

# Peter Upton

REGISTERED CHARITY NUMBER: 1092607

**CHARTERED ACCOUNTANT  
CHARTERED TAX ADVISER**

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**Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2021**  
**for**  
**Earley Crescent Community Association**

Peter Upton  
Bridge House  
2 Bridge Avenue  
Maidenhead  
Berkshire  
SL6 1RR

# **Earley CResCent Community Association**

## **A Charitable Company Limited by Guarantee**

**Charity Registration No: 1092607**

**Company Registration No: 4383491**

### **ANNUAL REPORT AND STATEMENT OF FINANCIAL ACTIVITIES**

**For the period: 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

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# **Earley CResCent Community Association**

## **DIRECTORS ANNUAL REPORT**

The Directors present their report for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

The Directors have adopted the Statement of Recommended Practice 2015 (FRS 102). As a small charity not subject to statutory audit, the Directors have opted for the lesser reporting requirements permitted under SORP 2015.

As a charitable company, the terms "Directors" and "Trustees" have the same meaning. This Report refers to Directors, but they also act as Trustees.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Principal Address & Registered Office:**

Earley CResCent Community Association  
Warbler Drive  
Lower Earley  
Reading  
RG6 4HB

The Charity is also known as the "CResCent Resource Centre".

Charity Registration No: 1092607  
Company Registration No: 4383491

### **Bankers:**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Mallong  
Kent  
ME19 4JQ

### **Solicitors:**

The Head Partnership  
9 Chalfont Court  
Lower Earley  
Reading  
Berkshire  
RG6 5SY

### **Auditor:**

Peter Upton Ltd.  
PO Box 782  
Maidenhead  
Berkshire  
SL6 1FR

## **Earley CResCent Community Association**

### **Directors**

The Annual General Meeting held on the 10th of November 2020 was restricted to Trustees only, a result of the coronavirus restrictions. The following directors retired by rotation and being eligible, offered themselves for re-election. They were duly elected for a term of 3 years, except for Rex Codling who choose to offer himself for one year only.

Bob Ames  
Rex Codling  
Elaine Spratling  
Graham Hale

The following are the duly elected directors as of 31<sup>st</sup> March 2021: -

Robert Ames (Chairman)	Graham Hale
Chris Nunn (Vice Chairman)	Tony Henty
Tony Bonnett	Philip Hooper
Jane Cant	Martin Smith
Chris Chambers	Elaine Spratling
Rex Codling (Treasurer)	Cindy Thompson

Association Manager to whom day to day management of the Charity is delegated:

Kate Long

### **Staff**

Kate Long – Association Manager  
Patricia Moreton – Community Link Worker  
Clare Arnabaldi – Training Officer  
Isabella Hughes - NLC Support Worker  
Anaely Cupido Gomez – Office Manager  
Samantha Mitchell – Finance Assistant  
Malcolm Gaudreau –Senior Caretaker  
Ron Hayes - Caretaker  
Salma Mahmood – Kitchen Cleaner  
Paul Lyden – Caretaker

### **Volunteers**

Due to the substantial curtailment of our activities throughout the year as a result of coronavirus pandemic restrictions, there have been few opportunities to utilise the services of our volunteers. With the partial reduction of these restrictions towards the end of the year, some eligible bookings and NLC courses were resumed, and we utilised the services of a few of our volunteers. It is estimated that some 1,300 hours of voluntary work was carried out, valued at £11,600 based on statutory minimum pay for over 22 years old.



## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The governing document is the Memorandum and Articles of Association and subject to the provisions set out in the Companies Act 2006 and the Charities Act 2011.

### **Constitution**

The company is incorporated as a charitable company limited by guarantee, not having share capital and being a registered charity in England and Wales.

A Board of Directors meet quarterly or otherwise as necessary and administers the charity. There are sub-groups covering: building, finance, personnel, publicity, and outreach. A staff management team carries out the day-to-day functions of the Community Resource Centre:

### **Method of Recruitment and Appointment of Directors**

Directors must be a member of the Charity and not be disqualified as a Director or Trustee by the Articles. No body or individual external to the Charity is permitted to appoint directors. Members are invited to put themselves forward or be nominated by other members as directors.

Directors are elected by the members at the Annual General Meeting or other General Meetings for a term of three years. Directors may offer themselves for re-election at the end of their term of office.

The Directors have power to appoint new directors at any stage in between General Meetings. Such directors hold office until the next available General Meeting at which time they must stand for election by the members.

### **Induction and Training of Directors**

Once appointed, new directors receive appropriate training in their duties and responsibilities by reference to relevant literature including publications issued by the Charity Commissioners and advice and assistance from existing directors. Where possible, directors are encouraged to attend related training courses and seminars.

