

COMPANY NO. 3146615

CHARITY REGISTERED NUMBER: 1056336

BIGGIN HILL COMMUNITY CARE ASSOCIATION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

LEES
CHARTERED ACCOUNTANTS
THE GRANARY
BREWER STREET
BLETCHINGLEY
SURREY
RH1 4QP

BIGGIN HILL COMMUNITY CARE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 3146615

Registered Charity Number: 1056336

Registered Office and Principal Place of Business: St Mark's Centre, Church Road,
Biggin Hill, Westerham, Kent, TN16 3LB

Chair: Neil Walker

Secretary: Neil Walker

Treasurer: Mr J W Martin F.C.A.

Trustees (Directors): Mr R E J Arnold
Mrs W R Bond (retired as Trustee August 2021)
Mrs J I Brown (retired as Trustee July 2021)
Mr J W H Martin
Mr N W Walker

Management Committee:

Trustee Members: Mr R E J Arnold
Mrs W R Bond (retired August 2021)
Mrs J I Brown (retired July 2021)
Mr J W H Martin
Mr N W Walker

Other Members: Mrs D Brown
Mrs G F Newton
Mrs W Pitt
Mrs A Smith
Mrs W R Bond (from August 2021)

Accountants: Lees Chartered Accountants
The Granary, Brewer Street
Bletchingley, Surrey, RH1 4QP

Bankers: National Westminster Bank plc
33 High Street, West Wickham
Kent, BR4 0LR

Status: The Association is a charitable company limited by guarantee incorporated on 16th January 1996 and registered as a charity on 24th June 1996. The company was established under its Memorandum and Articles of Association which set out the objects and powers of the charitable company and the governance thereof.

BIGGIN HILL COMMUNITY CARE ASSOCIATION
CHAIRMAN'S ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2022

Most of the activities of BHCCA had not reopened at the start of the year due to the continuing problems of the Covid pandemic. The only service that continued was the Shopping Scheme which collected the shopping list from those members who had no other source of getting food, buying these items at Waitrose, and then delivering the shopping back to them. Our thanks go to our volunteers and the staff of Waitrose for enabling this service to take place.

BHCCA continued to receive support for the staff wages, and no rent for the premises was required while the Centre was closed and so the financial situation during the Covid restrictions was not too serious. The Management Committee continued to meet either remotely or by using the main hall of St. Mark's where space and ventilation made for a safe environment. BHCCA received funding from the government for PPE supplies for the Day Centre and the Lunch Club.

The Day Centre re opened in September, and the Lunch Club in October. It was decided not to restart the Sing For Fun Club. The number of members attending the Day Centre was very low when we reopened. Unfortunately, a number of previous members had deteriorated during the Covid pandemic or had gone into residential care and given the concern over people meeting together, naturally it was difficult at that time to encourage new members to attend. The lack of numbers affected the finances of BHCCA for the remainder of the year.


The shopping scheme carried on as a delivery service. Roy Arnold took on the responsibility of the Lunch Club when it reopened. Although the Lunch club restarted with a good number of members, there was unfortunately a decline through to March.

Win Bond retired as a Trustee in August but remained on the Committee. We welcomed Melanie Stevens to the Committee in November.

Once again, we received support from Bromley Lions Club at Christmas. They provided 60 Christmas bags full of food items that were given to all the members of the Day Centre, the Lunch Club and the Shopping Scheme.

By the end of the financial year our activities were going well, although we were still trying to increase the numbers in all of them. The financial report will show the effect of this.

My thanks go to the Staff, volunteers and the Management Committee for their dedicated work with BHCCA during the past year. Without their support, BHCCA wouldn't exist. We are looking forward to a continuing improvement with our services in the coming year.



Neil Walker,
Chairman, BHCCA

BIGGIN HILL COMMUNITY CARE ASSOCIATION
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2022

The Management Committee present their report and the financial statements for the year ended 31st March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with applicable law and the requirements of the Statement of Recommended Practice FRS 102: Accounting and Reporting by Charities (effective January 2015) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Status

The Association is a charitable company limited by guarantee incorporated on 16th January 1996 and registered as a charity on 24th June 1996. The company was established under its Memorandum and Article of Association which set out the objects and powers of the charitable company and the governance thereof.

Structure, Governance and Management

The Association is governed by its Memorandum and Articles of Association.

The Articles of Association provide that the Association shall be managed by the Trustees of which there must be a minimum of three. There is no maximum number. The Trustees mean the Directors of the Association.

