

Company registration number: 03620572

Charity registration number: 1076628

# Lingfield And Dormansland Community Centre

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 August 2021

Carter Nicholls Ltd  
Chartered Accountants  
Victoria House  
Stanbridge Park  
Staplefield Lane  
Staplefield  
West Sussex  
RH17 6AS

# **Lingfield And Dormansland Community Centre**

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# Lingfield And Dormansland Community Centre

## Reference and Administrative Details

<b>Trustees</b>	Mr IM Jones
	Mr PS Pirie
	Mrs SE Watson
	Mrs CA Tebbutt
	Mr. GR Tebbutt
	Ms AM Skinner
<b>Secretary</b>	Mr. GR Tebbutt
<b>Principal Office</b>	High Street
	Lingfield Surrey RH7 6AB
	The charity is incorporated in England.
<b>Company Registration Number</b>	03620572
<b>Charity Registration Number</b>	1076628
<b>Bankers</b>	Barclays Bank PLC East Grinstead
<b>Independent Examiner</b>	Carter Nicholls Ltd Chartered Accountants Victoria House Stanbridge Park Staplefield Lane Staplefield West Sussex RH17 6AS

# **Lingfield And Dormansland Community Centre**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 August 2021.

### **Objectives and activities**

#### ***Objects and aims***

The objects of the charitable company are:

- a) to promote the benefit of the inhabitants of Lingfield and Dormansland, Surrey and the neighbourhood without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for the recreation and leisure-time occupation with the objective of improving the conditions of life for the said inhabitants.
- b) to establish, or secure the establishment of, a community centre and to maintain and manage the same

The charitable company manages and maintains the Community centre building which is owned by the Parish Council. The Centre provides facilities for classes and other leisure activities and is available for private functions and parties. It accommodates the Parish Office and the local police office. There is also an IT suite which is available for one to one training and for access to the internet on a drop-in basis.

As in previous years the main objectives of the year continued to focus upon:

- increasing the user base
- maintaining and enhancing the facilities of the Centre for the benefit of the community
- fundraising through grant applications and other sources.

The continuing Covid-19 pandemic has had a significant impact on the charitable company's ability to fully achieve our objectives this year.

#### ***Public benefit***

The charitable company runs a community centre for the benefit of the local residents.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# **Lingfield And Dormansland Community Centre**

## **Trustees' Report**

### **Achievements and performance**

For most of the year, the Community Centre was closed to the public although we were able to remain open for essential users such as the police office and Little Chums pre-school.

The closure had a substantial impact on our income as people were prevented by restrictions from hiring rooms at the Centre. We rely on people hiring rooms for classes, talks, parties and other similar activities to generate the funds needed to run the Centre, so the closure has presented a significant financial challenge for us. We were able to take advantage of the government's furlough scheme to cover a large element of our staff cost. We also received significant grant funding, again from central government, from Surrey County Council and via Tandridge District Council, that has limited the damage to the Centre's finances.

For the Centre's staff, this was a frustrating time. We do not like to see the Centre standing empty, when we are used to it operating as a lively place, full of people and activity. We are grateful to them all for their patience and recognition of the situation we have all found ourselves in during this extraordinary period. Our Centre manager ensured that the Centre complied with the regulations relating to Covid throughout and has been ready to respond to the changes in Covid arrangements as they have emerged.

By the end of August 2021, the restrictions on centres such as ours had been relaxed significantly and we were able to welcome back users. We are seeing a gradual but steady return of room hire and visitor numbers. This gives us reason to believe that we will recover financially and be able in future to cover our costs, as we have done over the years since the Centre's foundation.

Our financial reserves combined with government funding have proved sufficient to see us through the most severe period of Covid-related restriction. Our plans for the autumn and beyond are based upon the current relaxed level of restriction allowing us to continue to take on additional users and to see our income streams recover.

### **Structure, governance and management**

#### ***Nature of governing document***

The company's governing document is the Memorandum of Association dated 10 August 1998 which sets out its objects and is governed by its Articles of Association.