# **Earley CResCent Community Association**

## **OBJECTIVES AND ACTIVITIES**

### **Objects of the Charity as set out in the governing document:**

1 Promote the benefit of the inhabitants of Earley and the surrounding area without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together the said inhabitants to provide facilities in the interests of the social welfare recreation and leisure-time occupation with the object of improving the conditions of life of the said inhabitants.

2 Establish, or secure the establishment of, a Community Resource Centre and to maintain and manage the same in furtherance of these Objects.

3 Promote the advancement of education, the protection of health and the relief of poverty, sickness, and distress, in particular by the provision of information and learning centres.

4 Promote such other charitable purposes as may from time to time determine.

### **Activities**

The main activities undertaken in relation to the above objects and to further the charity's purposes for the public benefit are as follows:

The activities listed below relate to a normal year, but due to the covid-19 pandemic, many of them have been severely curtailed during the entire 2020/21 year. In particular, it has been impossible to open to the general public nor carry out many of the function specified. Once covid-19 restrictions have been eased or removed, it is our intention to resume all the activities listed below.

The Charity owns and operates the CResCent Resource Centre which is designed to meet the needs of voluntary and community organisations, charities, and individuals primarily within the locality, but without any other restrictions. Room and hall hire are available for other charities, community, and voluntary organisations and for leisure, educational and health activities. The Neighbourhood Learning Centre is a multipurpose training room for computer based and other courses of interest to the public. Support and training are given to voluntary and community organisations that provide support to persons of limited means and direct support to individuals. The CResCent Moon Café is open providing tea, coffee, and soft drinks to the general public as well as an informal meeting place and exhibition area. Full lunches are provided to the general public on Wednesdays and buffet lunches are available to groups on courses or other events. The Centre has an Information Desk providing local community-based information on a wide range of subjects such as health, education, community activities and details for carers and the disabled.

Further details of the Association's activities can be seen on the website:

[www.earleycrescent.org](http://www.earleycrescent.org).

## **Earley CResCent Community Association**

### **Public Benefit Statement**

In exercising their duties to achieve the objects of the Charity as set out above, the directors have paid due regard to the Charity Commissioners' guidance on public benefit in deciding what the activities should be.

### **ACHIEVEMENTS AND PERFORMANCE**

**Due to the covid-19 restrictions, we have been unable to meet many of the achievements and performances we would have expected to perform in a normal year. The items listed below are those we have been able to achieve at various times during the year, in many instances for only a limited period of time.**

The following are the major achievements of the charity during the reporting period in fulfilling its objects and duty of public benefit:

- The centre remains a permanent home for some local groups, in as far as they can operate within Government guide lines, including Optalis Ltd (a day service for adults with learning disabilities), the Reading Church of Christ, ACE (Activity Centre Earley), Earley Bus, Value Learning, X-Pert Diabetes Education, Susan Daughtrey Education and Yoga, Line dancing, Macmillan Cancer Support, Queen Victoria Institute, Cotswold Medical, UK Trading & Development, PINNT, CLASP, Achieving for Children, Reading Advice Network, Rachael Gouldring Dance Christian Church Group, Mike Smith Rockband and Pebblestone Counselling Other local charitable and activity groups attend regularly, and there are many one-off community events including bookings for polling station, blood service and Local Authority use.
- Continuing partnership with the Local authority and DWP for the provision of their information.
- Promotion of the centre through a diverse range of marketing, including our own up-to-date website and regular press coverage. Permanent advert in libraries, various newsletters, Earley Town Guide, ClickBerkshire, Family Grapevine, Wokingham Word, Berkshire Break, Facebook, Instagram, and Earley Crescent Website.
- Continued commitment from volunteers, although we have only been able to utilise them to a limited extend during the year. Enquiries have been received from potential new volunteers to be taken up when the situation allows. Success in attracting new volunteers is largely due to the success of the Centre and the training and support given. Contact has been maintained with all our volunteers, many of whom have not been able to attend during the year, by emails and telephone calls to keep them updated and help with isolation.
- Provision of wide-ranging training opportunities both for local people and voluntary sector groups where permitted by the regulations, including first aid, coping with covid, confidence building and employability.
- To support local people, in partnership with The National Careers Service, we have further continued our Careers Advisory Service providing one to one information and advice sessions on learning and work. This particularly applied

## Earley CResCent Community Association

during the autumn term and at other times remotely. This complements our existing work skills programme, and our range of courses include information and advice on learning and work, CV writing, interview preparation, interview skills, group interview skill, and job search using social networking. We are currently working with nine major employers who support us in delivering mock interviews to give the most recent and relevant tips on how to conduct themselves to the best of their advantage.

