

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2021
for
Westerhope & District Community
Association**

Haines Watts
Chartered Accountants
17 Queens Lane
Newcastle upon Tyne
Tyne and Wear
NE1 1RN

**Westerhope & District Community
Association**

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for the Year Ended 31 March 2021**

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**Westerhope & District Community
Association**

**Report of the Trustees
for the Year Ended 31 March 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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 2019).

The Association

The Association manages a Community Centre and approximately nine acres of parkland in Westerhope, Newcastle upon Tyne. The facilities include a Community Centre with a hall, meeting room, lounges, snooker room and associated services, a bowling pavilion with changing rooms for footballers, a bowling green, football pitches and a multi games area (MUGA). The parkland includes a children's play area and open grassland for public enjoyment. The Community Centre and parkland is owned by the local authority and leased to the Association. The current lease expired in July 2018. The Association continues running the Centre as a 'tenant in situ' while discussions with the Council continue regarding the terms of a new lease. The Association has successfully managed these facilities since 1977.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Association is to offer residents of Westerhope and adjoining areas a place to meet socially and enjoy a wide range of activities including education, sport, fitness, leisure and health services.

Significant activities

Activities available include:

- A social club
- Line, modern and sequence dancing
- Zumba classes
- A craft group
- Outdoor bowls
- Badminton
- Snooker
- Football
- Fitness classes

The Centre hosts WI and a whippet racing club.

The Centre offers rooms for hire to residents, businesses and other bodies and is popular for children and adult parties and other functions.

Public benefit

Membership is available, without restriction, to any person wishing to enjoy our facilities. An annual membership charge of £5.00 is made and an activity charge of about £2.00 per session. It is our aim to keep charges at an affordable level so no individual is excluded because of financial circumstances. Private hirers pay rental charges and activity fees are set by them.

Volunteers

The charity is very involved in the community and relies on voluntary help. The volunteers assist with the running of the centre, enabling longer opening hours and lower staff costs than would otherwise be the case.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Centre is a popular venue for public consultations ensuring good communication with the general public on key matters affecting the area.

The Association has successfully maintained services throughout the year where COVID restrictions allowed, and has hosted many public events keeping the Centre at the heart of the community.

The Association works closely with schools, churches and other activity providers.

This year the charity had 287 (2020: 322) members where their membership entitled them to access to the activities held at the centre. The fall in numbers is largely the effect of COVID closure and is expected to increase as normality returns.

FINANCIAL REVIEW

Financial position

At the year end the association held unrestricted reserves of £72,159 which the Trustees believe to be an appropriate amount to fund future requirements.

The Association does not make grants to external bodies but does, from time to time, give small donations for activities which support the aims of the charity.

Grant aid was received for running costs during 2020/21.

**Westerhope & District Community
Association**

**Report of the Trustees
for the Year Ended 31 March 2021**

FINANCIAL REVIEW

Principal funding sources

The Association is funded mainly by its own activities but enjoys some local authority grant aid for specific purposes.

It is expected that the Association will benefit next year from grants made by companies carrying out housing development nearby.

The Association is responsible for the running costs of the Centre, including utilities, furnishing and decoration and for the purchase of any capital items for which grant aid is not available. The local authority is responsible for structural repair and maintenance.

Details of each of these funding sources can be found on pages 11 and 12.

The receipt of this funding enables the charity to meet its charitable objective to advance education and leisure time of inhabitants within the community.

Impact of COVID 19 and it's Challenges

When signing these accounts the Trustees believed it important to make a statement on the challenges faced in the period since March 2020 due to the COVID 19 pandemic and how we see the future of the Centre. Since March, the Centre has faced lengthy periods of closure and restricted activity under the guidelines set by the Government which have, as a consequence, virtually wiped out income. The Management Committee has taken steps, where it could, to reduce costs by closing down systems particularly those relating to utilities. Unfortunately, there are many costs such as insurance, licences and professional fees which cannot be avoided.

The Centre is grateful to the Government, our Local Authority and the North of Tyne Combined Authority for Grant support and for the Furlough scheme which we have been able to use to retain staff. We have also been fortunate to secure restricted grants from local developers which has allowed us to invest in the fabric of the building so we stand in good stead for when normality arrives.

