>35,408</u>
<b>Total funds</b>	<u>5,742</u>	<u>96,140</u>	<u>(58,709)</u>	-	<u>43,173</u>

# The Highlife Centre Limited

## Notes to the Financial Statements for the Year Ended 31 December 2019

	Balance at 1 January 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2018 £
<b>Unrestricted funds</b>					
<i><b>General</b></i>					
General	12,907	26,013	(39,117)	5,939	5,742
<b>Restricted funds</b>					
Embracing Africa Project (Heritage Lottery)	-	9,994	(9,381)	(613)	-
CW Business Support (ERDF)	10,859	47,739	(58,598)	-	-
Engage through Enterprise Project (Big Lottery Fund)	866	14,757	(14,757)	(866)	-
Food Music Festival (Big Lottery Fund)	2,140	-	-	(2,140)	-
Gilead Sciences Ltd	1,167	26,614	(27,795)	14	-
Accelerate (BLF/ESF)	11,958	31,428	(41,050)	(2,336)	-
<b>Total restricted funds</b>	26,990	130,532	(151,581)	(5,941)	-
<b>Total funds</b>	39,897	156,545	(190,698)	(2)	5,742



