

THE KEMPSTON COMMUNITY ASSOCIATION LIMITED

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2021

CHARITY REGISTRATION NUMBER: 1109049

COMPANY NUMBER: 05396860

# THE KEMPSTON COMMUNITY ASSOCIATION LIMITED

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**THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

**CHARITY INFORMATION**  
**FOR THE YEAR ENDED 30TH JUNE 2021**

Charity Number :	1109049
Trustees:	P A Buttrum C J Atkinson B Stuckey G E McCormick
Secretary:	J E Howard
Registered Number:	05396860 (England & Wales)
Registered Office:	First Floor, Woburn Court 2 Railton Road, Woburn Road Industrial Estate Kempston Bedford MK42 7PN
Bankers:	Nat West Bank plc 81 High Street Bedford MK40 1YN
Independent Examiner:	R Hammond FCA Haines Watts 2 Railton Road, Woburn Road Industrial Estate Kempston Bedford MK42 7PN

## **THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

### **TRUSTEES' REPORT** **FOR THE YEAR ENDED 30TH JUNE 2021**

The trustees present their report and the financial statements of the charitable company for the year ended 30<sup>th</sup> June 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities (FRS102)" for preparing the annual report and financial statements.

#### **Objectives and activities for the public benefit:**

The objects of the charitable company are:

- a) To promote the benefit of the inhabitants of the beneficial area (the urban district of Kempston) without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- b) To secure the establishment of a Community Centre and to maintain and manage, such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

#### **Legal framework**

The charitable company is limited by guarantee, with liability limited to £10 per member. The charity is governed by its memorandum and articles of association.

#### **Review of operations**

The trustees are satisfied with the results for the year, reporting a deficit on unrestricted funds of £368 (2020: surplus £5,691) in these unprecedented times.

We would like to express our gratitude to Bedford Borough Council for their financial support in the year with generous grants awarded of £29,086.

We were also fortunate to be able to retain the staff in employment via receipts under the job retention scheme.

#### **Financial Highlights**

The results for the year are shown in the statement of financial activities on page 6. These results are considered satisfactory by the trustees.

#### **Trustees**

The trustees (who are also directors of The Kempston Community Association Limited for the purpose of company law) during the period under review were as follows:

P A Buttrum  
C J Atkinson  
B Stuckey  
G E McCormick

No trustees received any remuneration for their services during the period.

## THE KEMPSTON COMMUNITY ASSOCIATION LIMITED

### TRUSTEES' REPORT

FOR THE YEAR ENDED 30TH JUNE 2021

#### **Trustee appointment and induction**

Members of the general public or representatives of local authority bodies can be appointed as trustees. Potential new trustees are proposed at Annual General Meeting and subject to a majority consent.

The charity is fortunate to have a number of trustees who have been with the association for a long period, who are able to pass on their knowledge and experience of the organisation. Any new trustees are also made aware of their legal obligations under charity and company law, the content of the memorandum and articles and the committee's decision making process.

#### **Organisational structure**

The trustees hold regular meetings and decisions are made upon majority consent. The day to day operations are carried out by the centre manager, company secretary and their team.

#### **Governance**

The Kempston Community Association Limited are working towards compliance with "Good Governance – a Code for the Voluntary and Community Sector", published in June 2005.

#### **Reserves Policy**

It is the Charity's aim to hold a minimum of six month's overhead costs in unrestricted reserves at all times to ensure the charity has sufficient reserves to further its charitable objectives. At the year-end unrestricted reserves amounted to £96,191 (2020: £96,559).

#### **Risks**

The trustees believe that the charity is not exposed to any material risks. The trustees are satisfied that the appropriate level of insurance cover is in place should anything happen to damage their main asset.

#### **Grant making policy**


The charity has no set policy in relation to making grant payments.

#### **Investment policy**

The investment policy is to only hold low risk investments, to safeguard the charity's funds.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**On behalf of the trustees**



.....  
P A Buttrum- Trustee

Date:

10/11/21  
.....

**THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**FOR THE YEAR ENDED 30TH JUNE 2021**

Company law, and other laws applicable to charities in England and Wales require the trustees (who are also directors of The Kempston Community Association Limited for the purpose of company law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity's financial activities during the period, and of its financial position at the end of that period.

