

LETCWORTH GARDEN CITY COMMUNITY PROJECT

England & Wales · Charity number 1110072

Details

Other names LGCCG

Status Registered

Legal form Charitable company

Company number [05180851](#)

Registered 2005-06-17

Register [View on the Charity Commission register](#)

Contact

Address Mrs Howard Memorial Hall
Norton Way South
Letchworth Garden City
Hertfordshire
SG6 1NX

Phone 01462671700

Email mhhcentremanager@sky.com

Website www.howardhall.org.uk

Activities

Objects: 1. TO PROMOTE THE BENEFIT OF THE INHABITANTS OF LETCWORTH GARDEN CITY WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND OTHER LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.2. TO MANAGE AND MAINTAIN A COMMUNITY HALL, WHETHER ALONE OR IN CO-OPERATION WITH ANY LOCAL AUTHORITY OR OTHER PERSON OR BODY IN FURTHERANCE OF THESE OBJECTS.3. TO PROMOTE SUCH CHARITABLE PURPOSES AS THE TRUSTEES SHALL IN THEIR ABSOLUTE DISCRETION DETERMINE.

Activities: To manage and maintain Mrs Howard Memorial Hall, the first community building in Letchworth Garden City. This includes to rent out the property for hire, repair the property and hire staff to manage the

property. In addition the charity will run projects from the premises with the aim to provide for the community of Letchworth Garden City and its inhabitants.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** LETCHWORTH GARDEN CITY
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£163,313	£127,035	-	-
2024-07-31	£125,467	£129,064	-	-
2023-07-31	£163,787	£114,053	-	-
2022-07-31	£111,032	£71,416	-	-
2021-07-31	£62,603	£59,083	-	-
2020-07-31	£76,573	£68,725	-	-

Trustees

Name	Role	Appointed
JOHN HARVEY KING		
Kathleen Shirley Lake		2019-09-10

LETCHWORTH GARDEN CITY COMMUNITY PROJECT

England & Wales - Charity number 1110072

Accounts

REGISTERED COMPANY NUMBER: 05180851 (England and Wales)
REGISTERED CHARITY NUMBER: 1110072

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2025
for
Letchworth Garden City Community Group

Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Contents of the Financial Statements
for the Year Ended 31 July 2025

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Letchworth Garden City Community Group

Report of the Trustees
for the Year Ended 31 July 2025

LEGAL AND ADMINISTRATIVE INFORMATION

Directors: J. King
K. Lake
I. Mantle
A. Lawrence
E. Mutter
A. Lee

Ex Officio: North Hertfordshire District Council representative
None currently

Company Number: 5180851 (England and Wales)

Registered Charity Number: 1110072 (England and Wales)

Charity Trustees: J. King
K. Lake

Registered Office and
Operating Address: Mrs. Howard Memorial Hall
Norton Way South
Letchworth Garden City
Hertfordshire
SG6 1NX

Accountants: Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Bankers: HSBC
1 Market Place
Hitchin
SG4 1DR

The trustees, who are also the directors for the purpose of company law, present their annual report, together with the unaudited financial statements for the year ended 31 July 2025.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity exists to manage and maintain the Mrs. Howard Memorial Hall, provide accessible room hire and support the local and wider community through inclusive, community-focussed activities and engagement.

To fulfil these objectives, the charity maintains and improves the hall, offers affordable room hire and supports activities that promote wellbeing, culture, education, social inclusion and community engagement.

Public benefit

The trustees confirm that they have complied with their duty to have regard to the Charity Commission's guidance on public benefit. LGCCG provides substantial public benefit by offering a safe, well-maintained and accessible venue that supports charitable, community, social and cultural activities - strengthening local community life.

STRUCTURE, GOVERNANCE AND MANAGEMENT

LGCCG operates under its Articles of Association. The Board of Trustees oversees strategic direction, governance and compliance with Charity and Company Law. Trustees are appointed in accordance with the governing document and receive appropriate induction covering their responsibilities and organisational policies.

Financial Review

At the balance sheet date LGCCG held funds of £309,216 (2024 £272,938).

The statement of financial activities shows net incoming resources of £36,278 for the year compared to net outgoing resources of £3,597 for the previous year. All monies currently held are unrestricted for this period.

The policy of the charity is to maintain unrestricted reserves at £40,000 which equates to approximately six months unrestricted expenditure, providing sufficient funds to cover management and administration and support costs in the event of the lease not being upheld. This policy will be kept under review.

Risk Review

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves, combined with an annual review of the controls over key financial systems will provide sufficient resources for normal operating risks. The trustees have also examined other operation and business risks which are faced and confirm they have established systems to mitigate significant risks.

REFERENCE AND ADMINISTRATIVE DETAILS

This information is shown separately on page 1.

TRUSTEES' REPORT

The year ended 31st July 2025 has been exceptionally active and successful for LGCCG. The Mrs. Howard Memorial Hall has remained extremely busy with demand significantly increased by the continued reduction of other community facilities in the area. This has brought many new hirers to the hall, widening the range of activities taking place.

Despite this high level of usage, the charity has continued to support an increasing number of charitable and community groups, ensuring that organisations delivering public benefit remain welcomed and prioritised.

Both the trustees and board members, along with the building management team, have continued to work collaboratively for the benefit of both the local and wider community. The trustees recognise that financial prudence has played a key role in supporting strong organisational growth and maintaining stability. By carefully managing resources and ensuring expenditure aligns with charitable objectives, the charity has been able to reinvest in the building, strengthen hall operations and respond effectively to increased community demand.

Additional achievements this year include strengthened community engagement, successful grant applications and further improvements to enhance the building's safety accessibility and usability.

Plans for the future

Future priorities for the trustees include further improvements to the hall, continuing to prioritise charitable and community use, seeking grant funding, expanding partnerships and ensuring that the hall remains a central and accessible community facility.

The trustees, board members and the building management team will continue to work closely together to support both the local and wider community, maintaining financial prudence and organisational stability.