#### ***Recruitment and appointment of trustees***

The directors are appointed in General Meeting; in addition, under the Articles of Association the directors have power of appointment. there is no maximum term of appointment.

## Lingfield And Dormansland Community Centre

### Trustees' Report

#### **Major risks and management of those risks**

##### *Charity Governance code*

The directors are aware of, and adhere to, the Charity governance code.

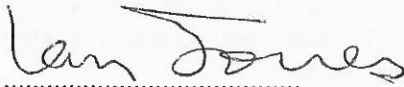
A formal re-assessment of the major risks to which the charitable company is exposed is carried out on an annual basis. They are satisfied that systems are in place to mitigate exposure to such risks and review company policies and procedures on a regular basis.

##### *Covid-19*

The directors have given consideration to the Charities SORP (statement of Recommended Practice) committees advice in its publication 'Implications of Covid-19 Control Measures and Charity Financial Reporting' and to risks arising as a result of the coronavirus pandemic.

The Charity is actively monitoring and managing the situation as it develops. We have adapted our operations and consider that the Charity has adequate reserves and committed future grants and donations from supportive and solvent funders.

The annual report was approved by the trustees of the charity on 24/11/21 and signed on its behalf by:



Mr IM Jones  
Trustee

## Lingfield And Dormansland Community Centre

### Statement of Trustees' Responsibilities

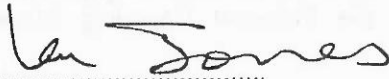
The trustees (who are also the directors of Lingfield And Dormansland Community Centre for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 24/11/21 and signed on its behalf by:



Mr IM Jones  
Trustee

## Lingfield And Dormansland Community Centre

### Independent Examiner's Report to the trustees of Lingfield And Dormansland Community Centre

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2021 which are set out on pages 7 to 15.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of Lingfield And Dormansland Community Centre (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

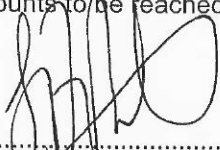
Having satisfied myself that the accounts of Lingfield And Dormansland Community Centre are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

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

1. accounting records were not kept in respect of Lingfield And Dormansland Community Centre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



.....  
Stephen Dewar Potter FCA  
Chartered Accountants  
ICAEW

Victoria House  
Stanbridge Park  
Staplefield Lane  
Staplefield  
West Sussex  
RH17 6AS

Date: 24-11-21



# Lingfield And Dormansland Community Centre

(Registration number: 03620572)  
Balance Sheet as at 31 August 2021

	Note	2021 £	2020 £
<b>Current assets</b>			
Debtors	10	2,275	9,291
Investments	11	36,344	-
Cash at bank and in hand	12	<u>59,929</u>	<u>84,820</u>
		98,548	94,111
<b>Creditors: Amounts falling due within one year</b>	13	<u>(5,133)</u>	<u>(5,441)</u>
<b>Net assets</b>		<u>93,415</u>	<u>88,670</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>93,415</u>	<u>88,670</u>
<b>Total funds</b>	14	<u>93,415</u>	<u>88,670</u>

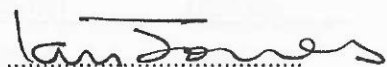
For the financial year ending 31 August 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 7 to 15 were approved by the trustees, and authorised for issue on 24/11/21 and signed on their behalf by:



Mr IM Jones  
Trustee

The notes on pages 9 to 15 form an integral part of these financial statements.

