

GROVE PARK COMMUNITY GROUP

BALANCE SHEET & ACCOUNTS

**FOR THE YEAR ENDED
31ST MARCH 2021**

**SMITHFIELD ACCOUNTANTS LLP
CHARTERED ACCOUNTANTS
SUITE 1, UNIT 2
STANSTED COURTYARD
PARSONAGE ROAD
TAKELEY, ESSEX, CM22 6PU**

GROVE PARK COMMUNITY GROUP
Trustees' Report
for the year ended 31st March 2021

The Trustees have pleasure in presenting their report together with the accounts for the year.

Legal Status

The Charity is governed by its Constitution, Amended version 4A, Combined 2008, which forms the rules and regulations of the Charity, as amended by various later Schemes approved by the Charity Commission.

Method of Recruitment of Trustees

Trustees are elected either at the Annual General Meeting or the first meeting of the General Committee. The Trustees are appointed by recommendation of the existing Trustees.

Charitable Activities and Objectives

The charity (registered no. 1046082) was established to advance the education of and provide facilities for recreation and leisure time activities in order to improve the conditions of life of the residents of Grove Park.

Organisation and Decision Making

The Trustees regularly meet to review these activities and make decisions as to the strategic direction the Charity should take, and communicate this to those responsible for delivery.

Chairman's Review of the year

This report covers the group's activities from April 2020 to March 2021.

Yet another interesting year once again with obstacles we could do without this year everyone shared in those obstacles, we share our thoughts and offer condolences to all who have lost those Dear to them.

The planned A.G.M. was unable to take place due to the pandemic I sought advice about the position with respect to those in post and elections, the advice was to isolate as much as possible and for those in post to remain, until it was safe to hold an A.G.M.

The group would be managed throughout this period by the Centre Manager, Vice Chair, Acting Secretary and Myself.

The situation of what to do with Staff was the first priority, after discussion it was decided to put them all on the Government Furlough scheme, this ensured they had some income to pay their bills, and meant when things returned to 'normal' we would have Staff in post who were familiar with the running of the centre.

In the early days of the virus we were offered fruit juice to distribute throughout the community provided we could collect it from the pick up point. The collection and distribution of this was kindly facilitated by the Centre Manager.

A deep clean of the Main hall was suggested, it was decided against this in favour of a thorough clean and repaint this would last for longer and to do this would enable us to comply with the Government advice on social isolation.

The centre was "mothballed", which meant we had no revenue coming in, however our outgoings were significantly reduced.

During this period one of our Committee members was successful in securing a bid to have garden works done this was possible through Social distancing.

GROVE PARK COMMUNITY GROUP
Trustees' Report
for the year ended 31st March 2021

The future is uncertain as we do not know which groups will be returning to us. It was decided unanimously that existing groups using the Centre would be given priority over new groups.

We continue to have our Bees at the Centre. The Church groups were able to return before others complying with Government guidelines. In September the pottery and Lace making groups were able to return briefly, as these were educational, but had to Isolate again in October for the remainder of the year.

We saw the vaccine program rolled out at the beginning of 2021 so are hopeful and optimistic for the coming year.

Once again many thanks to all our Staff and volunteers for all their efforts through extremely difficult times.

Principal Funding Sources

The principal sources of funding for the Charity are the rental income on the Ringway centre, and the under 5's Building.

Reserves

The charity has set up by way of a contingency fund from unrestricted funds £35,000 to cover any restructuring costs in case of cessation of funding and for any emergency repairs.

Risk Management

The Trustees actively review the major risks which the charity faces on a regular basis, although due to covid restrictions this has had to be reduced. The Trustees believe that maintaining reserves at current levels combined with an annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions.

Public Benefit Statement

Having due regard to the guidance published by the Charity Commission on public benefit, the Trustees are of the opinion that the charity continues to provide benefits for the local community by:

Providing facilities for local groups to meet at a reasonable cost.

Liaising with the council to co-ordinate local projects for the benefit of the local community.

Maintaining contact with other voluntary organisations in Grove Park.

Independent Examiner

Smithfield Accountants LLP was re-appointed independent examiners during the year and, being eligible, offered themselves for future re-appointment.

