

The Putson Community Association Ltd

Trustees' Report for the Year ended 30 September 2021

The primary focus of the Association's Trustees is the provision and operation of the Community Centre known as Saxon Hall, a multi-purpose facility hosting activities offered by the Association, private providers and third-sector organisations. The hall is used by private hirers for parties, celebrations and other events. There is a mix of commercial and charitable users.

During the period 01 December 2020 to 30 September 2021, the whole Hall complex was on daily hire to the NHS as a vaccination centre, to address the COVID-19 pandemic. It was unavailable to either the Association or the public as a space for hire/community use.

The Trustees of the Association met several times during the year, all meetings via Zoom to

- (initially) preserve the viability of the hall during lockdown in the 'pre-vaccination' period
- Consider/determine level of commitment/liaison with the NHS vaccination programme
- Monitor the arrangements for staff on furlough/part-furlough and making claims to HMG
- Maintaining all statutory and employment responsibilities
- Co-ordinate and undertake maintenance of external/garden areas
- Address issues around insurance, building security, public access to grounds, safety etc
- Co-ordinate planned opening of the grounds only to the community for recreation
- To plan a restart of use as a community facility
- Apply for funding support during and beyond the pandemic
- Managing community and hirer expectations during and for planned restart, including re-deploying users to nearby facilities during the extended hire period to NHS

The Chair of Trustees would like to thank the Trustees and Volunteers of Putson Community Association / Saxon Hall for going above and beyond during the pandemic, to help retain the premises and site for community use. Especial thanks to our long term hirers for their understanding, and for the communities in our area of benefit for their patience during the period covered by this report.

John Eden,
Chair of Trustees
June 2022



THE PUTSON COMMUNITY ASSOCIATION LTD

(A Company limited by Guarantee)

ACCOUNTS

YEAR ENDED 30TH SEPTEMBER 2021

Charity Reg No: 1106422

Reg. Company No: 4887631

THE PUTSON COMMUNITY ASSOCIATION LIMITED
FINANCIAL STATEMENTS
YEAR ENDED 30TH SEPTEMBER 2021

The Putson Community Association Ltd is a registered charity and a company limited by guarantee incorporated in England and Wales. The charitable company is governed by its memorandum and articles of Association dated 04/09/2003.

COMPANY NUMBER:	04887631
CHARITY NUMBER:	1106422
REGISTERED OFFICE:	SAXON HALL HOARWITHY ROAD HEREFORD HR2 6HE
BANKERS:	NATIONAL WESTMINSTER BANK LTD 12 BROAD STREET HEREFORD HR2 9AH
TRUSTEES DIRECTORS:	MR. J. EDEN MR. A. T. OLIVER MS.L.MORRISS (Resigned June 2021) MS. T. DUNN MRS. L. DIGINGS MR. W.T.J.DIGINGS MRS. A.Rodger
SECRETARY:	MRS.L.DIGINGS

THE PUTSON COMMUNITY ASSOCIATION LTD
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

	2021	2020
	£	£
INCOME:		
Grants and Donations	1803	19033
Hall Bookings	52333	22148
Fundraising Events	0	508
Refunds	0	0
Feed in Tariff receipts	2827	3686
Interest received	1	8
	<u>56964</u>	<u>45382</u>
EXPENDITURE:		
Staff & Training Costs	16980	25807
Building & Other Insurances	1245	-288
Public Liability Insurance	998	988
Light and Heat	3965	3252
Water Rates and Rent	655	437
Telephone and Broadband	905	895
Repairs and Renewals	1776	1757
Security	255	249
Cleaning Expenses	1732	2354
Fundraising Events	0	353
Sundry Expenses	326	41
Refunds	0	0
Legal	0	0
Printing, Stationery, Postage	144	183
Equipment Hire	0	240
Small equipment	0	454
Accountancy Charges	384	378
Bank Charges	0	431
Public Performing & Software Licences	1264	2060
Fixtures & Fittings	15	68
Community Garden	992	1598
Matching funds transferred	0	0
Depreciation	2056	2353
Loan interest paid	112	172
	<u>33804</u>	<u>43782</u>
Profit/(Loss) for the year	<u>23160</u>	<u>1600</u>
Restricted Funds:		
Grants Received	1173	3117
Matching funds received	0	0
Fundraising & Refunds	0	0
Restricted Funds Income	<u>1173</u>	<u>3117</u>
Restricted Funds Expenditure	3136	1398
Donations from Restricted Funds	0	0
Net Restricted Funds	<u>-1963</u>	<u>1719</u>
NET Income Resources	<u>21197</u>	<u>3319</u>
Funds Brought Forward	<u>33573</u>	<u>30254</u>
Accumulated Funds c/fwd	<u>54770</u>	<u>33573</u>