- To assist members of the community seeking employment we have continued a partnership with both Reading and Bracknell Job Centres by means of referring to individual staff members due to the closure of the Centres. This is to ensure that all current information is available in the Centre, and compliments the careers advice already available at Crescent as mentioned in the previous paragraphs. .
- Engaging 200+ inactive learners in an informal and supportive environment.
- Engaging vulnerable, disabled, and isolated groups in a range of training.
- Partnership working with other local agencies such as Bracknell and Wokingham College, Local and District Councils, Mencap, Earley Years & Childcare, local Church groups, Optalis Ltd, Wokingham Volunteer Centre, Wokingham Borough Children's Centre, Ability Housing Support, Wokingham Borough Community mental Health Team, Dementia Awareness Alliance, Berkshire Carers Hub, New Directions Reading, Reading Libraries, Reading Advice Network, Autism Berkshire, Whitley Wood Community Association, Reading Refocus, Alama House, Day Compass Services and British Red Cross.
- The centre is continuously held up as an example of good design and working practice by many organisations. We have been asked for advice by other groups starting similar projects elsewhere and involved with consultations regarding Transport, Health Watch, Mental Health, Public Transport Infrastructure and Local Development Plan.
- Provision of two computers for public use.
- Up to date software in the Neighbourhood Learning Centre training room and the public-use computers.
- Area of benefit includes Greater Reading and widened partnerships to publicise our services with Elevate Reading, New Directions, and Prospect Park.
- Renew and up-date all course paperwork, marketing, and publicity annually.

## FINANCIAL REVIEW

### Treasurer's Report

In common with most charities and businesses, the effect of the covid-19 pandemic has been severe and in some cases, catastrophic. Although closed to the general public throughout the year, we have remained open for certain essential services such as NHS Blood Transfusion Service and Cotswold Medical who check the health of, and issues certificates to drivers of PSV and HGV vehicles. With the easing of restrictions in the autumn, some of our customers were able to resume their activities including our major client Optalis Ltd, although most of them were not able to continue during the final quarter.

## **Earley CResCent Community Association**

The result of the covid regulations on unrestricted income was a decline of 62.5% in self-generated income compared to the previous year. This was mitigated by the Government Job Retention Scheme (furlough) payments and a Local Restriction Support Grant totalling £29,487. Including these, the total unrestricted income for the year amounted to £83,758 compared to £144,784 last year, a decline of 42.1%

Every effort was made to reduce expenditure, although, apart from salaries, most of the other items of expenditure are fixed. Unrestricted salaries were reduced to £68,058 (£84,221 last year) and, on a net basis, £47,478 after taking into account furlough payments which have to be included as income to comply with Government requirements. The result of this was an Unrestricted Net Income Resources deficit of £31,525, partly offset by Earley Charity agreeing to a transfer of £9,800 from Restricted Funds to cover the costs of adapting the premises to comply with covid requirements, including social distancing marking-out, screens and other protective measures. This deficit was funded from our General Reserve, reducing this to £94,877. The Project Fund of £23,235 is also unrestricted and can be used for any purpose advancing the objects of the Charity including any future deficits. Earley Charity continued to make a grant to cover the employment costs of the Association Manager, which is included in Restricted Funds.

Restricted Funds include the funds set out in paragraphs 20 to 22 on pages 22 and 23. The Neighbourhood Learning Centre was continued to be financially supported by Earley Charity, for which we are extremely grateful, with a grant of £61,000. Due to the effects of the covid pandemic, we were unable to run our normal courses, although, towards the end of the year, we were able to offer essential courses on some subjects, including those relating to health, and employment and make our facilities available for hire by tutors offering similar courses and children's education. As a result, there was a considerable reduction in tutor fees and course costs amounting to some £23,000 compared to the previous year, and the net costs of salaries reduced by furlough contributions of £10,779. This resulted in a surplus of £24,727 before deduction of £9,800 to unrestricted funds as mentioned above. This surplus will be used to off-set a quarter's grant this year.

### **Future Prospects**

Although some customers have been able to return with the easing of covid restrictions, the current level will be in place until the middle of July, or even beyond. Our current income from hall and room hire is only 68% of what we earned in 2019/20 and we have received minimal income from the coffee bar and donated goods compared to around £17,500 in the previous year. Hopefully, when the remaining restrictions are lifted, we will look to our income returning to something like pre-covid amounts. Some customers have indicated they will not be hiring again but we expect the majority will resume their activities and there will be bookings from new customers.

Another problem on the horizon relates to the extension work, the start of which has been delayed. Details have been agreed by all parties except the apparent delay by Wokingham Borough Council in completion of paperwork connected to the new lease. It had been hoped that work would have been well under way by now, at a time when activity was reduced by covid restrictions, thus keeping disruption to a minimum. This is clearly no longer going to be the case so that loss of income as a result of the disruption will be greater, although impossible to quantify.

It is inevitable that the accounts for the year 2021/2 will end in deficit on unrestricted funds. Please see note 25 on page for further details. As indicated below, our unrestricted

## **Earley CResCent Community Association**

reserves (including the Projects Fund) as at 31<sup>st</sup> March 2021 amount to £118,112 so we are well placed to fund any likely deficit.