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

Approved by order of the board of trustees on 7 April 2026 and signed on its behalf by:

J H King - Trustee

Independent examiner's report to the trustees of Letchworth Garden City Community Group ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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:

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.

A.M. Smith

Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

7 April 2026

Letchworth Garden City Community Group

Statement of Financial Activities
for the Year Ended 31 July 2025

	Notes	31.7.25 Unrestricted fund £	31.7.24 Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Letting income		137,621	125,467
Interest received		8,523	-
Grants received		17,169	-
Total		<u>163,313</u>	<u>125,467</u>
EXPENDITURE ON			
Charitable activities			
Operational costs		124,526	128,199
Other		2,509	865
Total		<u>127,035</u>	<u>129,064</u>
NET INCOME/(EXPENDITURE)		36,278	(3,597)
RECONCILIATION OF FUNDS			
Total funds brought forward		272,938	276,535
TOTAL FUNDS CARRIED FORWARD		<u><u>309,216</u></u>	<u><u>272,938</u></u>

Letchworth Garden City Community Group

Balance Sheet

31 July 2025

	Notes	31.7.25 Unrestricted fund £	31.7.24 Total funds £
CURRENT ASSETS			
Debtors	4	10,000	-
Cash at bank		301,238	275,645
		<u>311,238</u>	<u>275,645</u>
CREDITORS			
Amounts falling due within one year	5	(2,022)	(2,707)
		<u>309,216</u>	<u>272,938</u>
NET CURRENT ASSETS			
		<u>309,216</u>	<u>272,938</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>309,216</u>	<u>272,938</u>
NET ASSETS			
		<u>309,216</u>	<u>272,938</u>
FUNDS	6		
Unrestricted funds:			
General fund		<u>309,216</u>	<u>272,938</u>
TOTAL FUNDS		<u>309,216</u>	<u>272,938</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Letchworth Garden City Community Group

Balance Sheet - continued

31 July 2025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 7 April 2026 and were signed on its behalf by:

J H King - Trustee

K S Lake - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2025 nor for the year ended 31 July 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2025 nor for the year ended 31 July 2024.

3. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.7.25	31.7.24
Centre manager	1	1
Caretaker	1	1
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.25	31.7.24
	£	£
Debtors	10,000	-
	<u>10,000</u>	<u>-</u>

A loan has been made to an employee of the charity. Interest is charged at 2% per annum and the loan is repayable by instalments.

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.25	31.7.24
	£	£
Trade creditors	2,022	2,707
	<u>2,022</u>	<u>2,707</u>

6. MOVEMENT IN FUNDS

	At 1.8.24	Net movement in funds	At 31.7.25
	£	£	£
Unrestricted funds			
General fund	272,938	36,278	309,216
	<u>272,938</u>	<u>36,278</u>	<u>309,216</u>
TOTAL FUNDS	<u>272,938</u>	<u>36,278</u>	<u>309,216</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	163,313	(127,035)	36,278
	<u>163,313</u>	<u>(127,035)</u>	<u>36,278</u>
TOTAL FUNDS	<u>163,313</u>	<u>(127,035)</u>	<u>36,278</u>

6. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.8.23 £	Net movement in funds £	At 31.7.24 £
Unrestricted funds			
General fund	276,535	(3,597)	272,938
TOTAL FUNDS	<u>276,535</u>	<u>(3,597)</u>	<u>272,938</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	125,467	(129,064)	(3,597)
TOTAL FUNDS	<u>125,467</u>	<u>(129,064)</u>	<u>(3,597)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.23 £	Net movement in funds £	At 31.7.25 £
Unrestricted funds			
General fund	276,535	32,681	309,216
TOTAL FUNDS	<u>276,535</u>	<u>32,681</u>	<u>309,216</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	288,780	(256,099)	32,681
TOTAL FUNDS	<u>288,780</u>	<u>(256,099)</u>	<u>32,681</u>

7. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2025.

Letchworth Garden City Community Group

Detailed Statement of Financial Activities
for the Year Ended 31 July 2025

	31.7.25 £	31.7.24 £
INCOME AND ENDOWMENTS		
Charitable activities		
Letting income	137,621	125,467
Interest received	8,523	-
Grants	17,169	-
	<hr/>	<hr/>
	163,313	125,467
	<hr/>	<hr/>
Total incoming resources	163,313	125,467
EXPENDITURE		
Charitable activities		
Wages	67,559	59,845
Pensions	3,565	5,946
Rates and water	1,051	2,543
Insurance	1,115	1,483
Light and heat	6,592	6,034
Telephone	911	1,111
Postage and stationery	13	10
Cleaning and repairs	32,236	45,901
Computer costs	586	136
Security costs	2,770	1,632
Equipment	1,927	-
Sundry expenses	5,067	3,054
Subscription	785	413
Bank charges	124	91
Donations	225	-
	<hr/>	<hr/>
	124,526	128,199
Support costs		
Governance costs		
Accountancy and bookkeeping	2,475	831
Legal fees	34	34
	<hr/>	<hr/>
	2,509	865
	<hr/>	<hr/>
Total resources expended	127,035	129,064
	<hr/>	<hr/>
Net income/(expenditure)	36,278	(3,597)
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements

LETCHWORTH GARDEN CITY COMMUNITY PROJECT

England & Wales - Charity number 1110072

Accounts

REGISTERED COMPANY NUMBER: 05180851 (England and Wales)
REGISTERED CHARITY NUMBER: 1110072

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2024
for
Letchworth Garden City Community Group

Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Contents of the Financial Statements
for the Year Ended 31 July 2024

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Letchworth Garden City Community Group

Report of the Trustees
for the Year Ended 31 July 2024

LEGAL AND ADMINISTRATIVE INFORMATION

Directors: J. King
K. Lake
I. Mantle
A. Lawrence
E. Mutter
A. Lee

Ex Officio: North Hertfordshire District Council representative
None currently

Company Number: 5180851 (England and Wales)

Registered Charity Number: 1110072 (England and Wales)

Charity Trustees: J. King
K. Lake

Registered Office and
Operating Address: Mrs. Howard Memorial Hall
Norton Way South
Letchworth Garden City
Hertfordshire
SG6 1NX

Accountants: Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Bankers: HSBC
1 Market Place
Hitchin
SG4 1DR

Letchworth Garden City Community Group

Report of the Trustees for the Year Ended 31 July 2024

The trustees, who are also the directors for the purpose of company law, present their annual report, together with the unaudited financial statements for the year ended 31 July 2024.