In summary, the Management Committee believes it can weather the COVID 19 crisis and emerge again as a successful and valuable asset for the Community.

Reserves policy

It is the policy of the charity to maintain unrestricted funds at a level which covers at least three months expenditure. The level of unrestricted reserves held at the year end is considered to be sufficient to comply with the reserves policy.

At 31 March 2021 the charity held free reserves of £66,014 (2020: £35,250).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

Trustees are elected from members of the Association from nominations made in advance of the AGM. The Trust Deed sets out arrangements for the resignation, election and re-election of members as Trustees.

Organisational structure

The board of trustees administer the charity, where they meet regularly. A Chief Executive is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operation, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and advancement of education and leisure time of inhabitants within the community related activities.

Induction and training of new trustees

New trustees undergo an induction to brief them on:

- their legal obligations under charity law;
- the Charity Commission on public benefit;
- inform them of the content of the trust deed;
- the committee and decision making processes;
- the business plan; and
- recent financial performance of the charity.

Key management remuneration

The trustees consider the board of trustees as comprising of the key management personnel of the charity in charge of directing, controlling and operating the charity. All trustees give their time freely and no trustee remuneration was paid in the year.

**Westerhope & District Community
Association**

**Report of the Trustees
for the Year Ended 31 March 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity may face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of debtor and creditor balances to ensure sufficient working capital by the charity.

Attention has also been focussed on non-financial risks from fire, health and safety and management. These risks are managed by ensuring accreditation is up to date, having robust policies in place, and regular awareness training for staff in operational areas.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1044378

Principal address

Hillhead Road
Westerhope
Newcastle upon Tyne
NE5 1NE

Trustees

Mr W J Taylor
Mr D Armstrong Chief Executive
Mr A Bell
Mrs P A Bell
Mr K Burn
Mr R McCall


Independent Examiner

Gillian Benjamin ACA
Haines Watts
Chartered Accountants
17 Queens Lane
Newcastle upon Tyne
Tyne and Wear
NE1 1RN

Bankers

Bank of Scotland Plc
45-51 Grey Street
Newcastle Upon Tyne
Tyne and Wear
NE1 6EE

Approved by order of the board of trustees on 14/9/2021 and signed on its behalf by:


.....
Mr D Armstrong - Trustee

**Independent Examiner's Report to the Trustees of
Westerhope & District Community
Association**

Independent examiner's report to the trustees of Westerhope & District Community Association

I report to the charity trustees on my examination of the accounts of Westerhope & District Community Association (the Trust) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning 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.

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.



Gillian Benjamin ACA
Haines Watts
Chartered Accountants
17 Queens Lane
Newcastle upon Tyne
Tyne and Wear
NE1 1RN

Date:2019/2021.....

**Westerhope & District Community
Association**

**Statement of Financial Activities
for the Year Ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		48,696	-	48,696	6,414
Charitable activities	4				
To advance education and leisure time of inhabitants within the community		23,678	-	23,678	25,399
Investment income	3	-	-	-	286
Total		<u>72,374</u>	<u>-</u>	<u>72,374</u>	<u>32,099</u>
EXPENDITURE ON					
Charitable activities	5				
To advance education and leisure time of inhabitants within the community		41,817	538	42,355	42,081
NET INCOME/(EXPENDITURE)		<u>30,557</u>	<u>(538)</u>	<u>30,019</u>	<u>(9,982)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		41,602	559	42,161	52,143
TOTAL FUNDS CARRIED FORWARD		<u><u>72,159</u></u>	<u><u>21</u></u>	<u><u>72,180</u></u>	<u><u>42,161</u></u>