### **Reserve Policy**

The Policy is based on the difference between the current assets and current liabilities (i.e. working capital) as appearing in the Balance Sheet at the end of the financial year in respect of unrestricted funds.

### **General Reserve**

To maintain a surplus of current assets over current liabilities (i.e., working capital) of £94,000 in respect of unrestricted funds. This figure is equal to approximately four months normal total turnover and is considered the appropriate level in view of the fact that much of the Association's income is in the form of grants which may be for limited periods of time. The reserve is intended to provide working capital for the normal day-to-day working of the Association, and in addition, to give the Association time, in the event of the cessation of a major source of income, for alternative sources to be sought without damaging, in the short term, the functions of the Association.

As at 31<sup>st</sup> March 2021, the reserve amounted to £118,112 including the balance of the Projects Fund.

### **Review of the Reserve Policy**

The Reserve Policy is reviewed annually after the end of the financial year in the light of results for that financial year, or earlier if there is any substantial change in the Charity's financial circumstances.

### **EXEMPTIONS FROM DISCLOSURE**

This does not apply to this report.

### **FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS**

No such funds are held.

### **OTHER INFORMATION**

#### **Ownership of Property**

Earley Charity provided the funding for the construction of the Crescent Centre building which was demised to Earley Crescent Community Association. Should the Earley Crescent Community Association be wound up in the future, the ownership of the building would revert to Earley Charity.

Wokingham Borough Council owns the freehold of the land on which the Crescent Resource Centre is built. It has granted a lease to the Earley Crescent Community Association for a term of 60 years from 6 August 2003 at a rental of £1.00 per annum. This provides an estimated benefit of £3,160.00 per annum.

Agreement has been reached with the parties concerned to build an extension to the end of the present building, including a suite of offices at first floor level for the use of Earley Charity. Earley Charity have agreed to cover the entire cost. Wokingham Borough Council have agreed in principal to replace the lease mentioned above with a new lease for 125 years, but we await execution of this lease.



## **Earley CResCent Community Association**

### **Risks and Uncertainties**

#### **Review of major risks**

The directors have assessed the risks faced by the Association and addressed these issues including implementation of internal controls.

The following major risks have been identified:

- Large negative impact caused by the coronavirus lockdown resulting in substantial loss of income. See Treasurer's report, "Future Prospects" for more information.
- Substantial damage to the building, leading to cessation of activities and income. Insurance cover held for repair or rebuilding and to provide compensation for loss of income. Unfortunately, it is claimed that the loss of income due to the coronavirus emergency is not covered.
- Health and Safety of staff, volunteers and customers is of paramount importance to the Association. Accidents on site could lead to adverse publicity and financial penalties. Regular inspections of the premises are carried with the view to identifying potential hazardous situations. Health and Safety issues considered at every Board Meeting. Centre evacuations are carried out every six months and fire and health and safety procedures are reviewed annually to ensure we are complying with up-dated legislation.
- Hazardous and inappropriate activity by our hirers. As part of conditions of hire, each hirer is required to carry out their own risk assessment for each activity and sign a copy of our fire procedure to ensure they comply with our Health and Safety regulations.
- Fraud internally or externally including cyber and IT attacks. All payments require two signatures and an internal audit team of directors' checks bank statements, invoices etc on a monthly basis. A full annual audit is carried out by a Senior Statutory Auditor, although this is not a statutory requirement.
- Legal action taken against the Association on the grounds of negligence, employment disputes or otherwise. Expert outside advice available from HR Dept on an on-going basis and defence costs covered by insurance. Public Liability cover held.
- Loss of grant income could seriously affect The Association which could lead to curtailment of activities. Earley Charity as the main grant maker, however, has agreed to the present funding of the Resource Centre to December 2023 on a three year rolling basis, and grants over three years to the Neighbourhood Learning Centre until December 2023 also on a three-year rolling basis, subject to our complying to conditions.
- 52.9% of our income from Room and Hall hire arises from a single customer, Optalis Ltd (although this is about 40% in a normal year). The loss of this business could also result in a serious loss of income, at least in the short term.

## Earley CResCent Community Association

### STATEMENT OF DIRECTORS' ROLES AND RESPONSIBILITIES

The directors acknowledge their responsibilities to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company as at the end of the financial year, and of its statement of financial activities for the financial period, in accordance with the Companies Act 2006.

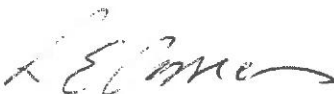
In preparing those financial statements, the directors are required to:

1. Select suitable accounting policies and then apply them consistently;
2. make judgements and estimates that are reasonable and prudent; and
3. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.


The directors are responsible for keeping proper accounting records that comply with the Companies Act 2006 and which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

This report has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

So far as the directors are aware there is no relevant information of which the Charity's auditors are unaware and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the Charity's auditors are aware of that information.