OBJECTIVES AND ACTIVITIES

- To manage the building known as Mrs Howard Hall as a community property.
- To rent out the property, to repair it, and to hire staff to manage it and to run community projects from the property.

In overseeing the charity's objectives and activities, the trustees have had regard to the Charity Commission's guidance on public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Achievements and Performance and Financial Review

At the balance sheet date LGCCG held funds of £272,938 (2023 £276,535).

The statement of financial activities shows net outgoing resources of £3,597 for the year compared to net incoming resources of £49,734 for the previous year. All monies currently held are unrestricted for this period.

The policy of the charity is to maintain unrestricted reserves at £40,000 which equates to approximately six months unrestricted expenditure, providing sufficient funds to cover management and administration and support costs in the event of the lease not being upheld. This policy will be kept under review.

Risk Review

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves combined with an annual review of the control over key financial systems will provide sufficient resources for normal operating risks. The trustees have also examined the operation and business risks which are faced and confirm they have established systems to mitigate significant risks.

REFERENCE AND ADMINISTRATIVE DETAILS

This information is shown separately on page 1.

Report of the Trustees
for the Year Ended 31 July 2024

TRUSTEES' REPORT

The Memorial Hall has operated exceptionally well in this reporting period. Use by the local and wider community and other charitable groups has been supported by once again not increasing rents or hire rates. The LGCCG board felt that the current economic situation was difficult enough and that the best way to support building users was by offering financial stability. This is supported primarily by knowing the future rental costs of the building to the local authority through the lease agreement, strong rental income due to the number of building users and hirers and by streamlining costs leaving the building. Hirers have felt supported with the building staff and managers continuing to offer support and resolutions to any operational issues or problems.

Hirers have been very strong and income generated has been invested to create a reserve for the longer-term maintenance costs of the building. The lease now requires that the management committee is responsible for all aspects of building repair and maintenance and with this in mind a separate reserve account was opened that allowed for funds to be invested for a 5 year period at a higher interest rate. Alongside this, normal day to day banking accounts of the charity hold enough funds to maintain the building, pay salaries and pay for the general operational expenses of the building. The board may consider opening further accounts that offer better interest rates if surplus reserves require that to happen.

Decisions taken to make environmental improvements to the building and improving the building's carbon footprint (water saving taps and installations of new condensing boilers) in the last reporting period have worked better than hoped by reducing utility costs in this period by 50%. Further plans to improve the building's carbon footprint are being considered such as solar panels, although the board accepts that the building's listed status may prohibit this plan. In this reporting period the Main Hall doors were replaced using a local authority provided grant of approximately £8,000.00. The Main Hall floor being replaced is a key priority and will be the main focus of improvement works next year. There are some areas of damp within the building but this is not unusual given its age which will also be addressed.

Future Plans for 2025/26 and beyond

The LGCCG board will continue to improve the building from rental incomes and reinvesting any surplus funds into accounts with higher interest rates to build up capital reserves to allow sound financial footings for the future. Lessons have been learned from other community centres in the locality and the struggles that have been faced due to a lack of funds for essential repairs and/or improvements. The focus will continue to be on current building users, stakeholders and working with the local authority (the building landlord) to ensure that the Memorial Hall continues to be an excellent community asset for all users.

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

Approved by order of the board of trustees on 19 March 2025 and signed on its behalf by:

J H King - Trustee

Independent Examiner's Report to the Trustees of
Letchworth Garden City Community Group

Independent examiner's report to the trustees of Letchworth Garden City Community Group ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination, I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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:

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.

A.M. Smith

Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

19 March 2025

Letchworth Garden City Community Group

Statement of Financial Activities
for the Year Ended 31 July 2024

	Notes	31.7.24 Unrestricted fund £	31.7.23 Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Letting income		<u>125,467</u>	<u>163,787</u>
EXPENDITURE ON			
Charitable activities			
Operational costs		128,199	110,805
Other		<u>865</u>	<u>3,248</u>
Total		<u>129,064</u>	<u>114,053</u>
NET INCOME/(EXPENDITURE)		(3,597)	49,734
RECONCILIATION OF FUNDS			
Total funds brought forward		276,535	226,801
TOTAL FUNDS CARRIED FORWARD		<u><u>272,938</u></u>	<u><u>276,535</u></u>

The notes form part of these financial statements

Letchworth Garden City Community Group

Balance Sheet

31 July 2024

	Notes	31.7.24 Unrestricted fund £	31.7.23 Total funds £
CURRENT ASSETS			
Cash at bank		275,645	279,242
CREDITORS			
Amounts falling due within one year	4	(2,707)	(2,707)
NET CURRENT ASSETS		<u>272,938</u>	<u>276,535</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		272,938	276,535
NET ASSETS		<u>272,938</u>	<u>276,535</u>
FUNDS	5		
Unrestricted funds:			
General fund		<u>272,938</u>	<u>276,535</u>
TOTAL FUNDS		<u>272,938</u>	<u>276,535</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 19 March 2025 and were signed on its behalf by:

J H King - Trustee

K S Lake - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 July 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure; it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2024 nor for the year ended 31 July 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2024 nor for the year ended 31 July 2023.

