

Registered Charity Number 1108004

Mildenhall Road Estate Community Association

Report and Financial Statements

for the year ended 30th November 2021

Mildenhall Road Estate Community Association

Report and financial statements for the year ended 30th November 2021

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Mildenhall Road Estate Community Association

Legal and administrative information

Mildenhall Road Estate Community Association is a registered charity no. 1108004.

Trustees

The trustees who served during the year are as follows:

Gemma Clarke	
Dawn Chaplin	
Richard Andrew Mortlock	Secretary and Treasurer
Janet Whymark	
Rodney James Portwood	
Rev Valerie Elizabeth Gagen	
Jennifer Emma Disney	
Kelly Gray	

Address for notices and enquiries

Richard Mortlock
Secretary and Treasurer
1 Philip Road
Bury St Edmunds
Suffolk
IP32 6DH

Banking services

Lloyds Bank PLC
25 Gresham Street
London
EC2V 7HN

Independent examiner

Kenneth Burr
3 Wades Wood
Woolpit
Bury St Edmunds
Suffolk
IP30 9SF

Report of the trustees
for the year ended 30th November 2021

The trustees are pleased to present their annual report and accounts for the year ended 30th November 2021

Objectives and activities

The principal aim of the charity is to improve the lives of people living on the Mildenhall Road estate, Bury St Edmunds, by creating and operating a community centre on the estate. This is stated in the charity's governing document.

Following Government advice, the trustees reopened the centre and took bookings from users. During the period of closure the building was thoroughly maintained and all the maintenance contracts operated and have operated throughout this year. The building was thoroughly cleaned in line with Covid-19 guidance and fire safety and other safety checks were carried out by the relevant professionals. In addition electrical repair and testing work was completed and supplies of cleaning and sanitising material were ordered and delivered prior to reopening.

The centre received four Covid-19 Grants totalling £11,074 from West Suffolk Council and a Start-Up Grant of £8,000 from the same source.

The trustees confirm they have had regard to the Charity Commission's guidance on public benefit set out in 'Public benefit: rules for charities', when carrying out the charity's activities.

Governing document and organisational structure

The charity is run by the trustees and is governed by its constitution.

The trustees are elected by the members of the Association, each member being entitled to one vote.

Currently the charity is without a chair, and the association's secretary has taken on the duties temporarily.

Recruitment and appointment of trustees

Trustees are recruited both from within and outside the Mildenhall Road estate.

The aim is to appoint a board of trustees with a wide range of skills beneficial to the charity. Potential trustees are interviewed by at least two of the present trustees who explain the work of the trust, and organise site visits. The obligations of a trustee are explained to all new trustees.

Training of trustees

Trustees are asked to read 'The Essential Trustee: What you need to know', produced by the Charity Commission. The trust has produced its own version of this explaining how trustee law and practice apply to the MRECA.

In addition existing trustees inform new members about the workings of the trust.

Report of the trustees
for the year ended 30th November 2021

Risk management

The trustees are aware of their responsibility to manage risk. They understand risk to be a potentially damaging outcome of an event or a situation. This event could be internal or external to the charity. The trustees seek to anticipate risks involved in the operation of the charity.

The trustees' policy is to minimise financial risks by ensuring that there are adequate funds available before embarking on any project or part of a project. The trustees are aware that the hall must rely on income from hiring charges, donations and fund raising events and applications to grant making bodies for major expenditure.

During the year the trustees have continued to work with all users of the hall to ensure that, following reopening, their needs are being met.

All equipment has been serviced regularly and replaced when further repairs are uneconomic or current regulations require new equipment.

The trustees consult with relevant professionals before embarking on major maintenance projects or alterations to the building.

Cheques require two signatures and the signatory is required to view the supporting documents when signing.

The trustees have implemented appropriate and adequate health and safety procedures and comply with hygiene and food storage and serving regulations.

The full risk management plan was last reviewed in the period 2020-2021.

Achievements and performance

As already noted above, the trustees were able to reopen the centre, following cleaning and health and safety checks.

Letting income was £16,245 compared with £7,102 for 2019-2020. Grants totalled £19,074. The trustees extend thanks to the West Suffolk Council for these Covid-19 grants and for the Start Up grant.

As stated above (page 2) the trustees continued to carry out regular maintenance and repairs to the building and facilities. There were no major maintenance issues during the year.

