

Ingrave Community Association  
Company Limited By Guarantee  
Report and Unaudited Accounts  
31 March 2024

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  
Contents**

	<b>Page</b>
Company information	1
Trustees report	2
Independent examiners' report	5
Profit and loss account	6
Balance sheet	7
Statement of cash flows	8
Notes to the accounts	9

## **Ingrave Community Association Company Information**

### **Director**

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 2024.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	Ingrave Community Association
<b>Charity registration number</b>	1104058
<b>Company registration number</b>	5012346
<b>Registered office</b>	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:

Robert Hornett  
Sue Sampson  
Collena Fernandez  
Nathania Maynard

### **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 increase in funds for the year of £25,662 (2023: net increase in funds of £24,655).

### **PLANS FOR FUTURE PERIODS**

We have started the construction of a community garden. This includes raised beds, and path accessible for disabled users and space to grow various plants. We will also replace the existing bench tables and create a nicer place to sit in the summer months. We aim to create a gardening club in the future for the local residents to attend and make friends.

### **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 30 October 2024 and signed by its order.

Robert Hornett  
Director

## **Ingrave Community Association**

### **Independent Examiner's Report On The Accounts**

Report to the trustees of Ingrave Community Association on the accounts for the year ended 31 March 2024 set out on pages 6 to 11.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts under Section 145 of the Charities Act;
- to follow the general directives given by the Charity Commission (under Section 145(5)b of the Charities Act); 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:-

1. which gives me reasonable cause that in, any material respect, the requirements:
  - . to keep accounting records in accordance with Section 130 of the Charities Act; and
  - . To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Trueman Brown  
Chartered Accountants  
7 Foxglove Road  
South Ockendon  
Essex  
RM15 6EU

30 October 2024

**Ingrave Community Association  
Company Limited By Guarantee  
Statement Of Financial Activities (Incorporating The Income And Expenditure  
Account)  
for the year ended 31 March 2024**

	Notes	Total Funds 2024 £	Total Funds 2023 £
<b>Incoming resources from generating funds:</b>			
Activities for generating funds	<b>2</b>	57,077	52,566
Investment income	<b>3</b>	117	-
Other incoming resources		-	-
<b>Total incoming resources</b>		<u>57,194</u>	<u>52,566</u>
Charitable activities	<b>4</b>	(7,182)	(9,039)
Governance costs	<b>6</b>	(24,350)	(18,872)
<b>Net (outgoing)/incoming resources for the year</b>		<u>25,662</u>	<u>24,655</u>
Total funds brought forward		22,891	(1,764)
<b>Total funds carried forward</b>		<u>48,553</u>	<u>22,891</u>

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:  
Balance Sheet  
as at 31 March 2024**

05012346

	Notes	2024 £	2023 £
<b>Current assets</b>			
Debtors	9	8,241	6,148
Cash at bank and in hand		40,712	17,143
		<u>48,953</u>	<u>23,291</u>
<b>Creditors: amounts falling due within one year</b>	10	400	400
<b>Net current assets</b>		48,553	22,891
<b>Net assets</b>		<u>48,553</u>	<u>22,891</u>
<b>Funds</b>			
Unrestricted income funds	11	48,553	22,891
<b>TOTAL FUNDS</b>		<u>48,553</u>	<u>22,891</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.

Robert Hornett  
Director

Approved by the board on 30 October 2024

**Ingrave Community Association  
Company limited by guarantee  
Statement of Cash flows  
for the year ended 31 March 2024**

	<b>Note</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Cash provided by operating activities</b>	<b>13</b>	23,452	12,097
<b>Cash flows from investing activities</b>			
Interest income		117	-
Cash used in investing activities		<u>23,569</u>	<u>12,097</u>
<b>Net increase in cash</b>		23,569	12,097
Cash at bank and in hand less overdrafts at 1 April		<u>17,143</u>	<u>5,046</u>
<b>Cash at bank and in hand less overdrafts at 31 March</b>		<u><u>40,712</u></u>	<u><u>17,143</u></u>