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

3. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.7.24	31.7.23
Centre manager	1	1
Caretakers	1	1
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.24	31.7.23
	£	£
Trade creditors	2,707	2,707
	<u>2,707</u>	<u>2,707</u>

5. MOVEMENT IN FUNDS

	At 1.8.23	Net movement in funds	At 31.7.24
	£	£	£
Unrestricted funds			
General fund	276,535	(3,597)	272,938
	<u>276,535</u>	<u>(3,597)</u>	<u>272,938</u>
TOTAL FUNDS	<u>276,535</u>	<u>(3,597)</u>	<u>272,938</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	125,467	(129,064)	(3,597)
	<u>125,467</u>	<u>(129,064)</u>	<u>(3,597)</u>
TOTAL FUNDS	<u>125,467</u>	<u>(129,064)</u>	<u>(3,597)</u>

Comparatives for movement in funds

	At 1.8.22	Net movement in funds	At 31.7.23
	£	£	£
Unrestricted funds			
General fund	226,801	49,734	276,535
	<u>226,801</u>	<u>49,734</u>	<u>276,535</u>
TOTAL FUNDS	<u>226,801</u>	<u>49,734</u>	<u>276,535</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

5. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	163,787	(114,053)	49,734
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>163,787</u>	<u>(114,053)</u>	<u>49,734</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.22 £	Net movement in funds £	At 31.7.24 £
Unrestricted funds			
General fund	226,801	46,137	272,938
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>226,801</u>	<u>46,137</u>	<u>272,938</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	289,254	(243,117)	46,137
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>289,254</u>	<u>(243,117)</u>	<u>46,137</u>

6. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2024.

Letchworth Garden City Community Group

Detailed Statement of Financial Activities
for the Year Ended 31 July 2024

	31.7.24 £	31.7.23 £
INCOME AND ENDOWMENTS		
Charitable activities		
Letting income	125,467	163,787
	<u>125,467</u>	<u>163,787</u>
Total incoming resources	125,467	163,787
EXPENDITURE		
Charitable activities		
Wages	59,845	56,429
Pensions	5,946	3,968
Rates and water	2,543	3,516
Insurance	1,483	1,471
Light and heat	6,034	8,204
Telephone	1,111	2,387
Postage and stationery	10	-
Cleaning and repairs	45,901	32,297
Computer costs	136	180
Security costs	1,632	698
Sundry expenses	3,054	1,390
Subscription	413	139
Bank charges	91	126
	<u>128,199</u>	<u>110,805</u>
Support costs		
Governance costs		
Accountancy and bookkeeping	831	1,390
Legal fees	34	1,858
	<u>865</u>	<u>3,248</u>
Total resources expended	129,064	114,053
Net (expenditure)/income	<u>(3,597)</u>	<u>49,734</u>

LETCHWORTH GARDEN CITY COMMUNITY PROJECT

England & Wales - Charity number 1110072

Accounts

REGISTERED COMPANY NUMBER: 05180851 (England and Wales)
REGISTERED CHARITY NUMBER: 1110072

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2023
for
Letchworth Garden City Community Group

Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Contents of the Financial Statements
for the Year Ended 31 July 2023

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Letchworth Garden City Community Group

Report of the Trustees
for the Year Ended 31 July 2023

LEGAL AND ADMINISTRATIVE INFORMATION

Directors: M. Foster (Resigned 9th August 2023)
J. King
K. Lake
I. Mantle
A. Lawrence (Appointed 14th March 2023)
E. Mutter (Appointed 14th March 2023)
A. Lee (Appointed 3rd July 2023)

Ex Officio: North Hertfordshire District Council representative
None currently

Company Number: 5180851 (England and Wales)

Registered Charity Number: 1110072 (England and Wales)

Charity Trustees: M. Foster (Resigned 9th August 2023)
J. King
K. Lake

Registered Office and
Operating Address: Mrs. Howard Memorial Hall
Norton Way South
Letchworth Garden City
Hertfordshire
SG6 1NX

Accountants: Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Bankers: HSBC
1 Market Place
Hitchin
SG4 1DR

Report of the Trustees
for the Year Ended 31 July 2023

The trustees, who are also the directors for the purpose of company law, present their annual report, together with the unaudited financial statements for the year ended 31 July 2023.

OBJECTIVES AND ACTIVITIES

- To manage the building known as Mrs Howard Hall as a community property.
- To rent out the property, to repair it, and to hire staff to manage it and to run community projects from the property.

In overseeing the charities objectives and activities, the trustees have had regard to the Charity Commission's guidance on public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Achievements and Performance and Financial Review

At the balance sheet date LGCCG held funds of £276,535 (2022 £226,801).

The statement of financial activities shows net incoming resources of £49,734 for the year compared to £39,616 for the previous year. All monies currently held are unrestricted for this period.

The policy of the charity is to maintain unrestricted reserves at £40,000 which equates to approximately six months unrestricted expenditure, providing sufficient funds to cover management and administration and support costs in the event of the lease not being upheld. This policy will be kept under review.

Risk Review

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves, combined with an annual review of the controls over key financial systems will provide sufficient resources for normal operating risks. The trustees have also examined other operation and business risks which are faced and confirm they have established systems to mitigate significant risks.

REFERENCE AND ADMINISTRATIVE DETAILS

This information is shown separately on page 1.

TRUSTEES' REPORT

The number of Directors have increased during the reporting year to include three new appointments from within user groups of the building. This has allowed a balanced and stable platform for the continued growth of the building.

LGCCG have continued to build on the back of the post covid restart and both the building and the user groups have gone from strength to strength. The long-term users of the building have remained and new charitable groups have been given a secure footing to continue benefitting the local and wider communities from the building. This has continued to allow the Memorial Hall once again to be the thriving focal point of the community. The emphasis on community and family is still the strongest ethos and one that LGCCG will continue to nurture and progress.

We continue to be able to charge charities a lower hire rate to ensure that all sections of the community are able to access, use and benefit from the building. This charging policy evidences that the charity's activities are for the public benefit. The charity is continuing to support groups that have either limited or no funds through gift hire either to offer a base of operation with support from the management team or to offer the building as a fundraising venue. This is something that will continue to be supported especially in these turbulent financial times.

The building maintenance schedule has been a priority in this reporting period and work that had to be put on hold was begun, primarily new boiler installations in the boiler room that services the Main Hall. The charity funded this aspect of the work as the boiler system had completely broken down and was beyond repair. Funding has been secured to replace boilers in the second boiler room which services the rest of the building and this should be completed within the next reporting period. We have also invested in water saving taps in the toilets and secured a favourable fixed rate contract with the electricity provider.