As noted above, the Charity received a number of Covid 19 related grants from West Suffolk Council. The trustees were aware of the requests from local schools for ipads for children learning from home, or unable to share IT equipment during the pandemic. The trustees agreed to allocate £5,076 from the Covid grants to be used by the local Tollgate School for the provision of ipads to children. This is in accordance with Object 2 of the Charity's governing document **'To advance education and provide facilities in the interests of social welfare for recreation and leisure time occupation, with the object of improving conditions of life.'**

Charges for the use of the hall were last increased on 1st April 2011 and have remained unchanged to encourage use of the building by local organisations. Local organisations will continue to use the hall as long as they continue to retain members and remain viable.

Report of the trustees
for the year ended 30th November 2021

Financial review

There was a net surplus for the year of £18,074 (2020: £6,355) with total funds carried forward of £65,113 consisting entirely of unrestricted funds.

A surplus arose this year because of generous grants from West Suffolk Council as noted above.

The unrestricted funds will be used at the discretion of the trustees to further the charity's objectives. This includes the surplus arising from West Suffolk Council grants.

At current levels of expenditure the charity has sufficient reserves, without additional income, to fund the hall for a period of at least three years. This is based on the assumption that in the event of a large decrease in letting income, operating costs, including maintenance and repairs, would reduce in line with the lower use of the building.

The trustees consider that this level of reserves is adequate in the light of the hall's current income and projected future expenditure.

The trustees have set out their general approach to risk elsewhere in the report. The specific risks to the charity's financial position have been identified as follows.

The centre earns a considerable amount of its letting income from government funded bodies including the NHS and the local authority. Spending cuts could reduce this.

The closure of the centre during the previous year, 2019-2020 had a major negative impact on regular income from users. This has been offset by the generous grants from West Suffolk Council. Now that regular use of the centre has resumed, the trustees will continue to encourage increased use by local organisations, although a number of local user groups have folded.

The reserves policy attempts to reduce the impact of risks caused by a reduction in revenues or increases in electricity and gas costs if that should occur as predicted.

Trustees responsibilities in relation to the financial statements

Charity law requires the trustees to prepare financial statements that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- select suitable accounting policies and apply them consistently

- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Charities Act and the Charities SORP (FRS 102). The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Report of the trustees
for the year ended 30th November 2021

Trustees responsibilities in relation to the financial statements (continued)

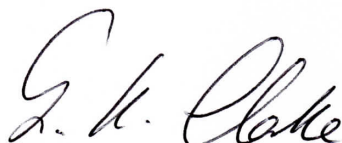
(a) So far as the trustees are aware, there is no relevant information (information needed by the charity's independent examiner in connection with preparing his report) of which he was unaware;

and

(b) each trustee has taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



Gemma Clarke
Trustee

5/9/22

Mildenhall Road Estate Community Association

Independent examiner's report on the accounts

Report to the trustees of the Mildenhall Road Estate Community Association
charity no 1108004 on the accounts for the year ended 30th November 2021
set out on pages 7 to 12.

The respective responsibilities of the trustees and the 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 2011
to follow the procedures laid down in the general Directions given by the
Charity Commission (under section 145(5)(b) of the Charities Act 2011, and
to state whether particular matters have come to my attention.

Basis of the 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 to believe that in, any material respect, the requirements:

to keep accounting records in accordance with section 130 of the Charities Act 2011, and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act and with the Charities SORP (FRS 102).

have 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.



Kenneth Edward Burr
3 Wades Wood, Woolpit
BURY ST EDMUNDS
IP30 9SF

Date 8/9/2022

Mildenhall Road Estate Community Association
Statement of Financial Activities
30th November 2021


		Unrestricted Funds	Restricted Funds	Total Funds	2020 Total funds
	Note	£	£	£	£
Income and endowments from:					
Grants	5	19,074		19,074	11,334
Donations	5	800		800	750
Charitable activities	4	16,245		16,245	7,102
Other trading activities	6	20		20	37
Investments	7	0		0	2
Total		36,139	0	36,139	19,225
Expenditure on:					
Charitable activities	8	18,065	0	18,065	12,870
Total		18,065	0	18,065	12,870
Net Income/(expenditure)		18,074	0	18,074	6,355
Reconciliation of funds:					
Total funds brought forward		47,039	0	47,039	40,684
Total funds carried forward		65,113	0	65,113	47,039

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.


