



Trustees' Annual Report for the period

Period start date
From 01 04 2020 **To** 31 03 2021
 Period end date

Section A Reference and administration details

Charity name Herlington Community Association

Other names charity is known by None

Registered charity number (if any) 1021653

Charity's principal address
 Herlington Community Centre
 Herlington Centre, Orton Malborne
 Peterborough
Postcode PE2 5PW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	James Simpson	Chairperson		Membership
2	Paul Howlett	Treasurer		Membership
3	Tracy Henderson			Membership
4	Matthew Amaoade			Membership
5	Barbara Howlett	Secretary		Membership
6	Anne Brown			Membership
7	Cathy Menzie			Membership
8	Natasha Kennewell			Membership
9	Graham Casey			Membership
10	Louise Graham			Membership
11				
12				
13				
14				
15				
16				
17				
18				

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected & Co-opted

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Association is managed by its 3 Officers and 7 Managing Trustees.

The building is managed by a paid Centre Manager, and 2 part time cleaners.

The Association also employs 1 part time coffee morning coordinator.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Association are;

1. to promote the benefit of the inhabitants of the Orton's and the neighbourhood defined "the area of benefit" without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
2. Establish or secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with the local authority or other person or body) in furtherance of these objects.
3. Promote such other charitable purposes as may from time to time be determined. The Association shall be non-party in politics and non-sectarian in religion, and not to discriminate in race or gender.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Managing Trustees have paid due regard to the guidance issued by the Charity Commission on the public benefit in the advancement of community development.

Make the building available for hire to local groups, individuals, and commercial hirers that provide a service for the local community.

Make the building available for the local community to hire at affordable prices.

The Association has affiliated and non-affiliated groups that supply a varied selection of activities for the local community, such as Pre-school, Keep Fit, Dance Group, Beavers, Christian Presence Church, Life Tabernacle, Bulgarian School, and national groups providing activities for the local community, such as GKR Karate, and Slimming World.

The Association also run a successfully coffee morning one morning per week.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All the volunteers have made a valuable contribution to keeping the Association viable, giving up their time to ensure the centre runs smoothly, especially in these times of uncertainty over the future of the community centres in the Peterborough City Council area.

They are still preparing for the impending Community Asset Transfer Program and are in the process of converting to a CIO Charity.

Most of the Associations activities have been put on hold this year due to the global covid pandemic, but the objectives and actives have resumed as the government have eased the covid restrictions.

Summary of the main achievements of the charity during the year

This year has been particularly difficult for the Association with the effects of the global covid pandemic, and government covid restrictions.

For large periods of the year the Association has had to close the centre due to government covid restrictions, they have had to furlough staff and have had staff work from home where possible, though the Pre-school have continued to stay open throughout the pandemic for key worker children, and the Association have supported them with limited cleaning and financial discounts, it has been a testing time for all concerned.

The Association have been able to stay viable throughout this period with payments from the Job Retention Scheme (JRS), and funding from local and central government.

The asset transfer negotiations with Peterborough City Council have been put on hold, and conversion to a CIO Charity is in process.

Meetings have been very limited due to covid restrictions, but the trustees have communicated regularly via email.

Section E**Financial review**

Brief statement of the charity's policy on reserves

The Associations aim is to have at least 33% of previous year's expenditure in reserve.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of fundraising has been hiring the building to private hires, commercial hires, regular user groups.

This year the Association have had financial help from the Job Retention Scheme (JRS), and covid funding from local and central government.

The funds have made sure the Associations remains viable throughout the pandemic.

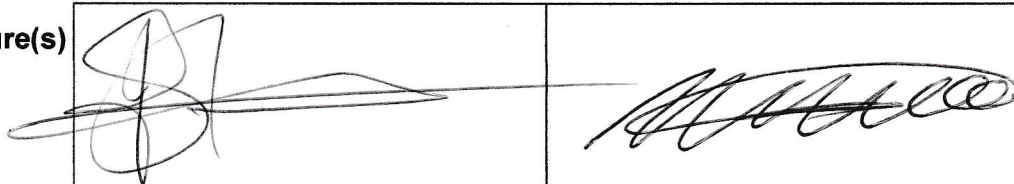
A surplus is being built up to aid the Association with the Asset Transfer, and the initial costs.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

JAMES SIMPSON

Paul Howlett

Position (eg Secretary, Chair, etc)

CHAIR

TREASURER

Date

06/12/2021

**HERLINGTON COMMUNITY ASSOCIATION
HERLINGTON COMMUNITY CENTRE
ORTON MALBORNE
PETERBOROUGH
PE2 5PW**

**INDEPENDENT EXAMINED ACCOUNTS REPORT
FOR THE YEAR ENDED
31ST MARCH 2021**

HERLINGTON COMMUNITY ASSOCIATION

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1. Receipts and Payments
2. Statement of Assets and Liabilities
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**HERLINGTON COMMUNITY ASSOCIATION
RECEIPTS AND PAYMENTS
FOR YEAR ENDING 31 MARCH 2021**

Income	2020/21	2019/20
Centre Hire	23,927	38,136
Refund from SSE Electricity Account	2,000	2,000
Covid Funding - Peterborough City Council	10,000	0
Covid Job Retention Scheme	3,933	0
Misc. Income	100	120
Total Income	39,960	40,256

Expenditure	2020/21	2019/20
Wages & HMRC	22,759	21,705
Pension - NEST	483	474
Electricity	6,600	6,600
Gas	1,537	1,157
Water	420	187
Waste	666	955
Pest Control	0	420
Phone / Internet	407	376
Insurance	659	699
Cleaning Equipment / Materials	2,567	2,363
Accounting Services	780	557
Maintenance / Repairs	526	183
Equipment	198	2,123
Postage & Stationary	141	0
Petty Cash	200	200
Hot Water Boiler Rental	816	733
Misc.	180	376
Total Expenditure	38,939	39,108
Net Surplus for the Year	1,021	1,148

**HERLINGTON COMMUNITY ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 MARCH 2021**

MONETARY ASSETS

Yorkshire Bank Current Account -	21,006
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Petty Cash -	200
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NET ASSETS/(LIABILITIES)	21,206
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DEBTORS

Hire of Hall	0
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LIABILITIES

AmeyCespa(East)Ltd	47
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NON-MONETARY ASSETS

Furniture & Equipment	6,127
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Independent examiner's report on the accounts

**Report to the trustees/
members of**

Herlington Community Association

**On accounts for the year
ended**

31st March 2021

Charity no

1021653

Set out on pages

1 - 2

**Respective responsibilities
of trustees and examiner**

The charity's trustees 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 the 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.

**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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Signed:



Date: 14th December 2021

Name: RM Accountancy Services