X  X

Approved by the Directors and Trustees on

 23-8-2021

And signed on their behalf by Robert Ames (Chairman)



## **Earley CResCent Community Association**

### **Report of the Independent Auditors to the Members of Earley Crescent Community Association**

#### **Opinion**

We have audited the financial statements of Earley Crescent Community Association (the 'charity') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAS (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRCs Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAS (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or the trustees have not disclosed in the financial statements
- any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Earley CResCent Community Association

Opinion on other matters prescribed by the Charities Act 2011

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

### **Report of the Independent Auditors to the Members of Earley Crescent Community Association**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report and the Report of the Trustees.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small Charities exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

#### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAS (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

We exercise professional judgement and maintain professional scepticism throughout the audit. It is our responsibility to identify and assess the risks of material misstatement in the financial statements, whether due to fraud or error, to design and perform audit procedures responsive to those risks and to obtain evidence that is sufficient and appropriate to provide a basis for our opinion.

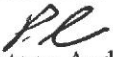
## Earley CResCent Community Association

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### Use of our report

This report is made solely to the charity's members, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

  
Peter Upton (Senior Statutory Auditor)  
for and on behalf of Peter Upton  
(Statutory Auditor) PO Box 782  
Maidenhead  
Berks  
SL6 1FR

Date: ..... 12 October 2021 .....

# Earley CResCent Community Association

## INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 1ST APRIL 2020 TO 31ST MARCH 21

	Notes	Unrestricted Funds	Restricted Funds	Total	Total 2019-20
<b>Incoming Resources</b>					
Grants	3	8907	98080	106987	97179
Donations	4	969		969	1944
Job Retention Scheme	3	20580	10779	31359	1500
Room/Hall Hire Fees	5	52030		52030	120484
Other Trading Activities:	6				
Coffee Bar, Catering and Lunches		509	-	509	15054
Donated Goods for Resale		154	-	154	4977
Other Fundraising		-	-	-	250
Interest Income		85	72	157	549
NLC Course Fees and Equipment Hire			1158	1158	8064
Sundry Income		524	3	527	768
<b>Total Incoming Resources</b>		<b>83758</b>	<b>110092</b>	<b>193850</b>	<b>250769</b>
<b>Resources Expended</b>					
Salaries	8	68058	66695	134753	149600
Employer National Insurance		1827	2665	4492	6730
Pension Contributions		3946	3844	7790	8414
Land & Buildings Maintenance & Repairs	12	10912	-	10912	12258
Gas, Electricity & Water		7824	-	7824	10157
Insurance		5214	-	5214	4827
Coffee Bar & Catering Supplies	6	300	-	300	2552
NLC Equipment & Software Costs		-	3839	3839	3639
NLC Tutor Fees & Course Costs		-	6641	6641	28537
Matrix Qualification		-	-	-	1680
Staff & Volunteers' Expenses		-	-	-	410
Administrative & Office Costs		6730	-	6730	8468
Outsourcing		2648	-	2648	10066
Telephone & Internet		1909	903	2812	3054
Bank Charges	13	97	-	97	102
Audit Fee	13	1500	-	1500	1500
Fundraising Costs		-	-	-	-
Promotional Expenses		-	-	-	631
Sundry Expenses		-	-	-	-
Training		-	-	-	480
Bad Debts		-	-	-	-
Business Rates		1003	-	1003	988
Advertising		-	-	-	270
Depreciation & Amortization	15	3315	18602	21917	24710
<b>Total Resources Expended</b>		<b>115283</b>	<b>103189</b>	<b>218472</b>	<b>279073</b>
<b>Net Incoming Resources Before Transfers</b>		<b>-31525</b>	<b>6903</b>	<b>-24622</b>	<b>-28304</b>
Transfers	14	9800	-9800	-	3769
<b>Net Movement in Funds</b>		<b>-21725</b>	<b>-2897</b>	<b>-24622</b>	<b>-24535</b>
Total Funds Brought Forward 1st April 2019		153535	824535	978070	
<b>Total Funds Carried Forward 31st March 2020</b>		<b>131810</b>	<b>821638</b>	<b>953448</b>	

All gains and losses recognised in the year are included above. The notes on pages 18-25 form part of these financial statements.

# Earley CResCent Community Association

## BALANCE SHEET AS AT 31ST MARCH 2021

	Notes	2021	2021	2020	2020
<b>Fixed Assets</b>					
	15		704152		726068
<b>Current Assets</b>					
Debtors	16	19124		19262	
Cash in Hand		139		207	
Bank Deposits		267186		275496	
<b>Total Current Assets</b>		<u>286449</u>		<u>294965</u>	
<b>Less Current Liabilities</b>					
Creditors - amounts falling due within					
one year	17	13917		23894	
Provisions for liabilities	18	23236		19069	
<b>Total Current Liabilities</b>		<u>37153</u>		<u>42963</u>	
<b>Net Current Assets</b>			249296		252002
<b>Total Net Assets</b>			<u>953448</u>		<u>978070</u>
<b>The Funds of the Charity</b>	20				
Unrestricted Funds			131810		153535
Restricted Funds			821638		824535
<b>Total Charity Funds</b>			<u>953448</u>		<u>978070</u>

The financial statements have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006 and in accordance with the requirements of SORP 2015 (FRS102).