The notes form part of these financial statements

**Westerhope & District Community
Association**


**Balance Sheet
31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	10	6,166	-	6,166	6,911
CURRENT ASSETS					
Debtors	11	7,413	-	7,413	4,631
Cash at bank and in hand		64,733	21	64,754	37,728
		<u>72,146</u>	<u>21</u>	<u>72,167</u>	<u>42,359</u>
CREDITORS					
Amounts falling due within one year	12	(6,153)	-	(6,153)	(7,109)
NET CURRENT ASSETS		<u>65,993</u>	<u>21</u>	<u>66,014</u>	<u>35,250</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>72,159</u>	<u>21</u>	<u>72,180</u>	<u>42,161</u>
NET ASSETS		<u>72,159</u>	<u>21</u>	<u>72,180</u>	<u>42,161</u>
FUNDS	13				
Unrestricted funds				72,159	41,602
Restricted funds				21	559
TOTAL FUNDS				<u>72,180</u>	<u>42,161</u>

The financial statements were approved by the Board of Trustees and authorised for issue on
~~14.1.2021~~ 14.1.2021 and were signed on its behalf by:



 Mr D Armstrong - Trustee



 Mr A Bell - Trustee

**Westerhope & District Community
Association**

**Notes to the Financial Statements
for the Year Ended 31 March 2021**

1. STATUTORY INFORMATION

Westerhope and District Community Association is an unincorporated charity, registered in England and Wales. The charity's registered number and principal address can be found in the Report of the Trustees.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in Sterling £ and rounded to the nearest £.

Going concern

The trustees have prepared the financial statements on the going concern basis and consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income

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

Income from grants, including capital grants, is included within income when communication has been received in writing of both the amount and the period to which they relate. In the event that the grant was received in advance of the period to which it relates, the grant is therefore deferred and included in within creditors. When the grants are for a particular restricted purpose, this income is included in incoming resources of restricted funds when receivable. During the financial year the charity has received grants from Newcastle City Council towards support of general running costs during the lockdown period following the outbreak of Coronavirus.

Income from subscription income is included when the memberships are renewed. The membership year is to the 31 December each year.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Expenditure and irrecoverable vat

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

Expenditure on charitable activities includes the costs of running the community centre to enable the advancement of education and leisure time of inhabitants within the community to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Allocation of support and governance costs

Support costs have been differentiated between governance and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees.

Governance costs and support costs relating to charitable activities have all been allocated on a direct cost basis.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% on cost

Tangible fixed assets are stated at cost less depreciation and impairment losses.

Impairment of assets

**Westerhope & District Community
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

At each reporting date fixed assets are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in the statement of financial activities.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

3. INVESTMENT INCOME

	2021 £	2020 £
Deposit account interest	-	286
	<u> </u>	<u> </u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2021 £	2020 £
Association's income	2,006	24,649
Grants-others	16,052	750
HMRC Job Retention - grants	5,620	-
	<u>23,678</u>	<u>25,399</u>

Grants received, included in the above, are as follows:

	2021 £	2020 £
Newcastle City Council	-	750
	<u> </u>	<u> </u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
To advance education and leisure time of inhabitants within the community	41,045	1,310	42,355
	<u> </u>	<u> </u>	<u> </u>

**Westerhope & District Community
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

6. SUPPORT COSTS

	Governance costs £
To advance education and leisure time of inhabitants within the community	1,310

Included in governance costs is Independent Examiner's remuneration of £1,280 (2020 - £1,310).

Support costs, included in the above, are as follows:

	2021 To advance education and leisure time of inhabitants within the community £	2020 Total activities £
Accountancy and legal fees	1,310	1,280

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

8. STAFF COSTS

	2021 £	2020 £
Wages and salaries	7,811	8,713
Social security costs	-	2
Other pension costs	52	74
	<u>7,863</u>	<u>8,789</u>

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

	2021	2020
Administration	1	1

No employees received emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	6,414	-	6,414
Charitable activities			
To advance education and leisure time of inhabitants within the community	24,649	750	25,399
Investment income	286	-	286
Total	<u>31,349</u>	<u>750</u>	<u>32,099</u>

EXPENDITURE ON

**Westerhope & District Community
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
To advance education and leisure time of inhabitants within the community	41,890	191	42,081
NET INCOME/(EXPENDITURE)	(10,541)	559	(9,982)
RECONCILIATION OF FUNDS			
Total funds brought forward	52,143	-	52,143
TOTAL FUNDS CARRIED FORWARD	<u>41,602</u>	<u>559</u>	<u>42,161</u>