Trustees

The Trustees who served in the year were as follows:

C. Blake (Chair)
A. Macpherson



By order of the board

)
) TRUSTEE
)

Date: 19th January 2022

GROVE PARK COMMUNITY GROUP
Statement of Trustees' Responsibilities
For the year ended 31st March 2021

Law applicable to charities in England and Wales require the Trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities during the year and of the financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis, unless it is inappropriate to assume the Charity will continue in existence.

The Trustees are responsible for keeping accounting records, which disclose with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

GROVE PARK COMMUNITY GROUP
Independent Examiner's Report to the Trustees

I report on the accounts of Grove Park Community Group for the year ended 31st March 2021, which are set out on pages 5 to 11.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. [The Charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants for England and Wales].

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 charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, 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 Trustees have not met the requirements:
- . to keep accounting records in accordance with s. 130 of the Charities Act 2011; and
 - . to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Simon Poli MEng, ACA
Suite 1, Unit 2
Stansted Courtyard
Parsonage Road
Takeley, Essex CM22 6PU

Smithfield Accountants LLP
Chartered Accountants

Date: 19th January 2022

GROVE PARK COMMUNITY GROUP
Balance Sheet as at 31st March 2021

	<u>2021</u>	As at <u>31st March 2020</u>
<u>CURRENT ASSETS</u>		
Sundry Debtors	8,932	6,556
Cash at Bank & In Hand	<u>111,779</u>	<u>100,918</u>
	120,711	107,474
<u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>		
Sundry Creditors & Accruals	12,413	1,775
	_____	_____
<u>NET CURRENT ASSETS</u>	£ 108,298	£ 105,699
	_____	_____
<u>FUNDS OF THE CHARITY</u> (Note 3)		
Unrestricted Funds	89,116	87,017
Restricted Funds	<u>19,182</u>	<u>18,682</u>
	_____	_____
<u>TOTAL FUNDS</u>	£ 108,298	£ 105,699
	_____	_____

The notes on pages 7 to 11 form part of these accounts

SIGNED ON BEHALF OF THE TRUSTEES

C. Blake *C Blake*)
) TRUSTEE
)
 DATE *24/1/22*

GROVE PARK COMMUNITY GROUP
Statement of Financial Activities
for the year ended 31st March 2021

	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total <u>2021</u> £	Total <u>2020</u> £
<u>INCOME FROM</u>				
Property Letting Income (Notes 4 and 5)	12,607	-	12,607	57,128
Government Grants: CJRS	33,982	-	33,982	-
Voluntary Income (Notes 6 and 7)	25,329	500	25,829	20,748
Miscellaneous Income	-	-	-	2,962
Interest & Deposit Accounts	25	-	25	120
<u>TOTAL INCOME</u>	<u>71,943</u>	<u>500</u>	<u>72,443</u>	<u>80,958</u>
<u>EXPENDITURE ON</u>				
Charitable Activities (Notes 8 and 9)	66,180	-	66,180	85,241
Governance Costs (Note 12)	3,664	-	3,664	3,405
<u>TOTAL EXPENDITURE</u>	<u>69,844</u>	<u>-</u>	<u>69,844</u>	<u>88,646</u>
<u>NET SURPLUS/(DEFICIT) FOR THE YEAR</u>	<u>2,099</u>	<u>500</u>	<u>2,599</u>	<u>(7,688)</u>
<u>TRANSFERS BETWEEN FUNDS</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>TOTAL FUNDS BROUGHT FORWARD</u>	<u>£ 87,017</u>	<u>£ 18,682</u>	<u>£ 105,699</u>	<u>£113,387</u>
<u>TOTAL FUNDS CARRIED FORWARD</u>	<u>£ 89,116</u>	<u>£ 19,182</u>	<u>£ 108,298</u>	<u>£ 105,699</u>

GROVE PARK COMMUNITY GROUP
Notes to the Financial Statements
for the year ended 31st March 2021

1. ACCOUNTING POLICIES

The principal accounting policies of the Charity are:-

a) Accounting Convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Grove Park Community Group 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.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

b) Premises, Computers & Equipment

Purchases of equipment and improvements to premises are charged as revenue expenditure and not capitalised or depreciated.

c) Recognition of Incoming Resources

These are included in the SOFA when:

- The charity becomes entitled to the resources;
- The Trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability

d) Grants & Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

2. STAFF COSTS

	<u>2021</u>	<u>2020</u>
Gross Pay	40,385	36,744
Employers' National Insurance Costs	-	-
 Average number of employees	 4	 3