**Ingrave Community Association  
Company limited by guarantee  
Notes to the Accounts  
for the year ended 31 March 2024**

**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 2024**

**2 Incoming resources from activities from generating income**

	<b>Unrestricted Funds 2024 £</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Room Hire	57,077	57,077	52,566
	<u>57,077</u>	<u>57,077</u>	<u>52,566</u>

**3 Investment income**

	<b>Unrestricted Funds 2024 £</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Bank interest	117	117	-
	<u>117</u>	<u>117</u>	<u>-</u>

**4 Costs of charitable activity by fund type**

	<b>Unrestricted Funds 2024 £</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Programme activity costs	7,182	7,182	9,039
Support of outside causes	-	-	-
	<u>7,182</u>	<u>7,182</u>	<u>9,039</u>

**5 Costs of charitable activity by activity type**

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

	<b>Activities Undertaken Directly 2024 £</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Programme activity costs:			
Room hire	7,182	7,182	9,039
Support of outside causes	-	-	-
	<u>7,182</u>	<u>7,182</u>	<u>9,039</u>

**Ingrave Community Association  
Company limited by guarantee  
Notes to the Accounts  
for the year ended 31 March 2024**

**6 Governance costs**

	<b>Unrestricted Funds 2024 £</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Staff costs	5,938	5,938	5,146
Rent	800	800	800
Rates	3,864	3,864	1,007
Light and heat	6,083	6,083	4,118
Cleaning	4,671	4,671	4,561
Telephone and internet	2,404	2,404	1,954
Computer costs	190	190	886
Accountancy fees	400	400	400
Depreciation	-	-	2
	<u>24,350</u>	<u>24,350</u>	<u>18,874</u>

**7 Staff costs and emoluments**

Total staff costs were as follows:-

	<b>2024 £</b>	<b>2023 £</b>
Wages and salaries	5,938	5,146
	<u>5,938</u>	<u>5,146</u>

**Particulars of employees**

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

No employee received remuneration of more than £60,000 during the year (2023 - Nil).

**8 Tangible fixed assets**

	<b>Plant and machinery etc £</b>
<b>Cost</b>	
At 1 April 2023	<u>1,788</u>
At 31 March 2024	<u>1,788</u>
<b>Depreciation</b>	
At 1 April 2023	<u>1,788</u>
At 31 March 2024	<u>1,788</u>
<b>Net book value</b>	
At 31 March 2024	<u>-</u>

**Ingrave Community Association  
Company limited by guarantee  
Notes to the Accounts  
for the year ended 31 March 2024**

<b>9 Debtors</b>	<b>2024 £</b>	<b>2023 £</b>
Trade debtors	<u>8,241</u>	<u>6,148</u>

<b>10 Creditors: due within one year</b>	<b>2024 £</b>	<b>2023 £</b>
Other creditors	<u>400</u>	<u>400</u>
	<u>400</u>	<u>400</u>

**11 Unrestricted income funds**

	<b>Opening balance £</b>	<b>Incoming resources £</b>	<b>Closing balance £</b>
General funds	22,891	25,662	48,553
	<u>22,891</u>	<u>25,662</u>	<u>48,553</u>

**12 Analysis of net assets between funds**

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>2024 £</b>
Unrestricted income funds	-	48,553	48,553
	<u>-</u>	<u>48,553</u>	<u>48,553</u>

**13 Reconciliation in net movement in funds to net cash flows from operating activities**

	<b>2024 £</b>	<b>2023 £</b>
Net movement in funds	25,662	24,655
Deduct: Interest income in investing activities	(117)	-
Increase in creditors	-	(6,410)
Decrease in debtors	(2,093)	(6,148)
	<u>23,452</u>	<u>12,097</u>

**Ingrave Community Association  
Company limited by guarantee  
Notes to the Accounts  
for the year ended 31 March 2024**

**14 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.

**15 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.

**16 Other information**

Ingrave Community Association is a private company limited by guarantee and incorporated in England. Its registered office is:

Knight's Way Centre  
Knight's Way  
Brentwood  
Essex  
CM13 2AZ