

COMPANY NO. 3146615

CHARITY REGISTERED NUMBER: 1056336

BIGGIN HILL COMMUNITY CARE ASSOCIATION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

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

BIGGIN HILL COMMUNITY CARE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

<u>Company Number:</u>	3146615
<u>Registered Charity Number:</u>	1056336
<u>Registered Office and Principal Place of Business:</u>	St Mark's Centre, Church Road, Biggin Hill, Westerham, Kent, TN16 3LB
<u>Chair:</u>	Neil Walker
<u>Secretary:</u>	Neil Walker
<u>Treasurer:</u>	
<u>Trustees (Directors):</u>	Mr R E J Arnold Mr J W H Martin (Deceased 9 th November 2022) Mr N W Walker Mrs A Smith
<u>Management Committee:</u>	
<u>Trustee Members:</u>	Mr R E J Arnold Mr J W H Martin (Deceased 9 th November 2022) Mr N W Walker Mrs A Smith
<u>Other Members:</u>	Mrs D Brown Mrs G F Newton Mrs W Pitt Mrs M Stevens
<u>Accountants:</u>	Lees Chartered Accountants The Granary, Brewer Street Bletchingley, Surrey, RH1 4QP
<u>Bankers:</u>	National Westminster Bank plc 33 High Street, West Wickham Kent, BR4 0LR
<u>Status:</u>	The Association is a charitable company limited by guarantee incorporated on 16 th 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 2023

At the start of this year the activities of BHCCA were beginning to recover after the difficulties caused by the covid epidemic. Although numbers were still quite low, they were beginning to increase slowly, particularly in the Day Centre. Understandably, people were still wary of being with large groups of people, and it was going to take time for confidence to be restored.

The Day Centre has been going well with Wendy and her colleagues providing a varied set of activities for the members. The Lunch Club has also been doing well, but in both cases, we have been trying to recruit more members to involve more people and to help ease our financial situation. By August the Day Centre had 22 members.

During the covid epidemic, Shopping Scheme volunteers had been collecting members' shopping lists for a few members who had no other way of getting food. The number of lists collected started to increase after the covid restrictions, but it wasn't until June that some members were being collected so that they could do their own shopping.

It is important that our volunteers are recognised for the amount of work and time that is carried out for BHCCA with all of our activities. We have approximately 20 Volunteers who help with various tasks, including helping with the activities of the Day Centre, helping to serve at and organise the Lunch Club, helping the shoppers with their food shop at the Friday shopping, as well as driving cars to take members to and from the Lunch Club and the Shopping.

Bromley Lions Club continued their support of BHCCA during the year by holding a quiz night to raise funds and by once again providing Christmas bags for all of our members containing a variety of food and Christmas items.

The New Year Party for Senior Citizens was held again in St. Mark's Centre. It was a very successful event with many people attending including the Mayor of Bromley.

Win Bond resigned from the committee in March. She had been involved with BHCCA for many years, acting as an advisor through Citizens' Advice, becoming a member of the Management Committee and then Chair. We need to record our thanks for the years of support that she has given to BHCCA.

BHCCA has again struggled financially this financial year and we have a substantial deficit. We are very grateful to all of the individuals and local organisations who have contributed to BHCCA in any way financially, which has at least enabled us to reduce our final deficit by half. Fortunately, several years ago we received some large legacies which we have been using to cover the remaining loss.

Finally, my thanks must go to all those who support BHCCA in any way including the volunteers that I have already mentioned, the Staff of the Day Centre and the Kitchen and the members of the Management Committee. Our thanks also go to St. Mark's Church for their continued support.



.....
Neil Walker
Chairman, BHCCA

BIGGIN HILL COMMUNITY CARE ASSOCIATION
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2023

The Management Committee present their report and the financial statements for the year ended 31st March 2023.

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 2023

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 continuing effect of the Covid restrictions and the closure of our centre for a period of time. This situation has resulted in a large deficit for the year once again. It is hoped that things will gradually improve as the number of members attending the Day Centre and Lunch Club 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 2023

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 pays a higher rate interest 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.

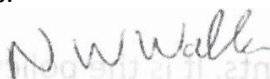
Statement of Trustees Responsibilities

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
signed on their behalf by.


Neil Walker

Management Committee on 2023 and

.....
Neil Walker

Chairman, BHCCA

ACCOUNTANTS' REPORT

TO THE TRUSTEES OF BIGGIN HILL COMMUNITY CARE ASSOCIATION
FOR THE YEAR ENDED 31ST MARCH 2023

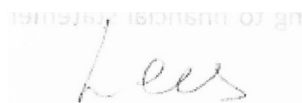
In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company for the year ended 31st March 2023 which comprise the Statement of Financial Activities, the Balance Sheet and the related 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 2023 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.