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2020	12,572
Additions	2,213
At 31 March 2021	<u>14,785</u>
DEPRECIATION	
At 1 April 2020	5,661
Charge for year	2,958
At 31 March 2021	<u>8,619</u>
NET BOOK VALUE	
At 31 March 2021	<u>6,166</u>
At 31 March 2020	<u>6,911</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other debtors	4,558	980
VAT account	1,032	2,302
Prepayments	1,823	1,349
	<u>7,413</u>	<u>4,631</u>

**Westerhope & District Community
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Taxation and social security	122	39
Other creditors	6,031	7,070
	<u>6,153</u>	<u>7,109</u>

13. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	11,480	30,557	10,000	52,037
Designated Fund	30,122	-	(10,000)	20,122
	<u>41,602</u>	<u>30,557</u>	<u>-</u>	<u>72,159</u>
Restricted funds				
WERC	559	(538)	-	21
	<u>559</u>	<u>(538)</u>	<u>-</u>	<u>21</u>
TOTAL FUNDS	<u>42,161</u>	<u>30,019</u>	<u>-</u>	<u>72,180</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	72,374	(41,817)	30,557
Restricted funds			
WERC	-	(538)	(538)
	<u>-</u>	<u>(538)</u>	<u>(538)</u>
TOTAL FUNDS	<u>72,374</u>	<u>(42,355)</u>	<u>30,019</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	12,307	(10,827)	10,000	11,480
Designated Fund	39,836	286	(10,000)	30,122
	<u>52,143</u>	<u>(10,541)</u>	<u>-</u>	<u>41,602</u>
Restricted funds				
WERC	-	559	-	559
	<u>-</u>	<u>559</u>	<u>-</u>	<u>559</u>
TOTAL FUNDS	<u>52,143</u>	<u>(9,982)</u>	<u>-</u>	<u>42,161</u>

**Westerhope & District Community
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	31,063	(41,890)	(10,827)
Designated Fund	286	-	286
	<u>31,349</u>	<u>(41,890)</u>	<u>(10,541)</u>
Restricted funds			
WERC	750	(191)	559
TOTAL FUNDS	<u><u>32,099</u></u>	<u><u>(42,081)</u></u>	<u><u>(9,982)</u></u>

The unrestricted fund represents the free funds of the charity, which are not designated for particular purposes.

The charity has funds invested in a National Savings and Investment account and this is shown as an unrestricted designated fund within the accounts.

The major restricted funds as detailed above relate to the following activities carried out by the charity:-

Newcastle City Council - WERC

These funds are used to purchase plants for flower beds in the neighbourhood.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

**Westerhope & District Community
Association**

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2021**

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	-	1,000
Reimbursement of overheads	4,500	4,300
Grants-Government business support	44,026	-
Subscriptions	170	1,114
	<u>48,696</u>	<u>6,414</u>
Investment income		
Deposit account interest	-	286
Charitable activities		
Association's income	2,006	24,649
Grants-others	16,052	750
HMRC Job Retention - grants	5,620	-
	<u>23,678</u>	<u>25,399</u>
Total incoming resources	<u>72,374</u>	<u>32,099</u>
EXPENDITURE		
Charitable activities		
Wages	7,811	8,713
Social security	-	2
Pensions	52	74
Water rates	1,399	1,206
Insurance	3,229	3,173
Light and heat	5,249	9,621
Telephone and internet	884	1,462
Postage and stationery	142	289
Sundries	52	90
Repairs and renewals	13,502	3,965
WERC	538	191
Licences	271	1,672
Legal and professional fees	1,667	854
Website costs	614	544
Cleaning	2,677	6,380
Donations	-	50
Fixtures and fittings	2,958	2,515
	<u>41,045</u>	<u>40,801</u>
Support costs		
Governance costs		
Accountancy and legal fees	1,310	1,280
Total resources expended	<u>42,355</u>	<u>42,081</u>
Net income/(expenditure)	<u>30,019</u>	<u>(9,982)</u>

This page does not form part of the statutory financial statements