The building lease negotiations were concluded within this reporting period. The charity now has a 25 year lease on the Memorial Hall. Although the lease negotiations had been protracted, either due to the pandemic or the local authority not sharing the same vision as LGCCG, the conclusion was one where all parties agreed what was best to secure the future of the Memorial Hall and more importantly what would be best for the local and wider communities that the Memorial Hall serves. The charity will continue to abide by the terms of the new lease and continue to develop the Memorial Hall for future generations.

Future Plans for 2023/24 and beyond

The directors and the management team will continue to work for the benefit of the community ensuring that policies and procedures are rigorously followed and that prudent financial decisions are made ensuring the financial stability of the Memorial Hall for future years. This will include investing some of the reserves to benefit from improved interest rates currently on offer.

Building maintenance and upkeep schedules will be adhered to, ensuring that the building is a safe and secure environment for all its users and continues to be a warm and welcoming community centre open to everyone. The charity will continue to work with local partners and stakeholders to ensure that best practices are followed and that the Memorial Hall continues the fine traditions of its history.

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

Approved by order of the board of trustees on 22 April 2024 and signed on its behalf by:

J H King - Trustee

Independent examiner's report to the trustees of Letchworth Garden City Community Group ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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:

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.

A.M. Smith

Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

22 April 2024

Letchworth Garden City Community Group

Statement of Financial Activities
for the Year Ended 31 July 2023

	Notes	31.7.23 Unrestricted fund £	31.7.22 Total funds £
INCOME AND ENDOWMENTS FROM Charitable activities			
Letting income		163,787	107,997
Other income		-	3,035
Total		<u>163,787</u>	<u>111,032</u>
EXPENDITURE ON Charitable activities			
Operational costs		110,805	68,842
Other		3,248	2,574
Total		<u>114,053</u>	<u>71,416</u>
NET INCOME		49,734	39,616
RECONCILIATION OF FUNDS			
Total funds brought forward		226,801	187,185
TOTAL FUNDS CARRIED FORWARD		<u><u>276,535</u></u>	<u><u>226,801</u></u>

Letchworth Garden City Community Group

Balance Sheet

31 July 2023

	Notes	31.7.23 Unrestricted fund £	31.7.22 Total funds £
CURRENT ASSETS			
Cash at bank		279,242	227,377
CREDITORS			
Amounts falling due within one year	4	(2,707)	(576)
NET CURRENT ASSETS		<u>276,535</u>	<u>226,801</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		276,535	226,801
NET ASSETS		<u>276,535</u>	<u>226,801</u>
FUNDS	5		
Unrestricted funds:			
General fund		<u>276,535</u>	<u>226,801</u>
TOTAL FUNDS		<u>276,535</u>	<u>226,801</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 22 April 2024 and were signed on its behalf by:

J H King - Trustee

K S Lake - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2023 nor for the year ended 31 July 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2023 nor for the year ended 31 July 2022.

3. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.7.23	31.7.22
Centre manager	1	1
Caretakers	1	1
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.23	31.7.22
	£	£
Trade creditors	2,707	576
	<u>2,707</u>	<u>576</u>

5. MOVEMENT IN FUNDS

	At 1.8.22	Net movement in funds	At 31.7.23
	£	£	£
Unrestricted funds			
General fund	226,801	49,734	276,535
	<u>226,801</u>	<u>49,734</u>	<u>276,535</u>
TOTAL FUNDS	<u>226,801</u>	<u>49,734</u>	<u>276,535</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	163,787	(114,053)	49,734
	<u>163,787</u>	<u>(114,053)</u>	<u>49,734</u>
TOTAL FUNDS	<u>163,787</u>	<u>(114,053)</u>	<u>49,734</u>

Comparatives for movement in funds

	At 1.8.21	Net movement in funds	At 31.7.22
	£	£	£
Unrestricted funds			
General fund	187,185	39,616	226,801
	<u>187,185</u>	<u>39,616</u>	<u>226,801</u>
TOTAL FUNDS	<u>187,185</u>	<u>39,616</u>	<u>226,801</u>

5. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	111,032	(71,416)	39,616
TOTAL FUNDS	<u>111,032</u>	<u>(71,416)</u>	<u>39,616</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.21 £	Net movement in funds £	At 31.7.23 £
Unrestricted funds			
General fund	187,185	89,350	276,535
TOTAL FUNDS	<u>187,185</u>	<u>89,350</u>	<u>276,535</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	274,819	(185,469)	89,350
TOTAL FUNDS	<u>274,819</u>	<u>(185,469)</u>	<u>89,350</u>

6. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2023.

Letchworth Garden City Community Group

Detailed Statement of Financial Activities
for the Year Ended 31 July 2023

	31.7.23 £	31.7.22 £
INCOME AND ENDOWMENTS		
Charitable activities		
Letting income	163,787	107,997
Other income		
CJRS Grant	-	3,035
Total incoming resources	<u>163,787</u>	<u>111,032</u>
EXPENDITURE		
Charitable activities		
Wages	56,429	48,617
Pensions	3,968	2,809
Rates and water	3,516	3,049
Insurance	1,471	1,319
Light and heat	8,204	3,702
Telephone	2,387	1,161
Cleaning and repairs	32,297	6,489
Computer costs	180	50
Security costs	698	542
Sundry expenses	1,390	1,000
Subscription	139	26
Bank charges	126	78
	<u>110,805</u>	<u>68,842</u>
Support costs		
Governance costs		
Accountancy and bookkeeping	1,390	1,361
Legal fees	1,858	1,213
	<u>3,248</u>	<u>2,574</u>
Total resources expended	<u>114,053</u>	<u>71,416</u>
Net income	<u><u>49,734</u></u>	<u><u>39,616</u></u>

This page does not form part of the statutory financial statements

LETCHWORTH GARDEN CITY COMMUNITY PROJECT

England & Wales - Charity number 1110072

Accounts

REGISTERED COMPANY NUMBER: 05180851 (England and Wales)
REGISTERED CHARITY NUMBER: 1110072