GROVE PARK COMMUNITY GROUP
Notes to the Financial Statements
for the year ended 31st March 2021 (cont'd)

3. MOVEMENT IN FUNDS

	<u>Brought Forward</u>	<u>Incoming Resources</u>	<u>Resources Expended</u>	<u>Transfer Funds</u>	<u>Carried Forward</u>
Restricted					
Grove park Assembly	2,433	-	-	-	2,433
Heritage Lottery Fund	-	-	-	-	-
London Marathon	14,015	-	-	-	14,015
London & Quadrant	2,234	-	-	-	2,234
London Horticultural Society	-	500	-	-	500
	18,682	500	-	-	19,182
Unrestricted *	87,017	71,943	69,844	-	89,116
	£ 105,699	£ 72,443	£ 69,844	£ -	£ 108,298

* The charity aims to retain by way of contingency fund, from unrestricted reserves, £35,000, to cover any restructuring costs in case of cessation of funding, and for any emergency repairs.

4. ANALYSIS OF PROPERTY LETTING INCOME 2021

	<u>Total</u> £
<u>Property Income</u>	
Rents Receivable	12,607

5. ANALYSIS OF PROPERTY LETTING INCOME 2020

	<u>Total</u> £
<u>Property Income</u>	
Rents Receivable	57,128

GROVE PARK COMMUNITY GROUP
Notes to the Financial Statements
for the year ended 31st March 2021 (cont'd)

6. ANALYSIS OF VOLUNTARY INCOME 2021

	<u>Grants</u>	<u>Donations</u>	<u>Fundraising Events</u>	<u>Total</u>
Take A Break (Friday Café)	-	-	-	-
LBLRD	20,000	-	-	20,000
Royal Horticultural Society	500	-	-	500
Donations	-	-	-	-
Clay at Ringway Project	5,329	-	-	5,329
London & Quadrant- Community Events	-	-	-	-
TOTAL	25,829	-	-	25,829

7. ANALYSIS OF VOLUNTARY INCOME 2020

	<u>Grants</u>	<u>Donations</u>	<u>Fundraising Events</u>	<u>Total</u>
	£	£	£	£
Take A Break (Friday Café)	-	-	1,307	1,307
GPG Volunteer Led Workshops	-	-	2,835	2,835
Book Sales	-	-	-	-
Donations	-	2,236	-	2,236
Clay at Ringway Project	2,060	-	-	2,060
London & Quadrant- Community Events	12,310	-	-	12,310
TOTAL	14,370	2,236	4,142	20,748

8. EXPENDITURE ON CHARITABLE ACTIVITIES 2021

	<u>Activities Undertaken Directly (Note 10)</u>	<u>Support Costs (Note 11)</u>	<u>Total</u>
	£	£	£
Provision of Education And Facilities	59,415	1,586	61,001
Community Events and Projects	5,179	-	5,179
	64,594	1,586	66,180

GROVE PARK COMMUNITY GROUP
Notes to the Financial Statements
for the year ended 31st March 2021 (cont'd)

9. EXPENDITURE ON CHARITABLE ACTIVITIES 2020

	Activities Undertaken Directly (Note 10) £	Support Costs (Note 11) £	Total £
Provision of Education And Facilities	61,161	2,661	63,822
Community Events and Projects	1,344	-	1,344
	<u>62,505</u>	<u>2,661</u>	<u>65,166</u>

10. ANALYSIS OF ACTIVITIES UNDERTAKEN DIRECTLY

	<u>2021</u> £	<u>2020</u> £
<u>Provision of Education And Facilities</u>		
Staff Costs	40,841	36,744
Water Rates, Heat, Light, Telephone & Insurance	12,184	11,662
Repairs & Maintenance	6,043	12,263
Premises & Equipment Purchases	347	492
	<u>59,415</u>	<u>61,161</u>
<u>Community Events and Projects</u>		
London & Quadrant	-	-
Clay at the Ringway	5,179	-
Heritage Lottery Fund	-	-
Community Events	-	1,344
	<u>5,179</u>	<u>1,344</u>

