

Ingrave Community Association
Company Limited By Guarantee
Report and Unaudited Accounts
31 March 2021

Registered Company Number 05012346

Registered Charity Number 1104028

TRUEMAN BROWN
CHARTERED ACCOUNTANTS
7 FOXGLOVE ROAD
SOUTH OCKENDON
ESSEX. RM15 6EU

**Ingrave Community Association
Report and accounts
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Ingrave Community Association Company Information

Director

David Hann
Robert Hornett

Independent examiners

Trueman Brown
7 Foxglove Road
South Ockendon
Essex
RM15 6EU

Bankers

National Westminster Bank Plc
46 High Street
Brentwood
Essex
CM14 4AL

Registered office

Ingrave Community Association
Knight's Way Centre
Knight's Way
Brentwood
Essex
CM13 2AZ

Registered number

05012346

Ingrave Community Association Company Limited By Guarantee Trustees Annual Report

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Ingrave Community Association
Charity registration number	1104058
Company registration number	5012346
Registered office	Ingrave Community Association Knight's Way Centre Knight's Way Brentwood Essex, CM13 2AZ

THE TRUSTEES

The trustees who served the charity during the year were as follows:

David Hann
Robert Hornett

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12th January 2004 and registered as a charity on 28th May 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of management committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

One third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office.

The first trustees to retire shall be decided by lots drawn amongst themselves.

In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience required for the effective administration of the charity.

Ingrave Community Association Company Limited By Guarantee Trustees Annual Report

Trustee training and induction

Most trustees are already familiar with the practical work of the charity.

Additionally, new trustees will be invited and encouraged to attend a series of short training sessions (of no more than an hour) to familiarise themselves with the charity and the context within which it operates. These cover:

- The obligations of Management Committee members;
- The main documents which set out the operational framework for the charity including the Memorandum and Articles;
- Resourcing and the current financial position as set out in the latest published accounts;
- Future plans and objectives;

A Question and Answer pack has also been prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees along with the Memorandum And Articles and the latest financial statements.

Risk management

The Management Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre.

Organisational structure

The Company has a Management Committee of no less than 3 Trustees who meet regularly and are responsible for the strategic direction and policy of the charity. At present the Committee has four Trustees from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Manager. The Manager is responsible for ensuring that the charity delivers the the services specified and that key performance indicators are met. The Manager has responsibility for the day to day operational management of the Charity and working practices in line with good practice.

OBJECTIVES AND ACTIVITIES

The company's objects and principal activities are to promote the Ingrave Community Association in Brentwood, Essex for the benefit of the local inhabitants:-

The charity runs the Knight's Way Community Centre in Knight's Way in Brentwood on the East Ham Estate in Brentwood.

Ingrave Community Association Company Limited By Guarantee Trustees Annual Report

The aim is that the Community Centre acts as a hub in the community providing services for children, young people and older residents and as a place that individuals and businesses can hire to provide services to the community.

FINANCIAL REVIEW

The company generated a positive financial outcome for the period with a net decrease in funds for the period of £2,491 (2020: net decrease in funds of £1,308).

PLANS FOR FUTURE PERIODS

The charity is looking for a person or persons to take over the café. The café reverted back to the charity after the previous lessees end the lease.

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Ingrave Community Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that 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. The trustees 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.

ACCOUNTANTS

Trueman Brown are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

This report was approved by the trustees on 1 December 2021 and signed by its order.

David Hann
Director

**Ingrave Community Association
Company Limited By Guarantee
Statement Of Financial Activities (Incorporating The Income And Expenditure
Account)
for the year ended 31 March 2021**

	Notes	Total Funds 2021 £	Total Funds 2020 £
Incoming resources from generating funds:			
Donations and legacies	2	44,714	-
Activities for generating funds	3	7,372	59,311
Investment income	4	4	8
Other incoming resources	5	-	215
Total incoming resources		52,090	59,534
Charitable activities	6	(6,226)	(11,356)
Governance costs	8	(48,355)	(49,486)
Net (outgoing)/incoming resources for the year		(2,491)	(1,308)
Total funds brought forward		14,148	15,456
Total funds carried forward		11,657	14,148

The Statement of Financial Activities includes all the gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

**Ingrave Community Association
Company limited by guarantee**
Registered number: 05012346
Balance Sheet
as at 31 March 2021

	Notes	2021 £	2020 £
Current assets			
Debtors	11	-	6,077
Cash at bank and in hand		17,364	8,071
		<u>17,364</u>	<u>14,148</u>
Creditors: amounts falling due within one year	12	5,707	-
Net current assets		11,657	14,148
Net assets		<u>11,657</u>	<u>14,148</u>
Funds			
Unrestricted income funds	13	11,657	14,148
TOTAL FUNDS		<u>11,657</u>	<u>14,148</u>

The director is satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

David Hann
Director

Rob Hornett
Director

Approved by the board on 1 December 2021

**Ingrave Community Association
Company limited by guarantee
Statement of Cash flows
for the year ended 31 March 2021**

	Note	2021 £	2020 £
Cash provided by operating activities	15	9,289	751
Cash flows from investing activities			
Interest income		4	8
Cash used in investing activities		<u>9,293</u>	<u>759</u>
Net increase in cash		9,293	759
Cash at bank and in hand less overdrafts at 1 April		<u>8,071</u>	<u>7,312</u>
Cash at bank and in hand less overdrafts at 31 March		<u><u>17,364</u></u>	<u><u>8,071</u></u>