The Trustees are supported by the other members of the Management Committee in the management of the Association. The Management Committee meets regularly to manage the affairs of the Association and members of the committee are always available for consultation if needed.

One third of the Trustees are required by the Articles of Association to stand down each year by rotation. One Trustee will be standing down at the Annual General Meeting and being eligible can be reappointed.

The Trustees who served during the year are set out in the Legal and Administrative information at the front of these financial statements together with other information required to be disclosed.

A potential Trustee can be recommended by the Management Committee and must then be proposed by a Trustee. A resolution of the Trustees in favour completes the appointment.

BIGGIN HILL COMMUNITY CARE ASSOCIATION
TRUSTEES ANNUAL REPORT (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

Objects of the charity

The objects of the Association are;

- (1) To relieve poverty, sickness and old age in the community by the undertaking or co-ordination of voluntary work and the provision of advice.
- (2) To promote and organise co-operation in the achievement of the above purpose and to that end bring together representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purpose within Biggin Hill and District.

Activities, achievements and performance

These are set out in the Chairman's Report annexed to and forming part of these financial statements.

Public benefit statement

The Trustees and the Management Committee have taken into account guidance from the Charity Commission in deciding what activities the Association has undertaken.

Financial review of the year

The financial situation of BHCCA has been made worse during this past year by the effect of the Covid restrictions and the closure of our centre for a period of time. This is despite the financial support from the Government for the partial payment of staff wages. This situation has resulted in a large deficit for the year. It is hoped that things will gradually improve as the number of members attending the Day Centre increases. Although BHCCA has reserves at this time, the current situation is not sustainable in the long term.

Future developments

The Day Centre will continue to be promoted to increase the number of members. The Committee have agreed to continue to support the Lunch Club from charitable reserves if necessary. The Committee is also committed to continue to try to expand the Shopping Scheme. The Art Group will also continue to be promoted but it has been decided not to restart the Singing Group.

Fixed assets

There were no changes in fixed assets during the year under review.

Reserves policy.

The reserves of the Association are detailed in the notes to the financial statements. It is the policy of the Association to keep sufficient reserves in hand to enable the activities carried out to continue for at least three months, also to wind up the affairs of the Association, if necessary, if no further income is received. It is also the policy to have reserves for specific purposes or projects.

BIGGIN HILL COMMUNITY CARE ASSOCIATION **TRUSTEES ANNUAL REPORT (continued)** **FOR THE YEAR ENDED 31ST MARCH 2022**

Investment policy

The Management Committee considers that the most appropriate policy for investing funds is in interest bearing bank deposit accounts. Our bankers were unable to offer us a satisfactory rate and the bulk of our funds have been placed with other bankers in a special Charity Account which paid interest of 0.15% in the past year, but now reduced to 0.10%, this is still higher than our main banker's rate. The account is flexible and there are no restrictions on withdrawals.

Risk management

The Management Committee have examined the major strategic, business and operational risks which the Association faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Statement of Trustees Responsibilities

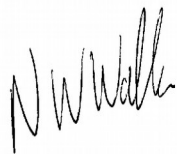
The Trustees are required to prepare financial statements for each year that give a true and fair view of the financial activities of the Association and of its financial position at the end of that year. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and Statements of Recommended Practice, 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 presume that the Association will continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees and Management Committee on 23rd March 2023 and signed on their behalf by.



Neil Walker
Chairman, BHCCA

ACCOUNTANTS' REPORT

TO THE TRUSTEES OF BIGGIN HILL COMMUNITY CARE ASSOCIATION FOR THE YEAR ENDED 31ST MARCH 2022

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company for the year ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the company's Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's Trustees, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the Balance Sheet as at 31st March 2022 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.


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Dated: 24/3/2023.

Lees
Chartered Accountants
The Granary
Brewer Street
Bletchingley
Surrey
RH1 4QP

BIGGIN HILL COMMUNITY CARE ASSOCIATION
BALANCE SHEET
AT 31ST MARCH 2022

	<u>Note</u>	<u>2022</u>		<u>2021</u>
		<u>£</u>	<u>£</u>	<u>£</u>
<u>Tangible fixed assets</u>				
Tangible assets	2	28,758		
33,833				
<u>Current assets</u>				
Debtors and prepayments	3	357	3,925	
Bank accounts		82,262	102,526	
		-----	-----	
		82,619	106,451	
<u>Creditors</u>				
Amounts falling due within one year	4	1,074	916	
		-----	-----	
<u>Net current assets</u>		81,545		105,535
<u>Total assets less current liabilities</u>			£110,303	
£139,368				
		-----	-----	
<u>Capital funds</u>				
Restricted funds	5	6,506		6,526
Unrestricted funds	6	103,797		132,842
		-----	-----	
<u>Total funds</u>		£110,303		£139,368
		-----	-----	

For the year ended 31st March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The trustees acknowledge their responsibility for:

- (a) keeping accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year in accordance with sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Trustees on 23rd March 2023 and were signed on its behalf by:



.....
N W Walker
Acting Treasurer and Trustee

The annexed notes form part of these financial statements.