11. ANALYSIS OF SUPPORT COSTS

	<u>2021</u> £	<u>2020</u> £
Printing, Postage & Stationery	633	1,194
Office Consumables	480	1,642
Licenses & Subscriptions	473	646
	<u>1,586</u>	<u>3,482</u>

GROVE PARK COMMUNITY GROUP
Notes to the Financial Statements
for the year ended 31st March 2021 (cont'd)

12. GOVERNANCE COSTS

	<u>2021</u> £	<u>2020</u> £
Accountancy, Payroll & Bookkeeping	2,945	2,830
Other Legal & Professional Fees	-	-
Bad Debts	401	-
Sundry	318	575
	<u>3,664</u>	<u>3,405</u>

13. INDEPENDENT EXAMINATION

The independent examiner's fee was £1,212 (2020 - £1,200).

14. TRUSTEES REMUNERATION AND EXPENSES

The Trustees are not remunerated and did not claim any expenses in the year (2020 - £nil).

15. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2020

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2019</u> £
<u>INCOME FROM</u>			
Property Letting Income (Note 5)	57,128	-	57,128
Voluntary Income (Note 7)	8,438	12,310	20,748
Miscellaneous Income	2,962	-	2,962
Interest & Deposit Accounts	120	-	120
<u>TOTAL INCOME</u>	<u>68,648</u>	<u>12,310</u>	<u>80,958</u>
<u>EXPENDITURE ON</u>			
Charitable Activities (Note 9)	65,987	19,254	85,241
Governance Costs (Note 12)	3,405	-	3,405
<u>TOTAL EXPENDITURE</u>	<u>69,392</u>	<u>19,254</u>	<u>88,646</u>
<u>NET SURPLUS FOR THE YEAR</u>	<u>(744)</u>	<u>(6,944)</u>	<u>(7,688)</u>
<u>TRANSFERS BETWEEN FUNDS</u>	-	-	-
<u>TOTAL FUNDS BROUGHT FORWARD</u>	<u>£ 87,761</u>	<u>£ 26,626</u>	<u>£ 113,387</u>
<u>TOTAL FUNDS CARRIED FORWARD</u>	<u>£ 87,017</u>	<u>£ 18,682</u>	<u>£ 105,699</u>

GROVE PARK COMMUNITY GROUP
Statement of Financial Activities
for the year ended 31st March 2021

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2021</u>	<u>Total</u> <u>2020</u>
<u>INCOMING RESOURCES</u>				
Take A Break (Friday Café)	-	-	-	1,307
London & Quadrant – Community Events	-	-	-	12,310
Royal Horticultural Society Grant	-	500	500	-
LBLRD	20,000	-	20,000	20,000
Government Grants: CJRS	33,982	-	33,982	-
GPG Volunteer Led Workshops	-	-	-	2,835
Donations	-	-	-	2,236
Letting Fees	12,607	-	12,607	57,128
Interest	25	-	25	120
Clay at the Ringway Project	5,329	-	5,329	2,060
Misc	-	-	-	2,962
<u>TOTAL INCOMING RESOURCES</u>	71,943	500	72,442	80,958
<u>RESOURCES EXPENDED</u>				
Clay at the Ringway Project	5,179	-	5,179	-
Staff Costs	40,841	-	40,841	36,744
Printing, Postage & Stationery	633	-	633	1,194
Water Rates, Heat, Light, Telephone & Insurance	12,184	-	12,184	11,662
Repairs & Maintenance	6,042	-	6,042	12,263
Premises & Equipment Purchases	347	-	347	492
Office Consumables	480	-	480	1,642
Community Events	-	-	-	1,344
Accountancy, Payroll & Bookkeeping	2,945	-	2,945	2,830
Other Legal & Professional Fees	-	-	-	-
Licenses & Subscriptions	473	-	473	646
Bad Debts	401	-	401	-
Sundry	319	-	319	575
<u>TOTAL RESOURCES EXPENDED</u>	69,844	-	69,844	88,646
<u>NET INCOMING/(OUTGOING) RESOURCES</u>	2,099	500	2,599	(7,688)
<u>TRANSFER BETWEEN FUNDS</u>	-	-	-	-
<u>TOTAL FUNDS BROUGHT FORWARD</u>	£ 87,017	£ 18,682	£ 105,699	£ 113,387
<u>TOTAL FUNDS CARRIED FORWARD</u>	£ 89,116	£ 19,182	£ 108,298	£ 105,699