Approved by the Board of Directors on 23rd August 2021

And signed on their behalf by:-

x  x

Robert Ames  
Director/Chairman

The notes on pages 17-25 form part of these financial statements.

# Earley CResCent Community Association

## Notes to the Financial Statements for the year 1st. April 2020 to 31st March 2021

- 1 The Statement of Financial Activities represents net incoming resources or deficit from 1st April 2020 to 31st March 2021

Prior period is for the financial year 1st April 2019 to 31st March 2020.

## 2 Accounting Policies

### Basis of Preparation

(1) The financial statements have been prepared in accordance with the provisions of SORP 2015 (FRS 102). As a small charity not subject to a statutory audit, the directors have opted for reduced reporting requirements where permitted, and in particular:

a) Income and Expenditure is recognised by the nature of the items, not on an activity basis.

b) Omission of a statement of cashflows.

(2) Under the historical cost convention and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

(3) On a going concern basis, there being no material uncertainties about the Charity's ability to continue.

### Income Recognition

Income only includes that income that relates to activities that have taken place during the financial year. Grants are recognised when they fall due within the period of these accounts. In the event of such grants not being received by the end of the accounting period, they are included under "Accrued Income". Grants received during the accounting period but relating to a subsequent period are carried forward as "Prepaid Income".

### Liability Recognition

Liabilities are recognised when legal or constructive obligations that commit the charity to expenditure are incurred. When entering a contract for the supply of goods or services, expenditure is recognised once the supplier of goods or services has performed their part of the contract.

### Financial Instruments

Financial Instruments are recognised when the Charity becomes party to the contractual provisions of the instrument and derecognized when the Charity's obligations are discharged, expire or are cancelled.

The Charity holds the following financial instruments:

Cash  
Debtors  
Creditors  
Bank Deposits

All financial instruments are classified as basic.

## Earley CResCent Community Association

### 2 (contd) Financial Instruments (Contd)

Financial Instrument	Measurement of Initial Recognition	Measurement of carrying amount	As at 31/3/21 Refer to
Cash	Cash held	Cash held	Balance Sheet
Debtors	Invoiced Amounts	Unpaid Invoiced amounts less any doubtful debts.	Note 17
Creditors	Refer to "Liability Recognition" on previous page.	Unpaid amounts	Note 18
Bank Deposits	Cash amount of deposits	Cash amount of deposits	Balance Sheet

### Designated Funds

Designated Funds are agreed by the Trustees in respect of income that is allocated for a specific purpose. No designated funds were held as at March 31st 2021.

### Tangible Fixed Assets and Depreciation

Tangible Fixed Assets are stated at historical cost less depreciation. Depreciation is provided on a straight-line basis at rates calculated to write-off the cost less residual value of each asset over its expected life as follows: -

	Over	Rate of Depreciation
Buildings	Period of lease	
Car Park surface/drainage	20 years	5%
Furniture, Fittings & Equipment	5 or 10 years	20% or 10%

## Earley CResCent Community Association

### 3 Grants Received

Grants have been received or accrued from the following organizations or individuals: -

	2020/21	2019/20	
<u>Crescent Resource Centre</u>			
Earley Charity	37080	37012	Performance Related
Local Restrictions Support	8907		
<u>Neighbourhood Learning Centre</u>			
<u>Earley Charity</u>	61000	60167	Performance Related
<b>Total</b>	<b>106987</b>	<b>97179</b>	

NOTE: The Charity has benefitted from Government Assistance under the Job Retention Scheme to the amount of £31,359 during the financial year. The Charity has also benefited from the grant of £8907 under the Local Restrictions Support Grant Scheme, administered by Wokingham Borough Council with funds provided by the Government.

### 4 Donations

	2020/21	2019/20
Membership Subscriptions	690	907
Asda		500
Other donations	279	537
	<b>969</b>	<b>1944</b>

### 5 Room and Hall Hire Fees

Income from the hire of rooms and the hall is recognised when the booking has taken place and invoiced.

### 6 Other Trading Activities

	2020/21	2019/20
<u>"Crescent Moon" Coffee bar, Catering and Lunches.</u>		
Gross Income	509	15054
Purchase of Stock	300	2552
Surplus	<b>209</b>	<b>12502</b>

Due to the small amount of stock held and frequent turnover, the carrying value of stock is not recognised in the Balance Sheet.