BIGGIN HILL COMMUNITY CARE ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

	Inrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Prior period total funds £
Income and endowments from:					
Donations and legacies	4,936		-	4,936	18,969
Charitable activities	-	-	-	-	200
Other trading activities	14,213	-	-	14,213	-
Investments	16	-	-	16	305
Other		-		-	-
Total	19,165	-	-	19,165	19,474
Expenditure on:					
Raising Funds	-	-	-	-	-
Charitable activities	43,135	-	-	43,135	17,569
Other	5,075	20	-	5,095	4,075
Total	48,210	20	-	48,230	21,644
Net income/ (expenditure)	(29,045)	(20)	-	(29,065)	(2,170)
Transfers between funds	-	-	-	-	-
	(29,045)	(20)	-	(29,065)	(2,170)
Other recognised gains/ (losses):					
	-	-	-	-	-
Gains/ (losses) on revaluation of fixed assets	-	-	-	-	-
Gains/ (losses) on investment assets	-	-	-	-	-
Actuarial gains/ (losses) on defined benefit pension schemes	-	-	-	-	-
Net movement in funds:	(29,045)	(20)	-	(29,065)	(2,170)
Reconciliation of funds:					
Total funds brought forward	132,842	6,526	-	139,368	141,538
Total funds carried forward	103,797	6,506	-	110,303	139,368

BIGGIN HILL COMMUNITY CARE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

1. **Accounting policies**

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 Companies Act 2006.

Cash flow statement

The Company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

Incoming resources

Income from various sources is included when receivable.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of the resources.

Depreciation and diminution in value of assets

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Motor vehicles - 10% per annum of cost

Fund accounting

General funds are unrestricted funds that are available for use at the discretion of the trustees for particular purposes. The aim and use of each designated fund are set out in the notes to the financial statements.

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 restricted fund are set out in the notes to the financial statements.

BIGGIN HILL COMMUNITY CARE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2022

2. **Tangible fixed assets**

	<u>Motor Vehicles</u>
	<u>£</u>
Cost:	
At 1st April 2021	50,750
Additions	-
Disposals	-

At 31st March 2022	50,750

Depreciation:	
At 1st April 2021	16,917
Charge for the year	5,075
No longer required	-

At 31st March 2022	21,992

Net book value:	
At 31st March 2022	£28,758

At 31st March 2021	£ 33,833

3. **Debtors and prepayments**

Amounts falling due within one year:

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Prepayments and Accrued Income	<u>357</u>	<u>3,925</u>
	=	

4. **Creditors**

Amounts falling due within one year: -

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Creditors and accruals	<u>1,074</u>	<u>916</u>

BIGGIN HILL COMMUNITY CARE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2022

5. **Restricted Reserves**

	<u>Balance</u>	<u>Balance</u>	<u>Movements</u>	<u>Transfers</u>
<u>March 2022</u>	<u>1st April 2021</u>	<u>in/out</u>		<u>31st</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
London Community Foundation	-	-	-	-
Home visitor scheme	1,929	-	-	1,929
Outreach worker scheme	3,944	-	-	3,944
Members Benefits	653	(20)	-	633
Tracker Fund	-	-	-	-
	-----	-----	-----	-----
	6,526	(20)	-	6,506
	-----	-----	-----	-----

6. **Unrestricted Reserves**

	<u>Balance</u>	<u>Balance</u>	<u>Movements</u>	<u>Transfers</u>
<u>March 2022</u>	<u>1st April 2021</u>	<u>in/out</u>		<u>31st</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Designated Funds				
Minibus sinking fund	33,833	(5,075)	-	28,758
Future projects Fund	13,199	-	-	13,199
May Dennis bequest	37,682	-	-	37,682
General Fund	48,128	(23,970)	-	24,158
	-----	-----	-----	-----
	132,842	(29,045)	-	103,797
	-----	-----	-----	-----

BIGGIN HILL COMMUNITY CARE ASSOCIATION
FOR THE YEAR ENDED 31ST MARCH 2022

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