

**COMPANY REGISTRATION NUMBER 03071683**

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2024**

**Charity Number 1097702**

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

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**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

**Registered charity name** Sandwell Community Information and Participation Service Limited

**Charity number** 1097702

**Company registration number** 03071683

**Registered office** 2nd Floor  
The National Metalforming Centre  
47 Birmingham Road,  
West Bromwich  
West Midlands  
B70 6PY

**Directors and trustees** Mrs A M Docker  
Mrs H Amin  
Mr A D Averis  
Mrs E E Dunn  
Ms G Francis  
Ms K C Y Gordon  
Mrs J Grantham  
Miss J Haydon  
Ms M Lipton  
Miss J E Purcell  
Mr T Purcell  
Ms S Smith  
Mr M J Spencer  
Mr L Turner

**Secretary** Ms J Macmillan

**Independent examiner** Mr J S Pye FCCA  
23 Carline Crescent  
Shrewsbury  
Shropshire  
SY3 7EU

**SANDWELL COMMUNITY INFORMATION AND  
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**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2024**

The Directors and Trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2024.

**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 DIRECTORS AND TRUSTEES**

The Directors and Trustees who served the company during the period were as follows:

Mrs A M Docker  
Mrs H Amin  
Mr A D Averis  
Mr T Davys  
Mrs E E Dunn  
Ms G Francis  
Mr J Gallagher  
Ms K Y C Gordon  
Mrs J Grantham  
Miss J Haydon  
Ms M Lipton  
Miss J E Purcell  
Mr T Purcell  
Mr L Smith  
Ms S Smith  
Mr M J Spencer  
Mr L Turner

Mr J Gallagher retired on 29 June 2023.

Mr T Davys retired on 28 July 2023.

Mr L Smith retired on 30 September 2023.

Mrs H Amin appointed on 30 September 2023.

Miss J Haydon appointed on 30 September 2023.

**SANDWELL COMMUNITY INFORMATION AND  
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**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2024**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**(a) Governing document**

Sandwell Community Information and Participation Service Limited (formerly known as Sandwell Tenants and Residents Federation Limited) achieved charitable status on 28 May 2003 (registered number 1097702) and is a company limited by guarantee (registered number 03071683).

**(b) Organisational structure**

Sandwell Community Information and Participation Service Limited (SCIPS) has a management committee of up to 15 members who meet regularly and are responsible for the strategic direction and policy of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of services rests with a manager, Jan Macmillan who is responsible for ensuring that the charity delivers the services specified. The manager has responsibility for ensuring the day to day operational management of the charity, individual supervision of the staff team and ensuring that the staff team continue to develop their skills and working practices in line with good practice.

**(c) Appointment of trustees**

The directors of the company are also charity trustees for the purposes of charity law. 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.

Under the requirements of the Memorandum and Articles of Association trustees are elected to the management committee to serve for a period of up to three years after which trustees must be re-elected at the next annual general meeting.

**(d) Trustee induction and training**

New trustees undergo an orientation day to brief them on legal obligations under charity law, the content of the charity's Memorandum and Articles of Association, the committee and decision making process and the recent financial performance of the charity. During the induction they meet key employees and other trustees and are supplied with a comprehensive board manual containing copies of all current policies and procedures. Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

**(e) Risk management**

The trustees have examined the major strategic, business and operational issues which the organisation faces. They confirm that systems are in place to enable regular reports to be produced so that necessary steps can be taken to reduce risks.

# **SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES ANNUAL REPORT *(continued)***

#### **YEAR ENDED 31 MARCH 2024**

#### **OBJECTIVES AND ACTIVITIES**

The objects and principal activities of the charity are to promote the benefits of the residents of the Metropolitan Borough of Sandwell (SMBC) in the West Midlands by associating the residents, local authorities and voluntary organisations with the common aim of:

- (a) advancing education, protecting health and relieving poverty or sickness and
- (b) providing or assisting in the provision of facilities in the interests of social welfare for recreation and leisure time occupation.