THE PUTSON COMMUNITY ASSOCIATION LTD
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30TH SEPTEMBER 2021

	Un Restrict Funds	Restricted Funds	Total 2021	Un Restrict Funds	Restricted Funds	Total 2020
	£	£	£	£	£	£
INCOMING RESOURCES						
Grants & Donations Received	1803	1173	2976	19033	3117	22150
Interest Received	1	0	1	8	0	8
Funds for Capital Projects	0	0	0	0	0	0
Refunds	0	0	0	0	0	0
Feed in tariff receipts	2827	0	2827	3686	0	3686
FUNDRAISING ACTIVITIES						
Hall Bookings	52333	0	52333	22148	0	22148
Fundraising Events	0	0	0	508	0	508
LONG TERM LOANS						
Solar generating system	0	0	0	0	0	0
TOTAL INCOMING RESOURCES	<u>56964</u>	<u>1173</u>	<u>58137</u>	<u>45383</u>	<u>3117</u>	<u>48500</u>
OUTGOING RESOURCES						
Administration Expenses	26739	0	26739	31914	0	31914
Fundraising and Event Expenses	0	0	0	353	0	353
Donations made	0	0	0	0	0	0
Matching funds transferred	0	0	0	0	0	0
Garden & Community Projects & Equip	1007	3136	4143	2120	1398	3518
Governance Charges	384	0	384	378	0	378
Depreciation	2056	623	2679	2353	751	3104
Solar Generating system	0	0	0	0	0	0
Loan repayments	3506	0	3506	6492	0	6492
Loan interest paid	112	0	112	172	0	172
TOTAL OUTGOING RESOURCES	<u>33804</u>	<u>3759</u>	<u>37563</u>	<u>43782</u>	<u>2149</u>	<u>45931</u>
NET MOVEMENT IN FUNDS	23160	-2586	20574	1601	968	2569
ADD FUNDS BROUGHT FORWARD	24947	7253	32200	23346	6285	29631
TOTAL FUNDS CARRIED FORWARD	<u>48107</u>	<u>4667</u>	<u>52774</u>	<u>24947</u>	<u>7253</u>	<u>32200</u>

All incoming resources and resources expended derive from continuing activities:

THE PUTSON COMMUNITY ASSOCIATION LTD
BALANCE SHEET AS AT 30th SEPTEMBER 2021

		2021	2020
	Notes	£	£
FIXED ASSETS			
Tangible Assets	4	18892	21571
CURRENT ASSETS			
Debtors	5	5000	2565
Cash at Bank and in hand	6	29758	13339
		<u>34758</u>	<u>15904</u>
CURRENT LIABILITIES			
Creditors falling due within one year	7	880	4214
NET CURRENT ASSETS (LIABILITIES)		33878	11690
TOTAL ASSETS less CURRENT LIABILITIES		<u>52770</u>	<u>33261</u>
LONG TERM LIABILITIES	8	0	1060
TOTAL NET ASSETS (LIABILITIES)		<u><u>52770</u></u>	<u><u>32201</u></u>
CAPITAL AND RESERVES			
Funds carried forward			
Restricted Funds		4667	7253
General Funds		48107	24947
		<u>52774</u>	<u>32200</u>

The Directors statements required by sections 475 (2) and (3) are shown on the following page which forms part of the balance sheet.

THE PUTSON COMMUNITY ASSOCIATION LTD
Balance Sheet (continued)
Directors statements required by sections 475(2) and (3)
For the year ended the 30th September 2021

In approving these financial statements as directors of the company we hereby confirm:

- (a) That for the year stated above the company was entitled to exemption conferred by section 477 of the Companies Act 2006;
- (b) That no notice has been deposited at the registered office of the company pursuant to section 476 requesting that an audit be conducted for the year ended September the 30th 2015.
- (c) That we acknowledge our responsibilities for:
 - 1. Ensuring that the company keeps accounting records which comply with section 386; and
 - 2. Preparing financial statements which give true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395 and which otherwise comply with the provision of the Companies Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared on accordance with the special provisions part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective) April 2008) relating to small companies.

The financial statements were approved by the Board on: 5th May 2022

And signed on its behalf by

John Eden

Managing Director

Registration Number 04887631

THE PUTSON COMMUNITY ASSOCIATION LTD
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30TH SEPTEMBER 2021

1. ACCOUNTING POLICIES

(a) Basis of Accounting

The accounts have been prepared on a going concern basis and under the historical cost convention.

(b) Fixed Assets and Depreciation

All non restricted fund assets over £500 are capitalised, depreciation is provided on Fixed Assets on the reducing balance basis at the following rates:-

Plant and Equipment	20%
Kitchen Equipment	15%
Hall Equipment	15%
Office Equipment	25%
Solar Equipment	10%

(c) Incoming Resources

Grants

Grants are recognised when the charity becomes unconditionally entitled to the grant.