In preparing those financial statements, the Trustees are required to follow best practice and:

- 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 that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, to enable them to ascertain the financial position of the charity and which enables them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. They 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.

**On behalf of the Trustees**

.....  
J E Howard - Secretary

Date: 10/11/21.....

## **THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

### **Independent Examiner's Report to the Trustees on the Unaudited Accounts of The Kempston Community Association Limited For the year ended 30th June 2021**

I report on the accounts of the charitable company for the period ended 30<sup>th</sup> June 2021, which are set out on pages 6 to 12.

#### **Responsibilities and basis of report**

As described on page 4 the trustees, (who are also the directors of The Kempston Community Association Limited for the purpose of company law), are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination being a qualified member of the Institute of Chartered Accountants (England & Wales).

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow procedures laid down in the general Directions given by the Charity Commissioners
- to state whether particular matters have come to my attention and under section 145(5)(b) of the 2011 Act; and

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

*Roger Hammond*

R Hammond FCA  
Haines Watts  
First Floor, Woburn Court  
2 Railton Road  
Woburn Road Industrial Estate  
Kempston  
Bedford MK42 7PN

Date: *12TH Nov 2021*

**THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 30TH JUNE 2021**

	Restricted 2021 £	Unrestricted 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Income and endowments from:</b>				
<b>Generated funds</b>				
<i>Donations and Legacies</i>				
Grants & Donations (note 4)	-	47,891	47,891	27,100
<i>Income from charitable activities &amp; fund raising</i>				
Fund raising proceeds	-	-	-	4,778
<i>Income from other trading activities</i>				
Bar takings	-	-	-	16,599
Hall lettings	-	16,930	16,930	49,383
<b>Total</b>	<b>-</b>	<b>64,821</b>	<b>64,821</b>	<b>97,860</b>
<b>Expenditure on:</b>				
<b>Raising funds</b>				
<b>Charitable &amp; trading activities</b>				
Purchases (adjusted for stock)	-	1,244	1,244	8,929
Wages & salaries	-	27,155	27,155	36,061
Repairs & renewals	-	3,428	3,428	5,378
Laundry, cleaning & refuse	-	2,098	2,098	4,945
Light & heat	-	8,110	8,110	10,874
Insurances	-	6,368	6,368	5,844
Rates	-	432	432	2,421
Licences	-	180	180	692
Telephone	-	730	730	697
Postage, stationery & advertising	-	92	92	432
Sundry expenses	-	76	76	146
Depreciation	6,735	1,196	7,931	8,132
<b>Other costs</b>				
<i>Governance</i>				
Wages & salaries	-	11,307	11,307	11,794
Professional fees	-	973	973	854
Accountancy	-	1,800	1,800	1,800
	<b>6,735</b>	<b>65,189</b>	<b>71,924</b>	<b>98,999</b>
<b>Net income for the year</b>	<b>(6,735)</b>	<b>(368)</b>	<b>(7,103)</b>	<b>(1,139)</b>
Transfer between funds	-	-	-	-
<b>Net Movement in funds</b>	<b>(6,735)</b>	<b>(368)</b>	<b>(7,103)</b>	<b>(1,139)</b>
<b>Reconciliation of funds</b>				
Funds brought forward	226,518	96,559	323,077	324,216
Movement in funds for the year	(6,735)	(368)	(7,103)	(1,139)
<b>Funds as at 30<sup>th</sup> June 2021</b>	<b>219,783</b>	<b>96,191</b>	<b>315,974</b>	<b>323,077</b>

The statement of financial activities Includes all gains and losses in the period.

None of the charitable company's activities were acquired or discontinued during 2021 or 2020.



**THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

**BALANCE SHEET**  
**AS AT 30<sup>th</sup> JUNE 2021**

	<u>Notes</u>	<u>2021</u> £	<u>2020</u> £
<b>Fixed Assets</b>	6	226,663	234,593
<b>Current Assets</b>			
Stock		3,715	4,695
Debtors & prepayments	7	4,098	6,320
Bank & cash in hand		103,931	102,946
		<u>111,744</u>	<u>113,961</u>
<b>Creditors: Amounts falling Due within on year</b>	8	22,433	25,477
<b>Net current assets</b>		89,311	88,484
<b>Total assets less current liabilities</b>		<u><u>315,974</u></u>	<u><u>323,077</u></u>
<b>Income funds</b>			
Charity funds	9	96,191	96,559
Restricted funds	10	219,783	226,518
<b>Total funds</b>		<u><u>315,974</u></u>	<u><u>323,077</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 and the Charities Act 2011 for the year ended 30<sup>th</sup> June 2021.