In order, therefore, to fulfil its objects and principal activities the charity provides support, information, training and advocacy to tenant and community groups in the Metropolitan Borough of Sandwell, thus aiming to provide communities with the confidence and skill to enable them to influence decisions which affect their homes and environment.

#### **ACHIEVEMENTS AND PERFORMANCE**

- a) Continued delivery of core services

SCIPS has continued to deliver services and support to tenants and residents' groups across Sandwell and has attended 128 community meetings throughout the year. During the year 12 Board meetings and 5 general open meetings have been held. In addition, we produced and circulated 13 newsletters and uploaded over 540 news and funding articles on our website which was viewed 34,700 times.

In September 2023 we held our AGM with the SMBC Cabinet member for Housing and the chair of the Sandwell's Tenant Auditor Group as keynote speakers.

- b) Supporting the delivery of the new housing regulatory framework

The new framework became law in April 2024 and social housing landlords have been developing planning the implementation of this over the past couple of years. SCIPS' CEO was a keynote speaker at SMBC's Annual Tenant Conference. We have supported the Tenant Auditor Group who have undertaken audits on fire safety and complaints. We advertise opportunities for tenants to get involved in housing initiatives through our monthly newsletters and social media.

- c) Growing and developing Tenants' and Residents' Associations (TRA's)

The grant received from SMBC enables us to provide ongoing advice and support to tenants' and residents' associations across Sandwell. In addition to providing support to established TRA's we were successful in setting up 2 new groups in Oldbury and West Bromwich. In February we held a TRA network event enabling groups from across the Borough to meet to discuss common issues. This proved extremely successful, and we intend to host these network events quarterly in the future.

## SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

### COMPANY LIMITED BY GUARANTEE

#### TRUSTEES ANNUAL REPORT *(continued)*

#### YEAR ENDED 31 MARCH 2024

#### d) Delivering Digi-Comm Power Up

In 2023/24 we successfully secured a grant from the Community Fund Lottery to continue to develop and deliver digital training and support in the community. Our Digi-Comm Power Up programme is delivered in partnership with St Albans Community Association. Over the last 12 months we have

- Delivered 82 training and digital activity sessions in community venues.
- Worked intensively with 4 community centres and 4 care venues to help them develop a digital support offer.
- 39 families supported to use digital to chart their child's progress and to access childcare and school placements.
- Supported 18 older adults with digital support packages.

Through the delivery of Digi-Comm we were able to support the distribution of free digital equipment to those in need. We were able to allocate 41 Chromebooks and four 4G enabled dongles to participants of the project.

#### e) Know Your Neighbourhood

We were offered an uplift to our Digi-Comm Lottery funding from the Governments' Know Your Neighbourhood Programme. The funding was for 1 year and we agreed to pilot the delivery of our Click and Chat training in housing complexes with community rooms. The project also recruited Digital Champions to provide long term digital support in the community. In 2023/4 we

- delivered 32 training sessions with 43 participants attending on average a 6-week course,
- recruited 18 digital champions who donated over 350 hours of time to the project,
- created 36 new volunteering opportunities for digital champions to practice their skills.

#### f) Hateley Cross Big Local

We have continued to support the Hateley Cross Big Local Partnership to deliver their community plan. The Partnership held 9 meetings and 2 away days to develop ideas and projects and has delivered the following work.

- Major planting and improvements on 5 green spaces across the area.
- A bespoke Young Voices project which worked extensively with local schools delivering activities and initiatives to build confidence, social responsibility and encourage engagement in the wider community.
- A Community Navigator Project delivered by Sandwell Consortium which provides regular activities and has created a Men's Group who undertake gardening activities.
- Undertaken a Theory of Change process to help chart the impact the project has had on the community over the last 10 years.

# SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

## COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2024

### FINANCIAL REVIEW

SCIPS is reliant upon the income derived from grants it receives from organisations such as Sandwell Metropolitan Borough Council (SMBC) and other grant making organisations. The Service Level Agreement (SLA) with Sandwell MBC runs until 31 March 2026. On 4 May 2023 we commenced delivery of the succession to our Digi-Comm project, Digi-Comm Power Up after securing a £362,250 grant, over three years, from the National Lottery Reaching Communities Fund.