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2022
for
Letchworth Garden City Community Group

Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

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for the Year Ended 31 July 2022

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Letchworth Garden City Community Group

Report of the Trustees
for the Year Ended 31 July 2022

LEGAL AND ADMINISTRATIVE INFORMATION

Directors: M. Foster
J. King
K. Lake
I. Mantle

Ex Officio: North Hertfordshire District Council representative
None currently

Company Number: 5180851 (England and Wales)

Registered Charity Number: 1110072 (England and Wales)

Charity Trustees: M. Foster
J. King
K. Lake

Registered Office and
Operating Address: Mrs. Howard Memorial Hall
Norton Way South
Letchworth Garden City
Hertfordshire
SG6 1NX

Accountants: Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Bankers: HSBC
Station Place
Letchworth Garden City
SG6 3AJ

The trustees, who are also the directors for the purpose of company law, present their annual report, together with the unaudited financial statements for the year ended 31 July 2022.

OBJECTIVES AND ACTIVITIES

- To manage the building known as Mrs Howard Hall as a community property
- To rent out the property, to repair it, and to hire staff to manage it and to run community projects from the property.

In overseeing the charities objectives and activities, the trustees have had regard to the Charity Commission's guidance on public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Achievements and Performance and Financial Review

At the balance sheet date LGCCG held funds of £226,801 (2021 £187,185).

The statement of financial activities shows net incoming resources of £39,616 for the year, including Coronavirus support received of £3,035 (2021 £22,189), compared to £3,520 for the previous year. All monies currently held are unrestricted for this period.

The policy of the charity is to maintain unrestricted reserves at £40,000 which equates to approximately six months unrestricted expenditure, providing sufficient funds to cover management and administration and support costs in the event of the lease not being upheld. This policy will be kept under review.

Risk Review

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves, combined with an annual review of the controls over key financial systems will provide sufficient resources for normal operating risks. The trustees have also examined other operation and business risks which are faced and confirm they have established systems to mitigate significant risks.

REFERENCE AND ADMINISTRATIVE DETAILS

This information is shown separately on page 1.

TRUSTEES' REPORT

The Directors have remained unchanged during the year. The usage of the building bounced back tremendously well after all the upheavals of the pandemic. There was a learning curve for both users and the building management team once the Covid restrictions were lifted. However, working together, a balance was met that allowed the hirers, the building management team and post Covid opening protocols to be operated. This resulted in the Memorial Hall once again thriving as the focal point of the community.

The decision to support groups during the pandemic flexibly and financially was rewarded with all existing groups returning and once again operating successfully. The building being a focal point of the the community is evidenced through these and the large number of new users either casual or longer term that have used the building post pandemic.

We continue to be able to charge charities a lower hire rate to ensure that all sections of the community are able to access and use the centre. This charging policy evidences that the charity's activities are for the public benefit. The charity is continuing to support groups that have either no or limited funds through gift hire. This is something that will continue to be supported in the future as the ethos and history of the Memorial Hall resonates with this thinking.

The building maintenance schedule that had to be put on hold during the pandemic was once again instigated with a schedule of works, primarily internal decoration. Estimates for the replacement of both the Main Hall floor and the Main Hall boiler have been obtained with a view to be scheduled for the next reporting period.

Future Plans for 2022/23 and beyond

The future success of the Memorial Hall is tied into how the building represents and supports its community. As an evolving and symbiotic relationship post pandemic, this has been as successful as it ever was previously and the LGCCG board along with the building management team will continue to ensure best practice in all aspects, going forward. The board and building management staff will continue to ensure that the building is used as extensively and inclusively as possible.

The building lease negotiations which were suspended due to the pandemic, will also be restarted with a hope to getting the lease issues resolved and the lease completed. Once lease negotiations are concluded and the lease signed, LGCCG will be able to draw down the Capital Community Facility Grant that the group secured to replace the heating system in the newer part of the building.

The new lease for the building will run for a 25 year term under the auspices of LGCCG allowing it to continue putting the local and wider community, as the primary stakeholder, at the heart of everything that it does for the longer term.

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

Approved by order of the board of trustees on 14 March 2023 and signed on its behalf by:

J H King - Trustee

Independent examiner's report to the trustees of Letchworth Garden City Community Group ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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:

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.

A.M. Smith
Chartered Accountant
Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

14 March 2023

Letchworth Garden City Community Group

Statement of Financial Activities
for the Year Ended 31 July 2022

	Notes	31.7.22 Unrestricted fund £	31.7.21 Total funds £
INCOME AND ENDOWMENTS FROM Charitable activities			
Letting income		107,997	40,414
Other income		3,035	22,189
Total		<u>111,032</u>	<u>62,603</u>
EXPENDITURE ON Charitable activities			
Operational costs		68,842	57,655
Other		2,574	1,428
Total		<u>71,416</u>	<u>59,083</u>
NET INCOME		39,616	3,520
RECONCILIATION OF FUNDS			
Total funds brought forward		187,185	183,665
TOTAL FUNDS CARRIED FORWARD		<u><u>226,801</u></u>	<u><u>187,185</u></u>

Letchworth Garden City Community Group

Balance Sheet

31 July 2022

	Notes	31.7.22 Unrestricted fund £	31.7.21 Total funds £
CURRENT ASSETS			
Cash at bank		227,377	187,743
CREDITORS			
Amounts falling due within one year	4	(576)	(558)
NET CURRENT ASSETS		<u>226,801</u>	<u>187,185</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		226,801	187,185
NET ASSETS		<u>226,801</u>	<u>187,185</u>
FUNDS	5		
Unrestricted funds:			
General fund		<u>226,801</u>	<u>187,185</u>
TOTAL FUNDS		<u>226,801</u>	<u>187,185</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 14 March 2023 and were signed on its behalf by:

J H King - Trustee

K S Lake - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2022 nor for the year ended 31 July 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2022 nor for the year ended 31 July 2021.

3. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.7.22	31.7.21
Centre manager	1	1
Caretakers	1	1
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.22	31.7.21
	£	£
Trade creditors	576	558
	<u>576</u>	<u>558</u>

5. MOVEMENT IN FUNDS

	At 1.8.21	Net movement in funds	At 31.7.22
	£	£	£
Unrestricted funds			
General fund	187,185	39,616	226,801
	<u>187,185</u>	<u>39,616</u>	<u>226,801</u>
TOTAL FUNDS	<u>187,185</u>	<u>39,616</u>	<u>226,801</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	111,032	(71,416)	39,616
	<u>111,032</u>	<u>(71,416)</u>	<u>39,616</u>
TOTAL FUNDS	<u>111,032</u>	<u>(71,416)</u>	<u>39,616</u>

Comparatives for movement in funds

	At 1.8.20	Net movement in funds	At 31.7.21
	£	£	£
Unrestricted funds			
General fund	183,665	3,520	187,185
	<u>183,665</u>	<u>3,520</u>	<u>187,185</u>
TOTAL FUNDS	<u>183,665</u>	<u>3,520</u>	<u>187,185</u>

5. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	62,603	(59,083)	3,520
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>62,603</u>	<u>(59,083)</u>	<u>3,520</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.20 £	Net movement in funds £	At 31.7.22 £
Unrestricted funds			
General fund	183,665	43,136	226,801
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>183,665</u>	<u>43,136</u>	<u>226,801</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	173,635	(130,499)	43,136
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>173,635</u>	<u>(130,499)</u>	<u>43,136</u>

6. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2022.

Letchworth Garden City Community Group

Detailed Statement of Financial Activities
for the Year Ended 31 July 2022

	31.7.22 £	31.7.21 £
INCOME AND ENDOWMENTS		
Charitable activities		
Letting income	107,997	40,414
Other income		
CJRS Grant	3,035	22,189
Total incoming resources	<u>111,032</u>	<u>62,603</u>
EXPENDITURE		
Charitable activities		
Wages	48,617	38,377
Pensions	2,809	909
Rates and water	3,049	1,547
Insurance	1,319	1,766
Light and heat	3,702	5,168
Telephone	1,161	2,602
Cleaning and repairs	6,489	3,864
Computer costs	50	120
Security costs	542	2,780
Sundry expenses	1,000	500
Subscription	26	22
Bank charges	78	-
	<u>68,842</u>	<u>57,655</u>
Support costs		
Governance costs		
Accountancy and bookkeeping	1,361	1,415
Legal fees	1,213	13
	<u>2,574</u>	<u>1,428</u>
Total resources expended	<u>71,416</u>	<u>59,083</u>
Net income	<u><u>39,616</u></u>	<u><u>3,520</u></u>

This page does not form part of the statutory financial statements

LETCHWORTH GARDEN CITY COMMUNITY PROJECT

England & Wales - Charity number 1110072

Accounts

REGISTERED COMPANY NUMBER: 05180851 (England and Wales)
REGISTERED CHARITY NUMBER: 1110072

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2021
for
Letchworth Garden City Community Group

Salway and Wright
Chartered Accountants
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

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for the Year Ended 31 July 2021

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Letchworth Garden City Community Group

Report of the Trustees
for the Year Ended 31 July 2021

LEGAL AND ADMINISTRATIVE INFORMATION

Directors: M. Foster
J. King
K. Lake
I. Mantle

Ex Officio: North Hertfordshire District Council representative
None currently

Company Number: 5180851 (England and Wales)

Registered Charity Number: 1110072 (England and Wales)

Charity Trustees: M. Foster
J. King
K. Lake

Registered Office and
Operating Address: Mrs. Howard Memorial Hall
Norton Way South
Letchworth Garden City
Hertfordshire
SG6 1NX

Accountants: Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Bankers: HSBC
Station Place
Letchworth Garden City
SG6 3AJ

The trustees, who are also the directors for the purpose of company law, present their annual report, together with the unaudited financial statements for the year ended 31 July 2021.

OBJECTIVES AND ACTIVITIES

- To manage the building known as Mrs Howard Hall as a community property
- To rent out the property, to repair it, and to hire staff to manage it and to run community projects from the property.

In overseeing the charities objectives and activities, the trustees have had regard to the Charity Commission's guidance on public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Achievements and Performance and Financial Review

At the balance sheet date LGCCG held funds of £187,185 (2020 £183,665).

The statement of financial activities shows net incoming resources of £3,520 for the year, due to Coronavirus support received of £22,189 (2020 £6,739), compared to £5,955 for the previous year. All monies currently held are unrestricted for this period.

The policy of the charity is to maintain unrestricted reserves at £40,000 which equates to approximately six months unrestricted expenditure, providing sufficient funds to cover management and administration and support costs in the event of the lease not being upheld. This policy will be kept under review.

Risk Review

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves, combined with an annual review of the controls over key financial systems will provide sufficient resources for normal operating risks. The trustees have also examined other operation and business risks which are faced and confirm they have established systems to mitigate significant risks.

REFERENCE AND ADMINISTRATIVE DETAILS

This information is shown separately on page 1.

TRUSTEES' REPORT

The Directors have remained unchanged during the year. Covid -19 ensured that the building was closed for extensive periods of the early reporting year. The building operated fully in compliance with Government legislations regarding the lockdown/opening periods. The Foodbank was operational supporting local people and families through charitable food and donation programmes and Funzone continued to support the children of key workers by providing limited childcare. Although lockdown restrictions were eased the rule of six and other Covid restraints prevented the building from opening to anywhere near pre-Covid levels.

The financial constraints on the Charity meant that the building manager was furloughed and the building caretaker was retained to operate the building in its limited capacity.

Regular hirers that could no longer operate were given assurances that their rooms/bookings would be honoured on reopening and in some instances payment plans were negotiated with hirers, so that drops in income, prior to the bookings being suspended, could be supported by LGCCG. The board felt that it was critical to support building hirers and users throughout this difficult time.

We continue to be able to charge charities a lower hire rate to ensure that all sections of the community are able to access the Centre. This charging policy evidences that the Charity's activities are for the public benefit.