Fundraising Activities

Income from room hire and fundraising activities are included when the services have been delivered.

(d) Resources Expended

Expenditure is recognised on an accruals basis as liability is incurred.

(e) Accumulated Funds

Restricted Funds

The charity's restricted funds are those where the donor has imposed restrictions on the use of funds.

Unrestricted General Funds

Unrestricted funds are those that can be used in accordance with the charitable objects of the company at the discretion of the trustees.

THE PUTSON COMMUNITY ASSOCIATION LTD
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30TH SEPTEMBER 2021

2. GRANTS RECEIVED/MADE

		2021				
		£				
	Activity	Grant	Grant	Matching	Total	Expenditure Remaining
		2020	bfwd	Funds		2021
Awards 4 All	Café equipment		633	0	633	0
Hereford CC Community Award	Café equipment		184	0	184	0
CO-OP 1% (2019/20/21)	Frontage	1173	2119	0	3292	2920
Other			150	0	150	216
		1173	3142	0	4651	3136
						1179

THE PUTSON COMMUNITY ASSOCIATION LTD
NOTES TO THE FINANCIAL STATEMENTS - Continued
YEAR ENDED 30TH SEPTEMBER 2021

3. STAFF COSTS

	2021	2020
	£	£
Wages, NIC, Pensions	16980	25809

None of the Trustees/Directors received any remuneration during the year.

The number of people employed during the year was 3 (2020 3)

4. FIXED ASSETS

	Total	General	Restricted		Total	General	Restricted
	£	£	£		£	£	£
Cost at 1 October	49687	38247	11440		49687	38247	11440
Additions at cost	0	0	0		0	0	0
Cost at 30th September	<u>49687</u>	<u>38247</u>	<u>11440</u>		<u>49687</u>	<u>38247</u>	<u>11440</u>
 Depreciation at 1st October	 28116	 20332	 7784		 25012	 17979	 7033
Charge for prior year's assets	2679	2056	623		3104	2353	751
Charge for current year's assets	0	0	0		0	0	0
Total Charge for the year	<u>2679</u>	<u>2056</u>	<u>623</u>		<u>3104</u>	<u>2353</u>	<u>751</u>
Depreciation at 30th September	<u>30795</u>	<u>22388</u>	<u>8407</u>		<u>28116</u>	<u>20332</u>	<u>7784</u>
 NET ASSETS AT 30-09-2021	 <u>18892</u>	 <u>15859</u>	 <u>3033</u>		 <u>21571</u>	 <u>17915</u>	 <u>3656</u>
NET ASSETS AT 30-09-2020	<u>21571</u>	<u>17915</u>	<u>3656</u>		<u>24675</u>	<u>20268</u>	<u>4407</u>

5. DEBTORS AND Prepayments

	£	£
Hall Bookings	5000	1895
Donations	<u>0</u>	<u>670</u>
	<u>5000</u>	<u>2565</u>

6. CASH AT BANK AND IN HAND

	£	£
Nat West - Reserve Account	20000	4665
Nat West - Current Account	8577	5530
NatWest - Restricted Funds Account	1181	3144
Cash in Hand	<u>0</u>	<u>0</u>
	<u>29758</u>	<u>13339</u>

7. CREDITORS

	£	£
Trade Creditors	812	1513
Income Tax, NIC,Pension	68	256
Finance repayments due in next 12 months	<u>0</u>	<u>2445</u>
	<u>880</u>	<u>4214</u>

8. LONG TERM LIABILITIES

	£	£
Solar Generation system		
Balance of loan at 1st October	3505	9825
Repayments made in year	<u>3505</u>	<u>6320</u>
Balance of loan at 30th September	0	3505
Repayments due next 12 months	<u>0</u>	<u>2445</u>
Balance at 30th September of following year	<u>0</u>	<u>1060</u>

In December 2015 a solar generation system was purchased for £22966 from Caplor Energy.
Caplor provided finance of £21466 at 6% pa. Feed in tariff receipts are used to service and repay this loan. Minimum repayment of loan and interest is £2557 per annum.
The loan was fully discharged in the 2020/21 financial year



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

The Putson Community Association Ltd

On accounts for the year
ended

30th September 2021

Charity no
(if any)

1106422

Set out on pages

(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 30th September 2021.

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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 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.

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

Signed:

David Berkeley

Date:

17/06/2022

Name:

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

ACMA (CIMA)

Address:

APPLE ACCOUNTANTS

7A HANNOU ROAD

HEREFORD HR4 0EH.

Section B

Disclosure

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

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

Nothing to report.