The Statement of Financial Activities shows a gross income of **£571,743** (2023 - £491,025) and expenditure of **£530,974** (2023 - £431,309). The reserves are primarily to cover the development and future running expenses of all aspects of the organisation. The excess unrestricted reserve will be used to pilot activities and initiatives which will enable SCIPS to secure funding for new areas of work in the future.

#### Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be approximately 6 months basic running costs and potential redundancy costs which equates to approximately £100,000 in general funds.

### PLANS FOR FUTURE PERIODS

#### a) Supporting the delivery of the new housing regulatory framework

We will continue to support tenants' engagement in the new housing regulatory framework. SMBC has engaged us to deliver staff training to all frontline housing staff around tenant engagement. We will be working to raise awareness of the Consumer Standards which are critical in assessing the performance of the housing service.

#### b) Delivery of the Digi-Comm Power Up Project

Having successfully completed the first year of the Digi-Comm Power Up project, we will support a further 8 community venues in the coming year and support families and older people to develop their digital skills. The Partnership have agreed to design a pilot project to explore how we can encourage use of online resources to support residents with the cost-of-living crisis.

#### c) Restructure and Marketing Plan

Throughout 2023/24 SCIPS Board undertook a staff restructure. Having the right staff in post they will be developing a marketing strategy to better promote the organisation and to develop its membership.

#### d) Support to Hateley Cross Big Local Partnership

We will support the Partnership in the delivery of the remainder of the Hateley Cross Big Local Community Plan. The Partnership are in the final stages of the project having allocated most of their available funding and we will be working with the community and partners to secure the legacy of the programme and celebrate its many achievements.



**SANDWELL COMMUNITY INFORMATION AND  
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**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2024**

**INDEPENDENT EXAMINER**

Mr J S Pye FCCA is retiring as independent examiner.  
A new independent examiner will be appointed for the ensuing year.

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

Registered office:

2nd Floor  
The National Metalforming Centre  
47 Birmingham Road,  
West Bromwich  
West Midlands  
B70 6PY

Signed by order of the  
Directors and Trustees



Ms J Macmillan  
Company Secretary

12 June 2024

**SANDWELL COMMUNITY INFORMATION AND  
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**COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**YEAR ENDED 31 MARCH 2024**

I report on the accounts of the company for the year ended 31 March 2024 which are set out on pages 10 to 19.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of Sandwell Community Information and Participation Service Limited for the purposes of company law) are responsible for the preparation of the accounts. The 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 company 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 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 company 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED *(continued)***

**YEAR ENDED 31 MARCH 2024**

**INDEPENDENT EXAMINER'S STATEMENT**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination and I confirm that 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 accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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

have not been met; 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 J S Pye FCCA  
Independent examiner

23 Carline Crescent  
Shrewsbury  
Shropshire  
SY3 7EU

12 June 2024

**SANDWELL COMMUNITY INFORMATION AND  
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**COMPANY LIMITED BY GUARANTEE**

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

**YEAR ENDED 31 MARCH 2024**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Investment income	2	2,403	–	2,403	461
Incoming resources from charitable activities - grants receivable	3	160,000	404,916	564,916	487,650
Other incoming resources	4	4,424	–	4,424	2,914
<b>TOTAL INCOMING RESOURCES</b>		<u>166,827</u>	<u>404,916</u>	<u>571,743</u>	<u>491,025</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5	(139,989)	(362,502)	(502,491)	(380,728)
Governance costs	6	(28,483)	–	(28,483)	(50,581)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(168,472)</u>	<u>(362,502)</u>	<u>(530,974)</u>	<u>(431,309)</u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR</b>					
		(1,645)	42,414	40,769	59,716
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		145,931	55,953	201,884	142,168
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>144,286</u>	<u>98,367</u>	<u>242,653</u>	<u>201,884</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.