<u>Donated Goods for Resale</u>	2020/21	2019/20
Relating to the Crescent Resource Centre	<b>154</b>	<b>4977</b>

Items for the Sales Table and Books are donated to the Charity for resale for fundraising purposes. Due to the large volume of such items which have low secondhand values, it is not practical to estimate a fair value on receipt. The value of such goods is therefore recognised as income when sold



# Earley CResCent Community Association

## 7 Volunteers

It is estimated that volunteers completed 1600 hours of unpaid work during the year. If measured by reference to the current minimum statutory pay for over 24-year-olds, this is equivalent to a contribution of £14,300 a figure that is not recognised in the accounts.

## 8 Employee Costs

The Charity employed 10 persons as at 31st March 2021. During the year, the average staff employed, all of whom were part time, was 10.0

The average full-time equivalent was 5.0, divided between the Crescent Resource Centre 4.0, and the Neighbourhood Learning Centre 1.0

.No employees received employee benefits of more than £60,000.

The Association Manager is considered a "Key Management Person" and received employee benefits amounting to £36,363 for the year.

## 9 Directors' Remuneration and Expenses

None of the Directors have been paid any remuneration or received any other benefits from an employment with the Charity or a related party.

None of the Directors have been paid any amount in respect of expenses.

## 10 Directors' Interests

The following interests have been declared by the Directors in accordance with the Charity's Conflicts of Interest Policy:

Name of Director	Relates To	Description of Interest
Robert Ames	Self	Trustee of Earley Charity
Robert Ames	Self	Trustee of EarleyBus
Philip Hooper	Self	Trustee of Earley Charity
Anthony Henty	Self	Treasurer of EarleyBus
Cindy Thompson	Self	Secretary of ACE

## 11 Transactions with Related Parties

There have been no related party transactions during the year that require disclosure.

## 12 Land and Buildings Maintenance and Repairs

Charges for Maintenance and Repairs:	2020/21	2019/20
Actual Expenditure	4762	6108
Transfer to Provision (See Note 19)	6150	6150
<b>Total Charge</b>	<b>10912</b>	<b>12258</b>

## 13 Audit and Other Financial Service Fees

	2020/21	2019/20
Non-Statutory Audit Fee	1500	1500
Bank Charges	97	102
	<b>1597</b>	<b>1602</b>

# Earley CResCent Community Association

## 14 Transfers

The following transfers were made.

	2020/21		2019/20	
	Unrest'd	Restricted	Unrest'd	Restricted
Assets bought through Provision for Land and Buildings Mtee and Repair	0	0	3769	0
Transfer from Restricted to Unrestricted				
Funds as agreed by Earley Charity	9800	-9800		
	9800	-9800	3769	0

## 15 Tangible Fixed Assets

	Buildings	2020/21 Fixtures Fittings & Equipment	Total
<b>AT COST</b>	<b>£</b>	<b>£</b>	<b>£</b>
As at 1st April 2020	1000189	120891	1121080
Additions during year	0	0	0
Disposals during year	0	-3979	-3979
<b>As at 31st March 2021</b>	<b>1000189</b>	<b>116912</b>	<b>1117101</b>
<b>DEPRECIATION/AMORTISATION</b>			
As at 1st April 2020	291978	103034	395012
Charge for the Year	18347	3569	21916
Arising on Disposals during year	0	-3979	-3979
<b>As at 31st March 2021</b>	<b>310325</b>	<b>102624</b>	<b>412949</b>
<b>NET BOOK VALUE</b>			
As at 1st April 2020	708211	17857	726068
<b>As at 31st March 2021</b>	<b>689864</b>	<b>14288</b>	<b>704152</b>

## 16 Debtors

All debtors fall due within one year.

	31/03/2021	31/03/2020
Trade Debtors	5508	8474
Prepaid Expenses	8532	9288
Accrued Income	5084	1500
<b>Total Debtors</b>	<b>19124</b>	<b>19262</b>

## 17 Creditors

All creditors fall due within one year.

	31/03/2021	31/03/2020
Taxation, Social Security & Student Loan	0	0
Trade Creditors	954	2288
Grants in Advance	8856	19574
Course Fees in Advance	484	0
Accrued Expenses	3623	2032
<b>Total Creditors</b>	<b>13917</b>	<b>23894</b>

## Earley CResCent Community Association

### 18 Provision for Liabilities

Building's Maintenance and Repair	2020/21	2019/20
Balance brought forward April 1 2020	19069	17819
Transfer in during year	6150	6150
	25219	23969
Expenditure during year	-1983	-4900
<b>Balance as at March 31 2021</b>	<b>23236</b>	<b>19069</b>

A provision is maintained to evenly spread estimated expenditure occurring at intervals of more than one year. This is operated over a ten-year cycle and 2020/21 was the eighth year of the current cycle. The total amount to be provided over the ten years is £61,500 and one tenth of this amount is set aside each year. Expenditure on the items concerned is charged to the Provision as and when it occurs.