# Lingfield And Dormansland Community Centre

## Statement of Financial Activities for the Year Ended 31 August 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2021 £
<b>Income and Endowments from:</b>			
Charitable activities	3	69,023	69,023
Investment income	4	226	226
Other income		436	436
Total income		<u>69,685</u>	<u>69,685</u>
<b>Expenditure on:</b>			
Charitable activities	5	<u>(66,285)</u>	<u>(66,285)</u>
Total expenditure		<u>(66,285)</u>	<u>(66,285)</u>
Gains/losses on investment assets		<u>1,344</u>	<u>1,344</u>
Net income		<u>4,744</u>	<u>4,744</u>
Net movement in funds		4,744	4,744
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>88,671</u>	<u>88,671</u>
Total funds carried forward	14	<u>93,415</u>	<u>93,415</u>
	Note	Unrestricted funds £	Total 2020 £
<b>Income and Endowments from:</b>			
Charitable activities	3	85,926	85,926
Investment income	4	95	95
Other income		<u>1,622</u>	<u>1,622</u>
Total income		<u>87,643</u>	<u>87,643</u>
<b>Expenditure on:</b>			
Charitable activities	5	<u>(69,321)</u>	<u>(69,321)</u>
Total expenditure		<u>(69,321)</u>	<u>(69,321)</u>
Net income		<u>18,322</u>	<u>18,322</u>
Net movement in funds		18,322	18,322
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>70,348</u>	<u>70,348</u>
Total funds carried forward	14	<u>88,670</u>	<u>88,670</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 9 to 15 form an integral part of these financial statements.

# **Lingfield And Dormansland Community Centre**

## **Notes to the Financial Statements for the Year Ended 31 August 2021**

### **1 Charity status**

The charity is limited by share capital, incorporated in England.

The address of its registered office is:

High Street

Lingfield

Surrey

RH7 6AB

Authorised for issue date

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

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). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

Lingfield And Dormansland Community Centre 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.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Income and endowments**

##### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

## **Lingfield And Dormansland Community Centre**

### **Notes to the Financial Statements for the Year Ended 31 August 2021**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Current asset investments**

Current asset investments are included at market value.

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.



## Lingfield And Dormansland Community Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

### 3 Income from charitable activities

	Unrestricted funds General £	Total funds £
Grant - Tandridge District Council	18,108	18,108
Grant - Co-op	980	980
Grant - HMRC Furlough	15,652	15,652
Room Hire and IT income	34,283	34,283
<b>Total for 2021</b>	<u>69,023</u>	<u>69,023</u>
<b>Total for 2020</b>	<u>85,926</u>	<u>85,926</u>

### 4 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	12	12
Other income from fixed asset investments	214	214
<b>Total for 2021</b>	<u>226</u>	<u>226</u>
<b>Total for 2020</b>	<u>95</u>	<u>95</u>

### 5 Expenditure on charitable activities

## Lingfield And Dormansland Community Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

	Note	Unrestricted funds General £	Total funds £
Allocated support costs	6	64,805	64,805
Governance costs	6	1,480	1,480
<b>Total for 2021</b>		<b>66,285</b>	<b>66,285</b>
<b>Total for 2020</b>		<b>69,321</b>	<b>69,321</b>

	Activity undertaken directly £	Activity support costs £	Total expenditure £
<b>Total for 2020</b>	<b>67,841</b>	<b>1,480</b>	<b>69,321</b>

In addition to the expenditure analysed above, there are also governance costs of £1,480 (2020 - £1,480) which relate directly to charitable activities. See note 6 for further details.

#### 6 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total funds £
Allocated support costs	1,480	1,480
<b>Total for 2021</b>	<b>1,480</b>	<b>1,480</b>
<b>Total for 2020</b>	<b>1,480</b>	<b>1,480</b>

#### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

#### 8 Staff costs

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

## Lingfield And Dormansland Community Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

	2021 No	2020 No
Management and administration	<u>5</u>	<u>5</u>

5 (2020 - 5) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £882 (2020 - £929).

#### 9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 10 Debtors

	2021 £	2020 £
Trade debtors	227	5,208
Prepayments	2,045	2,202
Other debtors	<u>3</u>	<u>1,881</u>
	<u>2,275</u>	<u>9,291</u>

#### 11 Current asset investments

	2021 £
Listed other shares	<u>36,344</u>

#### 12 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	100	100
Cash at bank	<u>59,829</u>	<u>84,720</u>
	<u>59,929</u>	<u>84,820</u>

#### 13 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	1,024	962
Other creditors	(2)	40
Accruals	<u>4,111</u>	<u>4,439</u>
	<u>5,133</u>	<u>5,441</u>