The notes on pages 13 to 19 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND  
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**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2024**

	Note	2024 £	2023 £
<b>FIXED ASSETS</b>			
Tangible assets	9	2,210	2,619
<b>CURRENT ASSETS</b>			
Debtors	10	1,652	1,627
Cash at bank and in hand		<u>246,550</u>	<u>276,282</u>
		<b>248,202</b>	<b>277,909</b>
<b>CREDITORS: amounts falling due within one year</b>	11	<u>(7,759)</u>	<u>(78,644)</u>
<b>NET CURRENT ASSETS</b>		<b>240,443</b>	199,265
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>242,653</b></u>	<u>201,884</u>
<b>NET ASSETS</b>		<u><b>242,653</b></u>	<u>201,884</u>
<b>FUNDS</b>			
Restricted income funds	12	98,367	55,953
Unrestricted income funds	13	<u>144,286</u>	<u>145,931</u>
<b>TOTAL FUNDS</b>		<u><b>242,653</b></u>	<u>201,884</u>

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors and trustees' responsibilities:

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

The balance sheet continues on the following page.

**The notes on pages 13 to 19 form part of these financial statements.**

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**BALANCE SHEET** *(continued)*

**31 MARCH 2024**

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the FRS 102 Section 1A – Small Entities.

These financial statements were approved by the Directors and Trustees and authorised for issue on the 12 June 2024 and are signed on their behalf by:



Mrs A M Docker  
Director

Company Registration Number: 03071683

**The notes on pages 13 to 19 form part of these financial statements.**

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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared in accordance with the Charities SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102 Section 1A – Small Entities', the Companies Act 2006 and the Charities Act 2011.

**Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

**Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on the members of the board page. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

**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 of unrestricted funds that have been set aside by the trustees for particular purposes.

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 cost of raising and administering such funds are charged against the specific fund. The aim and use of each fund is set out in the notes to the financial statements.

**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 specific performance by the charity, are recognised when the charity becomes:-

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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**1. ACCOUNTING POLICIES** *(continued)*

Unconditionally entitled to the grant. Grants, where related performance and specific deliverables, are accounted for as the charity earns the right to consideration by performance,

Donated services and facilities are included at the value to the charity where this can be quantified,

Investment income is included where receivable.

**Resources expended**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Costs of generating funds comprise the costs 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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the statement of financial activities on the basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and equipment - 15/33% on a straight-line basis



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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**1. ACCOUNTING POLICIES** *(continued)*

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

**2. INVESTMENT INCOME**

	<b>Unrestricted funds</b>	<b>Total funds 2024</b>	<b>Total funds 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Investment income	<u>2,403</u>	<u>2,403</u>	<u>461</u>

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - GRANTS RECEIVABLE**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds 2024</b>	<b>Total funds 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
SMBC Core Grant	160,000	-	160,000	165,000
Big Local Trust - Hateley Cross Grant	-	243,666	243,666	215,134
Know Your Neighbourhood	-	44,620	44,620	-
Reaching Communities – Digi-comm	-	-	-	107,516
Reaching Communities – Digi-comm Power Up	-	116,630	116,630	-
	<u>160,000</u>	<u>404,916</u>	<u>564,916</u>	<u>487,650</u>

**4. OTHER INCOMING RESOURCES**

	<b>Unrestricted funds</b>	<b>Total funds 2024</b>	<b>Total funds 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Miscellaneous income	<u>4,424</u>	<u>4,424</u>	<u>2,914</u>

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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Wages and salaries	80,002	83,070	163,072	113,238
Project support costs	-	252,389	252,389	195,032
Directors and members expenses	4,458	-	4,458	4,161
Telephone	1,923	-	1,923	1,633
Office expenses	13,714	2,755	16,469	14,791
AGM and annual report	1,091	-	1,091	1,078
Rent and rates	15,309	7,966	23,275	20,811
Insurances	818	-	818	1,119
Building maintenance	129	-	129	-
Light and heat	-	-	-	-
General expenses	5,844	-	5,844	6,903
Relocation costs	-	-	-	-
Legal fees	-	-	-	-
Consultancy fees	16,701	16,322	33,023	21,962
Cleaning expenses	-	-	-	-
	<u>139,989</u>	<u>362,502</u>	<u>502,491</u>	<u>380,728</u>