**Ingrave Community Association
Company limited by guarantee
Notes to the Accounts
for the year ended 31 March 2021**

1 Accounting policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

Fund Accounting

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objectives.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

Ingrave Community Association
Company limited by guarantee
Notes to the Accounts
for the year ended 31 March 2021

2 Donations and legacies

	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
General grants provided by the government	44,714	44,714	-
	<u>44,714</u>	<u>44,714</u>	<u>-</u>

Of the £44,714 (2020: £Nil) grants received, £24,563 (2020: £Nil) was received from HMRC's 'Job Retention Scheme' and the remaining £20,151 (2020: £Nil) from Brentwood District Council.

There are no unfulfilled conditions relating to these grants.

3 Incoming resources from activities from generating income

	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Room Hire	7,372	7,372	59,251
Café	-	-	59
Events	-	-	1
	<u>7,372</u>	<u>7,372</u>	<u>59,311</u>

4 Investment income

	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Bank interest	4	4	8
	<u>4</u>	<u>4</u>	<u>8</u>

5 Other incoming resources

	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Miscellaneous	-	-	215
	<u>-</u>	<u>-</u>	<u>215</u>

**Ingrave Community Association
Company limited by guarantee
Notes to the Accounts
for the year ended 31 March 2021**

6 Costs of charitable activity by fund type

	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Programme activity costs	6,126	6,126	10,740
Support of outside causes	100	100	616
	<u>6,226</u>	<u>6,226</u>	<u>11,356</u>

7 Costs of charitable activity by activity type

The charity undertakes its charitable activity by a programme of activities.

	Activities Undertaken Directly 2021 £	Total Funds 2021 £	Total Funds 2020 £
Programme activity costs:			
Room hire	6,126	6,126	9,990
Café	-	-	418
Events	-	-	332
Support of outside causes	100	100	616
	<u>6,226</u>	<u>6,226</u>	<u>11,356</u>

**Ingrave Community Association
Company limited by guarantee
Notes to the Accounts
for the year ended 31 March 2021**

8 Governance costs

	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Staff costs	33,975	33,975	32,196
Pensions	1,171	1,171	1,837
Equipment hire	-	-	539
Rent	-	-	881
Rates	1,227	1,227	515
Light and heat	2,273	2,273	2,945
Cleaning	1,114	1,114	5,168
Telephone and internet	1,639	1,639	551
Travel and subsistence	-	-	-
Postage and stationary	161	161	321
Computer costs	396	396	1,036
Bank charges	-	-	12
Bad debts	5,822	5,822	-
Trustees expenses	-	-	1,180
Accountancy fees	561	561	550
Licences	-	-	13
Sundry expenses	16	16	1,426
Depreciation	-	-	316
	<u>48,355</u>	<u>48,355</u>	<u>49,486</u>

9 Staff costs and emoluments

Total staff costs were as follows:-

	2021 £	2020 £
Wages and salaries	33,975	32,196
Pensions	1,171	1,837
	<u>35,146</u>	<u>34,033</u>

Particulars of employees

	Number	Number
Number of administrative staff	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2020 - Nil).

**Ingrave Community Association
Company limited by guarantee
Notes to the Accounts
for the year ended 31 March 2021**

10 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 April 2020	1,788
At 31 March 2021	<u>1,788</u>
Depreciation	
At 1 April 2020	1,788
At 31 March 2021	<u>1,788</u>
Net book value	
At 31 March 2021	<u>-</u>

11 Debtors	2021 £	2020 £
Trade debtors	<u>-</u>	<u>6,077</u>

12 Creditors: due within one year	2021 £	2020 £
Taxation and social security	2,788	-
Other creditors	2,919	-
	<u>5,707</u>	<u>-</u>

13 Unrestricted income funds

	Opening balance £	Outgoing resources £	Closing balance £
General funds	14,148	(2,491)	11,657
	<u>14,148</u>	<u>(2,491)</u>	<u>11,657</u>

14 Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	2021 £
Unrestricted income funds	-	11,657	11,657
	<u>-</u>	<u>11,657</u>	<u>11,657</u>

**Ingrave Community Association
Company limited by guarantee
Notes to the Accounts
for the year ended 31 March 2021**

15 Reconciliation in net movement in funds to net cash flows from operating activities

	2021	2020
	£	£
Net movement in funds	(2,491)	(1,308)
Add back: Depreciation charge	-	314
Deduct: Interest income in investing activities	(4)	(8)
Increase in creditors	5,707	-
Decrease in debtors	6,077	1,753
	<u>9,289</u>	<u>751</u>

16 Company limited by guarantee

Ingrave Community Association is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

17 Corporation taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

18 Other information

Ingrave Community Association is a private company limited by shares and incorporated in England. Its registered office is:
Knight's Way Centre
Knight's Way
Brentwood
Essex
CM13 2AZ