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

Dated:15/11/2023.....

BIGGIN HILL COMMUNITY CARE ASSOCIATION

BALANCE SHEET

AT 31ST MARCH 2023

	<u>Note</u>	<u>2023</u>	<u>2022</u>
		<u>£</u>	<u>£</u>
<u>Tangible fixed assets</u>			
Tangible assets	2	23,683	28,758
<u>Current assets</u>			
Debtors and prepayments	3	1,011	357
Bank accounts		71,320	82,262
		<u>72,331</u>	<u>82,619</u>
<u>Creditors</u>			
Amounts falling due within one year	4	2,029	1,074
		<u>70,302</u>	<u>81,545</u>
<u>Net current assets</u>			
<u>Total assets less current liabilities</u>		<u>£93,985</u>	<u>£110,303</u>
		<u>=====</u>	<u>=====</u>
<u>Capital funds</u>			
Restricted funds	5	6,506	6,506
Unrestricted funds	6	87,479	103,797
		<u>£93,985</u>	<u>£110,303</u>
<u>Total funds</u>		<u>=====</u>	<u>=====</u>

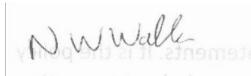
For the year ended 31st March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006

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 2023 and were signed on its behalf by:

A handwritten signature in dark ink, appearing to read "N W Walker", is written over a light blue horizontal line. The signature is cursive and somewhat stylized.

.....
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 2023

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Prior period total funds £
Income and endowments from:					
Donations and legacies	10,507		-	10,507	4,936
Charitable activities	-	-	-	-	-
Other trading activities	40,926	-	-	40,926	14,213
Investments	194	-	-	194	16
Other		-		-	-
Total	51,627	-	-	51,627	19,165
Expenditure on:					
Raising Funds	-	-	-	-	-
Charitable activities	62,870	-	-	62,870	43,135
Other	5,075	-	-	5,075	5,095
Total	67,945	-	-	67,945	48,230
Net income/(expenditure)	(16,318)	-	-	(16,318)	(29,065)
Transfers between funds	-	-	-	-	-
	(16,318)	-	-	(16,318)	(29,065)
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:	(16,318)	-	-	(16,318)	(29,065)
Reconciliation of funds:					
Total funds brought forward	103,797	6,506	-	110,303	139,368
Total funds carried forward	87,479	6,506	-	93,985	110,303

BIGGIN HILL COMMUNITY CARE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

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 2023

2. Tangible fixed assets

	<u>Motor Vehicles</u>
	<u>£</u>
Cost:	
At 1st April 2022	50,750
Additions	-
Disposals	-
	<hr/>
At 31st March 2023	50,750
	<hr/>
Depreciation:	
At 1st April 2022	21,992
Charge for the year	5,075
No longer required	-
	<hr/>
At 31st March 2023	27,067
	<hr/>
Net book value:	
At 31st March 2023	£23,683
	<hr/> <hr/>
At 31st March 2022	£ 28,758
	<hr/> <hr/>

3. Debtors and prepayments

Amounts falling due within one year:	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Prepayments and Accrued Income	<u>1,011</u>	<u>357</u>
	=	

4. Creditors

Amounts falling due within one year: -	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Creditors and accruals	<u>2,029</u>	<u>1,074</u>

BIGGIN HILL COMMUNITY CARE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2023

5. **Restricted Reserves**

	<u>Balance</u> <u>1st April 2022</u>	<u>Movements</u> <u>in/out</u>	<u>Transfers</u>	<u>Balance</u> <u>31st March</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	633	-	-	633
Tracker Fund	-	-	-	-
	<u>6,506</u>		<u>-</u>	<u>6,506</u>

6. **Unrestricted Reserves**

	<u>Balance</u> <u>1st April 2022</u>	<u>Movements</u> <u>in/out</u>	<u>Transfers</u>	<u>Balance</u> <u>31st March</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Designated Funds				
Minibus sinking fund	28,758	(5,075)	-	23,683
Future projects Fund	13,199	-	-	13,199
May Dennis bequest	37,682	-	-	37,682
General Fund	24,158	(11,243)	-	12,915
	<u>103,797</u>	<u>(16,318)</u>	<u>-</u>	<u>87,479</u>

BIGGIN HILL COMMUNITY CARE ASSOCIATION

FOR THE YEAR ENDED 31ST MARCH 2023

CONTENTS

	<u>Page</u>
Legal and Administrative Information	1
Chairman's Report	2
Trustees Report	3-5
Accountants Report	6
Balance Sheet	7
Statement of Financial Activities	8
Notes	9 - 11