



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 01/04/20  
**Period end date**

**Period start date** to 31/03/2021

**Charity name: Newton Farm Community Association (NFCA)**

**Charity registration number: 1078013**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To promote the benefit of the inhabitants of Newton Farm and the neighbourhood without distinction of sex, sexual orientation, race, political, religious or other opinions, by associating together the inhabitants and other local public and voluntary organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the inhabitants;</p> <p>To establish and maintain a community centre in furtherance of the above objects.</p> <p>To promote such other charitable purposes as may from time to time be determined.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Services and facilities provided over the past year :</p> <ul style="list-style-type: none"><li>• It Drop-in service to provide help with all aspects of day to day IT use</li><li>• Photocopying</li><li>• Fax facilities</li><li>• Emergency Telephone Access</li><li>• Free Internet Access</li><li>• Room hire for training and meetings</li><li>• Third party reporting centre for hate crime</li><li>• Free advice and signposting</li></ul>
Statement confirming whether the trustees have had regard to the	Para 1.18	The trustees have had regard to the guidance issued by the Charity

guidance issued by the Charity Commission on public benefit		Commission on public benefit.
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## **Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The past year has seen a number of changes for Newton Farm Community Centre (NFCA). With restriction in place due to the pandemic the centre had periods of closure and reduced services.</p> <p>All employees and volunteers worked incredibly hard throughout the year to ensure what services could be provided were maintained.</p> <p>Our volunteers have also worked hard with their range of ideas, creativity, kindness and fun to keep the Association running day in, day out.</p> <p>Wye's Buys provides quality goods at affordable prices. All goods are donated, and the shop itself is run on a purely voluntary basis. Wye's Buys has been ably led by Jenny, Ed resigned toward the end of the financial year. The rest of the team of</p>

		<p>shop volunteers continued to redesigned the layout of the shop ensuring safety measure were continuously in place. Always a friendly atmosphere welcoming customers to obtain affordable second-hand goods with a steady increase in takings during periods of reopening.</p> <p>The Board of Trustees have met for the required number of times as set out in our Constitution. Again, the Trustees have provided guidance and support throughout the year for the staff, volunteers and community, ensuring that the Association meets and fulfils its' legal obligations.</p> <p>The Information Centre continued to provide free information and advice, a base for outreach services but also signposting and access to a wide range of professional services. The counselling serviced ceased and all services were suspended during national lockdown.</p>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Association holds a reserve account in order to mitigate the risk of the charity closing down; the reserves contain the amount of money required to ensure that no debt would be left as a result of this.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Election to post by Board of Trustees and members present at AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Newton Farm Community Association (NFCA)
Other name the charity uses	None
Registered charity number	1078013

Charity's principal address	21-23 The Oval, Newton Farm, Hereford HR2 7HG

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tony Vaughan	Vice Chair	Whole year	
2	Edward Hickie	Secretary	Whole year	
3	Esther Griffiths		Whole year	
4	Crystal Macangus		Whole year	
5	Rebecca James		Whole year	
6	Nicky Vaughan		Whole year	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees - names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	




## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information


**This report has been compiled by Rebecca James (Chair) whom was appointed in May 2021 in the absence of any previous report from the board during the reporting period**

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Rebecca James	
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Position (eg  
Secretary, Chair, etc)

Chair	
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Date

4 <sup>th</sup> January 2022
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Newton Farm Community Association

No (if any)  
1078013

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	300	-	-	300	3,570
Donations	23,406	-	-	23,406	28,200
Rental Income	-	-	-	-	-
bank Interest	10	-	-	10	10
Other	27,602	-	-	27,602	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>51,318</b>	<b>-</b>	<b>-</b>	<b>51,318</b>	<b>31,780</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>51,318</b>	<b>-</b>	<b>-</b>	<b>51,318</b>	<b>31,780</b>
<b>A3 Payments</b>					
Rent & Rates	6,000	-	-	6,000	6,000
Honorarium	15,034	-	-	15,034	21,942
Electricity & Water Rates	2,499	-	-	2,499	2,211
Insurance	676	-	-	676	676
Repairs & Maintenance	150	-	-	150	461
Administration	4,713	-	-	4,713	3,602
Hire of Equipment	654	-	-	654	1,036
Telephone and internet	862	-	-	862	951
Legal & professional	75	-	-	75	582
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>30,663</b>	<b>-</b>	<b>-</b>	<b>30,663</b>	<b>37,461</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>30,663</b>	<b>-</b>	<b>-</b>	<b>30,663</b>	<b>37,461</b>
<b>Net of receipts/(payments)</b>	<b>20,655</b>	<b>-</b>	<b>-</b>	<b>20,655</b>	<b>- 5,681</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>12,865</b>	<b>-</b>	<b>-</b>	<b>12,865</b>	<b>18,546</b>
<b>Cash funds this year end</b>	<b>33,520</b>	<b>-</b>	<b>-</b>	<b>33,520</b>	<b>12,865</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account- Current	24,797		
	Bank Account- Reserve	8,673		
	Petty Cash	50		
	<b>Total cash funds</b>	<b>33,520</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer Equipment	Unrestricted	4,715	526
	PAT Testing Equipment	Unrestricted	265	7
	Furniture	Unrestricted	3,189	334
	Lockable Storage	Unrestricted	651	49
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Rebecca James	Rebecca James		



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Newton Farm Community Association

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

1078013

**Set out on pages**

1 and 2.

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent  
examiner's statement**

In the course of my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 41 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*David Berkeley*

**Date:**

22 March 2021

**Name:**

David Berkeley

**Relevant professional  
qualification(s) or body  
(if any):**

ACMA – Chartered Management Accountant

**Address:**

Apple Accountants

7A Harrow Road

Hereford HR4 0EH

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

There are no items that require disclosure.