### 19 Taxation

The Earley Crescent Community Association is a registered charity and is not liable to Corporation Tax in view of its income from trading activities being exempt.

### 20 Funds

Net Fund Balances as at:	31/03/2021	31/03/2020
<b>Unrestricted</b>		
General	108575	130301
Projects	23235	23234
<b>Total Unrestricted Funds</b>	<b>131810</b>	<b>153535</b>
<b>Restricted</b>		
Buildings	689864	708211
Neighborhood Learning Centre	129686	114757
Centre	1863	1141
Fixtures Fittings & Equipment	225	426
<b>Total Restricted Funds</b>	<b>821638</b>	<b>824535</b>
<b>Total Funds</b>	<b>953448</b>	<b>978070</b>

#### General Fund

Provide a Community Resource Centre with the flexibility to serve the needs of all voluntary and community-based organizations, charities, and individuals within Earley, Reading and Wokingham Borough and the surrounding area.

#### Projects Fund

Fundraising set aside for future projects.

#### Building Fund

Building costs of the Crescent Resource Centre and Extension and Car Park surface and drainage less Amortization and Depreciation.

## Earley CResCent Community Association

### 20 Funds (Continued)

#### **Neighbourhood Learning Centre Fund**

Supporting training courses and course costs, marketing of projects and funding of NLC staff.

#### **Centre Fund**

Provides for the employment costs of the Centre Manager and related expenditure funded by Earley Charity on a rolling three year basis and subject to regular reporting to the Charity.

#### **Fixtures Fittings & Equipment Fund**

Provide for certain fixtures, fittings and equipment paid for from "one-off" grants in respect of the Resource Centre and Garden.

### 21

#### **ANALYSIS OF MOVEMENT IN FUNDS**

	<b>Unrestricted Funds</b>			<b>Restricted Funds</b>			
	General	Projects	Buildings	NLC	Centre	FF&E	Total
Brought Forward April 1 2020	130300	23235	708211	114757	1141	426	978070
Incoming Resources	93558	0	0	73012	37081	0	203651
Resources Expended	115283	0	18347	58083	36359	201	228273
<b>Carried Forward March 31 2021</b>	<b>108575</b>	<b>23235</b>	<b>689864</b>	<b>129686</b>	<b>1863</b>	<b>225</b>	<b>953448</b>

### 22

#### **ANALYSIS OF NET ASSETS ATTRIBUTED TO FUNDS**

	<b>Unrestricted Funds</b>			<b>Restricted Funds</b>			
	General	Projects	Buildings	NLC	Centre	FF&E	Total
Fixed Assets	13698	0	689864	383	0	207	704152
Debtors	12355	0	0	6769	0	0	19124
Cash and Bank	119190	23235	0	123018	1863	18	267324
Creditors	13433	0	0	484	0	0	13917
Provision	23235	0	0	0	0	0	23235
	<b>108575</b>	<b>23235</b>	<b>689864</b>	<b>129686</b>	<b>1863</b>	<b>225</b>	<b>953448</b>

## **23 Share Capital and Membership**

The Company is limited by Guarantee and without share capital. Each member undertakes to contribute such amount as may be required, not exceeding £10, to the assets, debts, liabilities and costs in the case of the Company being wound up with insufficient assets to repay its liabilities.

## **24 Controlling Party**

There is no controlling party. Each member is liable for the same guarantee and no one member has more voting rights than another.

## **25 Post Year Events**

### **Non-Adjusting Events after the end of the reporting period (As at September 13th 2021)**

#### **(1) Building Extension**

The Earley Charity funded extension to the ground floor and construction of first floor offices for Earley Charity continues to be delayed. Agreement in principle by all parties is in place, including a new 125-year head lease from Wokingham Borough Council and a sub-lease to Earley Charity for their offices. Finalization of these documents is still awaited. In the meantime, the builders have had to divert their staff to other projects

#### **(2) Effects of coronavirus**

The Resource Centre has continued to be affected by coronavirus, although to a lesser extent than the previous year. Normal income for the first quarter of 2021/22 was 60% of the comparative quarter in 2019/20. Thanks to a Restart Support Grant of £8,000, however, there was a surplus of £2,400 for the quarter. Restrictions were mostly removed in July (although some have been retained at the Centre for the time being due to health and safety reasons). A progressive increase in income is expected to the level achieved prior to the virus, but the best estimate for the current year is a deficit on unrestricted funds of some £7,000. This assumes there is no new restrictions imposed which would render this estimate invalid.

The Neighborhood Learning Centre (a restricted fund) ran courses in priority subjects such as first aid and employment during the summer term and plans to resume our normal level of courses from the end of September. As arranged with our funder, Earley Charity, the autumn term will be funded by ourselves, which will result in a estimated deficit of £19,500, offset by the exceptional surplus of a similar amount between April 1st 2020 and June 30th 2021.