**6. GOVERNANCE COSTS**

	Unrestricted funds £	Total funds 2024 £	Total funds 2023 £
Wages and salaries	10,503	10,503	19,925
Directors and members expenses	1,199	1,199	1,154
Telephone	481	481	408
Office expenses	1,830	1,830	1,644
AGM and annual report	1,090	1,090	1,078
Accountancy	2,500	2,500	2,500
Consultancy fees	3,417	3,417	14,641
Rent and rates	5,819	5,819	5,203
Insurances	205	205	280
Building maintenance	32	32	-
Depreciation	1,239	1,239	3,522
Light and heat	-	-	-
Cleaning expenses	-	-	-
Legal fees	-	-	-
Bank charges	168	168	226
	<u>28,483</u>	<u>28,483</u>	<u>50,581</u>

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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**7. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR**

This is stated after charging:

	2024	2023
	£	£
Depreciation	<u>1,239</u>	<u>3,522</u>

**8. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	2024	2023
	£	£
Wages and salaries	149,409	104,250
Social security costs	10,580	7,589
Other pension costs	3,083	2,531
	<u>163,072</u>	<u>114,370</u>

**Particulars of employees:**

The average number of employees during the year, was as follows:

	2024	2023
	No.	No.
Administrative staff	<u>4</u>	<u>3</u>

No employee received remuneration of more than £60,000 during the year (2023 - Nil).

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**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**9. TANGIBLE FIXED ASSETS**

	Fixtures and equipment £	Total £
<b>COST</b>		
At 1 April 2023	26,133	26,133
Additions	830	830
Disposals	-	-
<b>At 31 March 2024</b>	<u>26,963</u>	<u>26,963</u>
<b>DEPRECIATION</b>		
At 1 April 2023	23,514	23,514
Charge for the year	1,239	1,239
On disposals	-	-
<b>At 31 March 2024</b>	<u>24,753</u>	<u>23,514</u>
<b>NET BOOK VALUE</b>		
<b>At 31 March 2024</b>	<u>2,210</u>	<u>2,210</u>
At 31 March 2023	<u>2,619</u>	<u>2,619</u>

**10. DEBTORS**

	2024 £	2023 £
Other debtors	1,652	1,627
Prepayments	-	-
	<u>1,652</u>	<u>1,627</u>

**11. CREDITORS: amounts falling due within one year**

	2024 £	2023 £
PAYE and social security	4,421	2,964
Other creditors	459	73,180
Accruals	2,879	2,500
	<u>7,759</u>	<u>78,644</u>

**SANDWELL COMMUNITY INFORMATION AND  
PARTICIPATION SERVICE LIMITED**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**12. RESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2023 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2024 £
Big Local Trust - Hateley Cross Grant Plan 2	51,613	243,666	(197,862)	97,417
Reaching Communities – Digi-comm	4,340	-	(4,340)	-
Reaching Communities – Digi-comm Power Up	-	116,630	(115,680)	950
Know Your Neighbourhood	-	44,620	(44,620)	-
	<u>55,953</u>	<u>404,916</u>	<u>(362,502)</u>	<u>98,367</u>

**13. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2023 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2024 £
General Funds	<u>145,931</u>	<u>166,827</u>	<u>(168,472)</u>	<u>144,286</u>

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

	Net current assets £	Total £
<b>Restricted Income Funds:</b>		
Big Local Trust - Hateley Cross Grant	97,417	
Reaching Communities – Digi-comm Power Up	950	
	<u>          </u>	98,367
<b>Unrestricted Income Funds</b>	<u>144,286</u>	<u>144,286</u>
<b>Total Funds</b>		<u>242,653</u>