

## Trustees Annual Report for the period 1 April 2020 – 31 March 2021

Charity Name	Kirk Hallam Community Hall Association
Other names charity is known by	Kirk Hallam Community Centre
Registered charity number	1073099
Charity's principal address	Kenilworth Drive, Kirk Hallam, Ilkeston DE7 4EX

Trustees name	Office	Dates acted if not whole year
Louis Booth	Chair	
Joyce Lewis	Vice – chair and finance lead	
Hilary Hampton		
Brenda Benson		
Lindsey Rice		
Tracy Davidson		
Gemma Henderson		
Michelle Booth		
Chrsitine French		
Jsan Shepherd		

Type of governing documentation	Constitution adopted Dec 1988
How charity is constituted	Unincorporated association
Trustee selection	Appointed when vacancy and reappointed at AGM

### The objectives of the charity are

To further or benefit the residents of Kirk Hallam and the neighbourhood by bringing residents together to work with them alongside organisations, in the voluntary, charity and statutory

sectors with a common purpose of improving the conditions and quality of life for residents in the neighbourhood.

To provide facilities and activities for education, recreation and leisure time and to contribute to improved health and wellbeing of the residents in the area

To establish or secure a community centre and to maintain or manage or cooperate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

### **Activities undertaken during the year to support these objectives**

We have had a very challenging year due to the covid 19 pandemic with the centre closed for normal activities for much of the year. We have had to adapt to the difficult times and look at alternative ways to keep engaged with our community.

Unfortunately the uncertain times meant that we had to make the difficult decision to reduce the staffing quota resulting in 2 members of the team being made redundant.

We have continued to work with other statutory and voluntary organisations working in the area and have continued to look for grant funding to help keep the centre to remain open and deliver what activities were allowed.

We have had to work to make the centre covid safe, with risk assessments, signage, hand sanitiser stations and enhanced cleaning routines.

We have kept in contact with regular users of the building during the year and have helped support them in their planned return to the centre. During the period one positive factor has been the number of people coming forward to volunteer in the activities which we have been able to deliver

### **Achievements and performance**

During the first 6 months the centre remained closed for the majority of activities in line with government legislation and guidance.

However one activity which was permitted was the provision of the community pantry. This has proved very popular with the local community who found it a lifeline in the lockdown period. It meant that they were able to come and do their shopping in a safe and local environment. With the impact of the pandemic also affecting income levels in the area it meant that people didn't have to worry about being able to afford food. Residents also said that it had a positive effect on their mental health knowing that they would be able to come to the centre once a week and have a face to face conversation whilst buying their goods with a community leader. During the early months Reverend Christine and Reverend Caro along with the centre manager Jsan Shepherd played a key role in ensuring the pantry remained open. The pantry helped around 100 families each week during the lockdowns. It provided a positive focus for the community and contributed to improved mental health and feelings of a positive community spirit in Kirk Hallam.

Another activity which took place was the stay and play activity boxes with residents coming to collect an activity box for their children to do during school holidays. The boxes were filled with a variety of activities including, crafts, games, outdoor play items and bread making ingredients. 150 boxes were given out at the May spring bank holiday half term, 4 weeks in the summer, October half term, Christmas and February half term making 1200 boxes in total. Both parents/carers and the children were really appreciative of the boxes with lots of positive feedback received and it kept the links open with parents/carers and children. The boxes were more expensive to produce than the stay and play sessions so provided an opportunity to network with other organisations and apply for additional funding to deliver the activities.

September / October / December saw the lifting of some restrictions with some groups able to return albeit for some for only a few weeks when the guidance and legislation changed again and the lockdown returned in November. These groups included Freedom project; slimming world; brownies; scouts; cubs; beavers; monkey trouble; youth mentoring; tailormade schools programme.

We also worked other agencies to support a local resident to set up the wild bears outdoor group and helped them to hold a halloween event adhering to covid regulations at the centre.

January to March saw the centre closed again except for providing the community pantry and the stay and play activity boxes in the February half term.

The main achievement during this difficult period has been continuing to develop the feeling of a positive community spirit in Kirk Hallam despite the hardships caused by the pandemic.

As always we would like to thank the volunteers who have given their help advice and support during this difficult year. We would not be able to operate without you.

### **Finances**

We have worked very hard to attract grant funding for the centre during the year. Additionally we have received some covid relief funding and funding from the government's job retention scheme.

The financial overview and income and expenditure information for the year is attached at appendix 1

As at 31 March 2021 the balance (bank accounts and cash held) was £80,593.38

### **Priorities for the coming year**

Our priorities for the coming year are to:

Help and support groups to return following the lifting of restrictions

Continue to manage the impact of covid 19 on the centre activities and finances

React to any new opportunities that may emerge

React to any emerging resident priorities

Look at how we can adapt the community café to make it a more sustainable model going forward.

Continue to work in partnership with other organisations operating in the area.

Continue to grow the volunteer numbers.