Mildenhall Road Estate Community Association

Balance Sheet as at 30th November 2021

	Note	2021	2020
		£	£
Current Assets:			
Debtors	13	1,625	1,680
Cash at Bank and in Hand		64,286	47,883
Total Current Assets		<u>65,911</u>	<u>49,563</u>
Liabilities:			
Creditors: amounts falling due within one year	14	798	2,524
		<u>798</u>	<u>2,524</u>
Net current assets		<u>65,113</u>	<u>47,039</u>
Total assets less current liabilities		65,113	47,039
Total net assets		<u>65,113</u>	<u>47,039</u>
Unrestricted Funds		65,113	47,039
Total charity funds		<u>65113</u>	<u>47,039</u>


Gemma Clarke
Trustee

Date of approval
5/9/22


Richard Mortlock
Trustee and Treasurer

5/9/22

**Notes to the Financial Statements
for the year ended 30th November 2021**

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation applied in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - Charities SORP (FRS 102) the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102).

Mildenhall Road Estate Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Preparation of the accounts on a going concern basis

Following a review of the charity's income and expenditure for the year, the net income and the reserves of £65,113 and forecast future costs, the trustees are of the view that on that basis the charity is a going concern. The trustees have considered future risks to the charity's income from government and local authority expenditure cuts and the Covid-19 pandemic and these are set out in the trustees' report.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that the economic benefit can be measured reliably. In accordance with the charities SORP (FRS 102), the general volunteer time of the charity's volunteers is not recognised in the accounts as such time is difficult to measure and cost.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Mildenhall Road Estate Community Association

Notes to the Financial Statements for the year ended 30th November 2021

Accounting policies continued.....

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

f) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on charitable activities includes the costs of heating, lighting and maintenance of the centre, to further the purposes of the charity, and the associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred. The charity is not VAT registered so all VAT incurred is irrecoverable.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. They include office costs, finance and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

j) Cash at bank and in hand

Cash at bank and in hand includes cash held in the charity's bank account and the petty cash balance.

k) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. Legal status of the Community Association

The Mildenhall Road Estate Community Association is an unincorporated association

Mildenhall Road Estate Community Association

**Notes to the Financial Statements
for the year ended 30th November 2021**

3. Financial Performance of the charity

The statement of financial activities comprises the income and expenditure of the charity relating to the operation of the Centre.

4. Income from charitable activities

	Unrestricted Funds	Total Funds	2020 Total funds
	£	£	£
Rental income from users of the centre	16,245	16,245	7,102
5. Donations, legacies and grants			
Donated professional services	800	800	750
West Suffolk Council Start up Grant	8000	8,000	0
West Suffolk Council Covid 19 Grant	11074	11074	10,000
West Suffolk Council Lock Down Grant	0	0	1,334
Total	36,119	36,119	19,186

6. Other trading activities

Income from loan of donated books	20	20	24
Income sale of hand gel	0	0	13
Total	20	20	37

7. Investment Income

All of the charity's investment income of £0 (2019 £2) arises from money held in an interest bearing deposit account.

Mildenhall Road Estate Community Association

Notes to the Financial Statements for the year ended 30th November 2021

8. Analysis of expenditure on charitable activities

	Operating the centre £	2020 £
Maintenance of Building	793	1,058
Service Equipment	3,603	4,413
IT Equipment for Tollgate School	5,076	0
Equipment	1,855	61
Utilities	1,778	2,590
Cleaning and Refuse	2,187	1,772
Support costs	Note 9 2,773	2,976
Total	<u>18,065</u>	<u>12,870</u>

9. Analysis of support costs

	General Support £	Total £	2020 £
Telephone	678	678	806
Postage	10	10	22
Stationery	0	0	129
Legal	209	209	181
Subscriptions	50	50	43
Insurance	974	974	991
Accountancy Services	852	852	804
Total	<u>2,773</u>	<u>0</u>	<u>2,976</u>

10. The Mildenhall Road Estate Community Association has no employees

11. Related party transactions

One trustee was reimbursed for expenses of £684 (2020: £783). This was in respect of telephone calls, postage and petrol and ground maintenance.

12. Corporation tax

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.

Notes to the Financial Statements
for the year ended 30th November 2021

13. Debtors

	2021	2020
	£	£
Prepayments and accrued income	<u>1,625</u>	<u>1,680</u>

14. Creditors: amounts falling due within one year

Other creditors and accruals	<u>798</u>	<u>2,524</u>
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15. Restricted Funds

There were no restricted fund balances at 30 November 2021