

# Priestwood Community Association Report to Trustees

## Chair's End of Year Report 2020-2021 – COVID-affected

### April

Having seen our accessible funds draining away since before Christmas through rapid decline in bookings, the Centre was closed for lockdown shortly before the beginning of this financial year. I had to learn how to put our staff on furlough, and work out the monthly claims. We paid our staff in full, and received the statutory 80% reimbursement from the Government. By the end of the month our funds were significantly depleted.

### May

We received two grants: Bracknell Forest Council finally paid out the S106 grant to reimburse our expenditure on our new Lounge – completed in January; and they passed on a Government small business support grant of £10K – very timely as our income had been drying up since early in the year. Our current account balance was getting uncomfortably low, and I was beginning to look at how to access funds from the Deposit Account.

We were able to claim a part-month JRS (furlough) grant, as our cleaners had not been required for a number of weeks because we had no hirers. Centre Manager Annette and our Administrator Caroline then also had to be furloughed too.

### June

Full amount of furlough claimed from then on.

Chair, Tricia managed to handle an NHS Blood Donors booking – this being counted as an essential use of our Community Centre.

All the bills continued to roll in, but Chair was able to stop rubbish and sanitary bin collections, and notify utilities of our closure. Forgot to notify the Post Office, so we received no post.

### July

JRS (furlough payment) income only.

Lots of Health and Safety checks – managed by Chair.

### August

NHS Blood Donors booking again managed by Chair.

Centre Manager Annette worked out how to organize the Centre for very cautious, safe opening for one group who could produce a suitable risk assessment. She worked hard to put signs and measures in place, including a second CCTV camera in the Hall to check groups' COVID measures: safe distancing and their cleaning routine, and so on.

### September

There were 9 bookings in September. Almost enough to cover staff pay.

Cleaning supplies became a major expense.

There was much anxiety about keeping our clients safe from COVID infection.

### October

Eleven bookings in early October, including a second regular NHS Blood Donor session because we were able to offer the space safely: other venues were still closed.

Our current account had crept back up to just over £12K early in the month, but our bookings fell away again as COVID took hold again. Thankfully we had avoided any infection at our Centre.

# Priestwood Community Association Report to Trustees

## November

We claimed furlough for the last part of October.  
There was one small urgent booking in mid-November.  
Our finances were again hit.

## December

NHS booking was very valuable; Slovak Families paid too.

## January and February

The only income we received was the JRS payment (furlough). Our Current Account balance dipped below £8K. The winter utility bills kept rolling in, as well as the annual charges for insurance and the umbrella film licence MPLC.

Caroline Cowell, our Administrator retired from her post. Caroline had been the Community Association Administrator since its foundation in 2001, and was Youth and Community Centre Administrator for 7 years before that... longest serving member of our team by far!

It was sad to see Caroline go, but we have found talent in our current team: Kate Byrne was able to take over the Administrator role from Caroline, who kindly facilitated the handover.

## March

In early March the Current Account was just over £7K, until the JRS payment arrived, and then Chair was able to apply for an additional restrictions grant: £4940.00. A further NHS booking helped too.

It was a challenge to keep an eye out for Government rule changes to the JRS, both in the deadlines for claiming; the amounts to be claimed; and proportion of salary to be claimed at the latest JRS rate.

Staying aware of the grants on offer was also a challenge. As a Councillor, I am also aware of the difficulties some local businesses had in applying by deadlines, and knowing which grant to apply for depending on the profit levels; staff numbers, and so on.

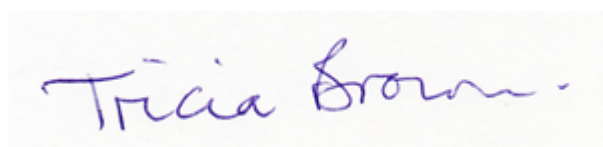
Government did not make it easy, and the applications were also open to local interpretation, as the Borough Council had to pay these from a fund allocated by the Government.

Thankfully NPCA did not miss out.

At the end of our accounting year 2020-21, we had just over £10K in the Current Account: a little over what we would have expected if our business had not been COVID-affected.

The government grants were very helpful for us: if COVID lockdowns had been extended further, we might have needed the whole of that funding to keep going.

Signed by Chair:



Date: 01.10.2021

# The New Priestwood Community Centre

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

### INCOME

Regular Hirers		5,591.03
Adhoc Hirers		0.00
Grants		17307.76
Donations		150.00
Furlough		6377.63
Interest Income		56.05
		<b>29482.47</b>

### EXPENSES

Wages	17587.19	
Pension	156.84	
PAYE/NI	705.75	18,449.78
Utilities	2514.98	
Waste Disposal	638.87	
Telephone/Internet	334.40	
Cleaning Supplies	956.08	
Supplies	248.54	
Accountancy Fees	150.00	
Insurance	434.60	
Miscellaneous Expenses	239.85	
	<b>23,967.10</b>	

### NET PROFIT

5,515

**£5,515**

# The New Priestwood Community Centre

## YEAR ENDED 31 MARCH 2021 BANK RECONCILIATION

### Current Account

Balance B/Fwd at 1 April 2020		4,920.94
Add: Receipts		<u>29,426.42</u>
		34,347.36
Less: Expenses	23,967.10	
	<u>23,967.10</u>	<u>23,967.10</u>
<b>Balance C/Fwd at 31 March 2021</b>		<b><u>£10,380.26</u></b>

### Bonus Saver Account

Balance B/Fwd at 1 April 2020		9,322.51
Add: Interest and Bonuses	56.05	
Less money transferred		<u>56.05</u>
<b>Balance C/Fwd at 31 March 2021</b>		<b><u>£9,378.56</u></b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The New Priestwood Community Association

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

1089708

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date:

25/03/2022

Name:

Sandra Douglas ACMA

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

CIMA

Address:

62 Westmorland Drive, Warfield, Berkshire, RG42 3QP

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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