The members have not required the charitable company to obtain an audit of its financial statements for the period ended 30<sup>th</sup> June 2021 in accordance with Section 476 of the Companies Act 2006.

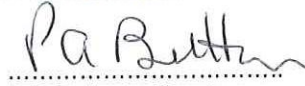
The trustees acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with section 386; and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the period and of its profit or loss for the financial period in accordance with the requirements of section 394 & 395, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the trustees on 10/11/21 and were signed by:

  
B Stuckey - Trustee

  
P A Buttrum - Trustee

## **THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

### **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 30TH JUNE 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", the Charity SORP (FRS 102) and the Companies Act 2006.

Advantage has been taken of the provisions of Section 1A of FRS 102 to exempt the charity from preparing a cash flow statement.

Advantage has also been taken of Paragraph 4 (1) on Schedule 1 of the Small Companies and Groups (Accounts and Directors' Report) Regulations 2008 allowing the format of the financial statements to be adapted to reflect the special nature of the charity's operations.

##### **Incoming resources**

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it, or when the donor has specified that the income is to be expended in a future period.

The income from trading charitable activities derived from the provision of services are included in the period in which the supply takes place, after the deduction of discounts and value added tax.

Grants received from government and other agencies are included as income from activities in furtherance of the charity's objects where they amount to a contract for services, but as donations where monies are given with greater freedom of use. Any amounts received for specific purposes are accounted for as restricted funds.

##### **Resources expended**

Resources expended are included in the statement of financial activities on an accruals basis, exclusive of reclaimable value added tax. Expenditure directly attributable to specific activities are included within those cost categories. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity, including accountancy fees, administrative salaries and costs linked to the strategic management of the charity.

##### **Funds accounting**

The funds held by the charity are

- a) Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.
- b) Restricted funds – these are funds, which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funding is raised for a particular purpose.

##### **Tangible fixed assets**

Capitalisation policy is to capitalise only assets of more than £250 in value, assets below these values are treated as revenue expenditure.

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Property Improvements	10% straight line
Fixtures & Fittings	15% reducing balance

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30TH JUNE 2021**

**1 Accounting policies continued**

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

**2 Operating profit**

	<u>2021</u>	<u>2020</u>
	£	£
Operating profit is stated after charging:		
Depreciation – owned assets	1,196	1,302
Accountancy fees - preparation of statutory accounts	1,000	1,000
Accountancy fees - Independent examination	800	800

**3 Staff costs**

	<u>2021</u>	<u>2020</u>
	£	£
Wages and salaries	38,462	47,855
	<u>38,462</u>	<u>47,855</u>

The average number of full time employees analysed by function was:

	<u>2021</u>	<u>2020</u>
Charitable activities	1	1
Administration	1	1
	<u>2</u>	<u>2</u>

No employee received emoluments of more than £60,000.

No remuneration or benefits in kind were paid to any trustee during the period.

**4 Grants & donations**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>
	<u>2021</u>	<u>2021</u>	<u>2020</u>	<u>2020</u>
	£	£	£	£
HMRC re Job Retention	-	18,475	-	-
Estate of Pauline Gurney	-	-	-	1,300
Bedford Borough re Covid	-	29,086	-	25,000
Bedford Keyboard Club	-	-	-	800
	<u>-</u>	<u>47,561</u>	<u>-</u>	<u>27,100</u>

**THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30TH JUNE 2021**

5	Expenditure	Basis of allocation	Trading activities £	Other charitable activities £	Governance £	Total 2021 £
	<b>Costs directly attributable to activities</b>					
	Cost of goods sold	<i>direct</i>	1,244	-	-	1,244
	Staff costs	<i>direct</i>	9,367	17,788	-	27,155
	Premises costs	<i>% income</i>	-	17,008	-	17,008
	Repairs & renewals	<i>% income</i>	-	3,428	-	3,428
	Licences	<i>direct</i>	180	-	-	180
	Accountancy		-	-	1,800	1,800
	<b>Support costs allocated to activities</b>					
	Staff costs	<i>role</i>	-	-	11,307	11,307
	Professional fees	<i>management</i>	-	-	973	973
	Depreciation	<i>usage</i>	7,931	-	-	7,931
	Admin & communication	<i>usage</i>	-	898	-	898
			18,722	39,122	14,080	71,924

6	Tangible fixed assets	Freehold property £	Property improv'ts £	Fixtures & fittings £	Total £
	<b>Cost</b>				
	At 1 <sup>st</sup> July 2020	216,698	144,084	47,528	408,310
	Additions	-	-	-	-
	Disposals	-	-	-	-
	At 30 <sup>th</sup> June 2021	216,698	144,084	47,528	408,310
	<b>Depreciation</b>				
	At 1st July 2020	-	137,673	36,043	173,716
	Charge for the year	-	6,206	1,725	7,931
	Elimination on disposal	-	-	-	-
	At 30th June 2021	-	143,879	37,768	181,647
	<b>Net book amount</b>				
	At 30th June 2021	216,698	205	9,760	226,663
	At 30th June 2020	216,698	6,411	11,485	234,594

The property included above was valued at £655,000 by Messrs Black Horse Surveying Services in January 1999.

**THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30TH JUNE 2021**

<b>7</b>	<b>Debtors</b>	<b><u>2021</u></b> <b>£</b>	<b><u>2020</u></b> <b>£</b>
	Debtors	3,548	-
	Value added tax	550	6,320
	Other debtors & prepaid expenses	-	-
		<u>4,098</u>	<u>6,320</u>
<b>8</b>	<b>Creditors</b>	<b><u>2021</u></b> <b>£</b>	<b><u>2020</u></b> <b>£</b>
	Trade creditors	3,304	5,658
	Deposits held	600	2,185
	Value added tax	-	-
	Social security & other taxes	749	273
	Net wages outstanding	15,300	15,069
	Accrued expenses	2,480	2,292
		<u>22,433</u>	<u>25,477</u>
<b>9</b>	<b>Income Fund</b>	<b><u>2021</u></b> <b>£</b>	<b><u>2020</u></b> <b>£</b>
	At 1 <sup>st</sup> July 2020	96,559	90,868
	Net Movement in Funds for the Year	(368)	5,691
		<u>96,191</u>	<u>96,559</u>
	Transfer between reserves	-	-
	At 30 <sup>th</sup> June 2021	<u>96,191</u>	<u>96,559</u>
<b>10</b>	<b>Restricted Funds</b>	<b><u>2021</u></b> <b>£</b>	<b><u>2019</u></b> <b>£</b>
	At 1st July 2020	226,518	233,348
	Net Movement in Funds for the Year	(6,735)	(6,830)
		<u>219,783</u>	<u>226,518</u>
	Transfer between reserves	-	-
	At 30th June 2021	<u>219,783</u>	<u>226,518</u>

**THE KEMPSTON COMMUNITY ASSOCIATION LIMITED**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30TH JUNE 2021**

**11 Analysis of Net Assets Between Funds**

	<b>Fixed Assets £</b>	<b>Fixed Asset Investments £</b>	<b>Net Assets £</b>	<b>Total £</b>
<b>Restricted funds</b>				
Freehold property	216,698			216,698
CCTV	440			440
Defibrillator	875			875
Stage curtains and tracks	730			730
Window & door curtains	605			605
Noise limiting equipment	229			229
Hall Ceiling & lighting refurbishment	-			-
Security Camera	206			206
<b>Total restricted funds</b>	<b>219,783</b>	<b>-</b>	<b>-</b>	<b>219,783</b>
<b>Unrestricted funds</b>	<b>6,880</b>	<b>-</b>	<b>89,311</b>	<b>96,191</b>
<b>At 30<sup>th</sup> June 2021</b>	<b>226,663</b>	<b>-</b>	<b>89,311</b>	<b>315,974</b>

**12 Related Party Transactions**

There were no transactions with related parties to disclose in the period.