## Lingfield And Dormansland Community Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### 14 Funds

	Balance at 1 September 2020 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 August 2021 £
<b>Unrestricted funds</b>					
General	68,115	69,685	(66,285)	1,344	72,859
Designated	<u>20,556</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,556</u>
<b>Total funds</b>	<u>88,671</u>	<u>69,685</u>	<u>(66,285)</u>	<u>1,344</u>	<u>93,415</u>
	Balance at 1 September 2019 £	Incoming resources £	Resources expended £		Balance at 31 August 2020 £
<b>Unrestricted funds</b>					
General	49,792	87,643	(69,321)		68,114
Designated	<u>20,556</u>	<u>-</u>	<u>-</u>		<u>20,556</u>
<b>Total funds</b>	<u>70,348</u>	<u>87,643</u>	<u>(69,321)</u>		<u>88,670</u>

The specific purposes for which the funds are to be applied are as follows:

During the year to 31 August 2015, the company acquired the assets of the Community Care Association, Dormansland and District (Charity Reg no 291637) a local charity set up to relieve sick, elderly and handicapped persons in the area through the provision of meals. It also managed a hall to enable members of the community to meet.

The Directors resolved to treat these funds as designated funds for the future maintenance and upkeep of the hall. There has been no change in these funds during the year and they continue to form part of the general funds at the year end.

The directors have set aside designated funds for planned maintenance and marketing projects.

#### 15 Analysis of net assets between funds



# Lingfield And Dormansland Community Centre

## Notes to the Financial Statements for the Year Ended 31 August 2021

	Unrestricted funds		Total funds at 31 August 2021
	General	Designated	
	£	£	£
Current assets	77,993	20,555	98,548
Current liabilities	(5,133)	-	(5,133)
Total net assets	<u>72,860</u>	<u>20,555</u>	<u>93,415</u>
	Unrestricted funds		Total funds at 31 August 2020
	General	Designated	
	£	£	£
Current assets	73,555	20,556	94,111
Current liabilities	(5,441)	-	(5,441)
Total net assets	<u>68,114</u>	<u>20,556</u>	<u>88,670</u>

## Lingfield And Dormansland Community Centre

### Detailed Statement of Financial Activities for the Year Ended 31 August 2021

	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>		
Charitable activities (analysed below)	69,023	85,926
Investment income (analysed below)	226	95
Other income (analysed below)	436	1,622
Total income	<u>69,685</u>	<u>87,643</u>
<b>Expenditure on:</b>		
Charitable activities (analysed below)	<u>(66,285)</u>	<u>(69,321)</u>
Total expenditure	<u>(66,285)</u>	<u>(69,321)</u>
Net income	<u>3,400</u>	<u>18,322</u>
Net movement in funds	3,400	18,322
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>88,671</u>	<u>70,348</u>
Total funds carried forward	<u><u>92,071</u></u>	<u><u>88,670</u></u>

## Lingfield And Dormansland Community Centre

### Detailed Statement of Financial Activities for the Year Ended 31 August 2021

	Total 2021 £	Total 2020 £
<b>Charitable activities</b>		
Primary purpose trading	34,283	56,593
Grants receivable	34,740	29,333
	<u>69,023</u>	<u>85,926</u>
<b>Investment income</b>		
Income from listed investments	214	-
Interest on cash deposits	12	95
	<u>226</u>	<u>95</u>
<b>Other income</b>		
Other income	436	1,622
	<u>436</u>	<u>1,622</u>
<b>Charitable activities</b>		
Wages and salaries	(41,096)	(42,164)
Event expenses	-	(3,343)
Rates	(1,387)	(1,293)
Light, heat and power	(6,355)	(7,156)
Insurance	(2,322)	(2,480)
Repairs and maintenance	(10,515)	(4,724)
Telephone and internet	(644)	(634)
Computer software and maintenance costs	(691)	(1,626)
Printing, postage and stationery	(213)	(722)
Trade subscriptions	(517)	(1,036)
Sundry expenses	(320)	(1,238)
Cleaning	(668)	(1,372)
Advertising	(17)	(53)
Solicitors fees	(60)	-
Independent examiner's fee	(1,480)	(1,480)
	<u>(66,285)</u>	<u>(69,321)</u>