Month	Income	Expenditure	Inc-Exp		Balance	HSBC Community account
Open Bal 19/20					<b>£34,802.99</b>	£28,257.49
Apr-20	£12,893.97	£6,844.32	£6,049.65		<b>£40,852.64</b>	£35,701.52
May-20	£26,982.70	£8,330.02	£18,652.68		<b>£59,505.32</b>	£54,354.20
Jun-20	<b>£4,828.60</b>	£5,721.45	-£892.85		<b>£58,612.47</b>	£53,458.98
Jul-20	£11,633.71	£6,381.96	£5,251.75		<b>£63,864.22</b>	£58,710.73
Aug-20	£6,205.66	£7,936.04	-£1,730.38		<b>£62,133.84</b>	£56,980.35
Sep-20	£16,461.00	£6,760.87	£9,700.13		<b>£71,833.97</b>	£66,680.35
Oct-20	£9,939.91	£3,644.74	£6,295.17		<b>£78,129.14</b>	£72,975.52
Nov-20	£5,288.71	£4,669.38	£619.33		<b>£78,748.47</b>	£73,594.85
Dec-20	£12,592.65	<b>£15,764.52</b>	-£3,171.87		<b>£75,576.60</b>	£70,422.85
Jan-21	£10,571.38	£8,048.12	£2,523.26		<b>£78,099.86</b>	£72,946.11
Feb-21	£12,315.46	£12,759.42	-£443.96		<b>£77,655.90</b>	£72,502.15
Mar-21	£5,985.51	£7,022.87	-£1,037.36		<b>£76,618.54</b>	£71,164.04
	£135,699.26	£93,883.71				

HSBC Saver	Centre cash	Café Cash	Café Float	Petty cash	Working Bal	Check	Britannia
£5,061.12	£600.67	£793.71	£40.00	£50.00	<b>£34,802.99</b>	<b>£0.00</b>	£3,974.87
£5,061.12			£40.00	£50.00	<b>£40,852.64</b>	<b>£0.00</b>	£3,974.87
£5,061.12			£40.00	£50.00	<b>£59,505.32</b>	<b>£0.00</b>	£3,974.87
£5,063.49			£40.00	£50.00	<b>£58,612.47</b>	<b>£0.00</b>	£3,974.87
£5,063.49			£40.00	£50.00	<b>£63,864.22</b>	<b>£0.00</b>	£3,974.87
£5,063.49			£40.00	£50.00	<b>£62,133.84</b>	<b>£0.00</b>	£3,974.87
£5,063.62			£40.00	£50.00	<b>£71,833.97</b>	<b>£0.00</b>	£3,974.87
£5,063.62			£40.00	£50.00	<b>£78,129.14</b>	<b>£0.00</b>	£3,974.87
£5,063.62			£40.00	£50.00	<b>£78,748.47</b>	<b>£0.00</b>	£3,974.87
£5,063.75			£40.00	£50.00	<b>£75,576.60</b>	<b>£0.00</b>	£3,974.87
£5,063.75			£40.00	£50.00	<b>£78,099.86</b>	<b>£0.00</b>	£3,974.87
£5,063.75			£40.00	£50.00	<b>£77,655.90</b>	<b>£0.00</b>	£3,974.87
£5,063.88	£300.62		£40.00	£50.00	<b>£76,618.54</b>	<b>£0.00</b>	£3,974.87

## **Kirk Hallam Community Centre**

### **Independent examination of accounts 2020 - 2021**

**Examination completed 25th January 2022**

**Attended by:**

**Rachel Chambers**

**Jsan Shepherd**

**Lisa Washington**

Confirmed that the charity is within the audit threshold and is eligible for an independent examination. The charities gross income is below £250,000 therefore the accounts have been prepared on a receipts and payments basis.

I reviewed all the account's files, including statements, cross referencing approximately 30 transactions for both debit and credit. All transactions were supported by relevant documentation and recorded accordingly in the computerised accounts. These transactions are marked in green on the statements.

**Issues raised.** Sum up transactions need to be reconciled to the Sum up report, with the actual sales value and sum up charges accounted for separately.

Discussed possible improvements to the recording of transactions with Jsan Shepherd & Lisa Washington. Improvements discussed.

- **Expenses** – There are many expenses being processed each month. Currently these are not subject to any kind of authorisation process, which leaves the accounts very vulnerable. There also appears to be larger business expenses being put through on these unapproved expenses, notably the purchase of the Sum up machine. This kind of purchase should be made using either a debit or credit card.

Recommendation: I would like to see the implementation of a multi-layer expenses authorisation process for all expenses and either a debit or credit card attached to the bank account for larger purchases to be made.

- **Income documentation** - Noted that while there has been an improvement with the recording and filing of supporting documentation for income there is room for improvement.

Recommendation: Remittances and supporting emails stating where the income has come from and what it is for to be chased up and filed.

- **Petty Cash** - Petty cash has now been made available. Further steps need to be made in the recording of the transactions.

#### **Suggested improvements not discussed.**

- Final account & profit & loss statements for year end.

#### **Positive points.**

Big steps have been taken in the recording of the accounts on spreadsheets. These are being utilised to record and cross reference calculations to ensure accuracy.

Invoicing has been overhauled with the use of excel to ensure better and quicker accuracy in billing.

Recording of invoicing is allowing better control on outstanding payments and creating a better cash flow.

The Britannia bank account issues have now been resolved, allowing the funds tied up in an inaccessible account to be freed for the Centres benefit.

In what was a very challenging year there have been many steps forward in the processing and recording of the Centre's accounts. There are plans to potentially move to a computerised accounting system in the next year.

Confirmed that a monthly review is completed independently, with monthly figures reported to the trustees. Evidence of the monthly reviews noted.

I am not aware of any connection between any of the trustee and myself and that I am not involved in the day to day administration of the charity.

Independent examination completed by

Rachel Chambers

25<sup>th</sup> January 2022