There were very few capital works/maintenance tasks undertaken in the building primarily due to the majority of the building being closed and also to maintain prudence regarding income/expenditure.

A Covid safe protocol was implemented and maintained vigorously, giving confidence to the limited users that were able to operate.

The building lease negotiations were suspended in agreement with all parties concerned. It was agreed that once the process could be moved forward, it would be, as the essential components had already been agreed and it was just a case of the legalities being resolved.

Lockdown restrictions eased further towards Spring/Summer which along with the implementation of the vaccination programme, meant that hirers/users started to have confidence in returning and using the premises again. Use of the building started to gain momentum and once again started to flourish becoming operational 7 days per week and virtually at capacity. Some of the revenue that had been lost will be recouped as the maintenance spend will not be as great as that for other years due to the length of time the building remained closed or at limited operation.

Future Plans for 2022 and beyond

The board will continue to review the procedures and operating protocols in the light of Covid-19 to ensure that the Community Facility is used as extensively and inclusively as possible within ongoing Government advice. The heating system grants will be secured and the works carried out to completion. It is hoped that the renewal of the lease will finally be approved. The LGCCG board alongside the building management staff will continue to maintain the standards expected so that the local community and other stakeholders continue to benefit and be served.

Approved by order of the board of trustees on 10 March 2022 and signed on its behalf by:

J H King - Trustee

Independent examiner's report to the trustees of Letchworth Garden City Community Group ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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:

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.

A.D. Wood
Chartered Accountant
Salway and Wright
Chartered Accountants
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

10 March 2022

Letchworth Garden City Community Group

Statement of Financial Activities
for the Year Ended 31 July 2021

	Notes	31.7.21 Unrestricted fund £	31.7.20 Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Letting income		40,414	69,837
Other income		22,189	6,736
Total		<u>62,603</u>	<u>76,573</u>
EXPENDITURE ON			
Charitable activities			
Operational costs		57,655	68,725
Other		1,428	1,893
Total		<u>59,083</u>	<u>70,618</u>
NET INCOME		<u>3,520</u>	<u>5,955</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		183,665	177,710
TOTAL FUNDS CARRIED FORWARD		<u><u>187,185</u></u>	<u><u>183,665</u></u>

The notes form part of these financial statements

Letchworth Garden City Community Group

Balance Sheet

31 July 2021

	Notes	31.7.21 Unrestricted fund £	31.7.20 Total funds £
CURRENT ASSETS			
Cash at bank		187,743	184,225
CREDITORS			
Amounts falling due within one year	4	(558)	(560)
NET CURRENT ASSETS		<u>187,185</u>	<u>183,665</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		187,185	183,665
NET ASSETS		<u>187,185</u>	<u>183,665</u>
FUNDS	5		
Unrestricted funds:			
General fund		<u>187,185</u>	<u>183,665</u>
TOTAL FUNDS		<u>187,185</u>	<u>183,665</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 10 March 2022 and were signed on its behalf by:

J H King - Trustee

M Foster - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2021 nor for the year ended 31 July 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2021 nor for the year ended 31 July 2020.

3. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.7.21	31.7.20
Centre manager	1	1
Caretakers	1	1
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.21	31.7.20
	£	£
Trade creditors	558	560
	<u>558</u>	<u>560</u>

5. MOVEMENT IN FUNDS

	At 1.8.20	Net movement in funds	At 31.7.21
	£	£	£
Unrestricted funds			
General fund	183,665	3,520	187,185
	<u>183,665</u>	<u>3,520</u>	<u>187,185</u>
TOTAL FUNDS	<u>183,665</u>	<u>3,520</u>	<u>187,185</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	62,603	(59,083)	3,520
	<u>62,603</u>	<u>(59,083)</u>	<u>3,520</u>
TOTAL FUNDS	<u>62,603</u>	<u>(59,083)</u>	<u>3,520</u>

Comparatives for movement in funds

	At 1.8.19	Net movement in funds	At 31.7.20
	£	£	£
Unrestricted funds			
General fund	177,710	5,955	183,665
	<u>177,710</u>	<u>5,955</u>	<u>183,665</u>
TOTAL FUNDS	<u>177,710</u>	<u>5,955</u>	<u>183,665</u>

5. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	76,573	(70,618)	5,955
TOTAL FUNDS	<u>76,573</u>	<u>(70,618)</u>	<u>5,955</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.19 £	Net movement in funds £	At 31.7.21 £
Unrestricted funds			
General fund	177,710	9,475	187,185
TOTAL FUNDS	<u>177,710</u>	<u>9,475</u>	<u>187,185</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	139,176	(129,701)	9,475
TOTAL FUNDS	<u>139,176</u>	<u>(129,701)</u>	<u>9,475</u>

6. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2021.

Letchworth Garden City Community Group

Detailed Statement of Financial Activities
for the Year Ended 31 July 2021

	31.7.21 £	31.7.20 £
INCOME AND ENDOWMENTS		
Charitable activities		
Letting income	40,414	69,837
Other income		
CJRS Grant	22,189	6,736
Total incoming resources	62,603	76,573
EXPENDITURE		
Charitable activities		
Wages	38,377	38,996
Pensions	909	878
Rates and water	1,547	1,564
Insurance	1,766	2,041
Light and heat	5,168	3,133
Telephone	2,602	1,527
Postage and stationery	-	104
Cleaning and repairs	3,864	15,781
Computer costs	120	330
Security costs	2,780	2,225
Sundry expenses	500	2,120
Subscription	22	26
	57,655	68,725
Support costs		
Governance costs		
Accountancy and bookkeeping	1,415	1,508
Legal fees	13	385
	1,428	1,893
Total resources expended	59,083	70,618
Net income	3,520	5,955

This page does not form part of the statutory financial statements

LETCHWORTH GARDEN CITY COMMUNITY PROJECT

England & Wales - Charity number 1110072

Accounts

REGISTERED COMPANY NUMBER: 05180851 (England and Wales)
REGISTERED CHARITY NUMBER: 1110072

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2020
for
Letchworth Garden City Community Group

Salway and Wright
Chartered Accountants
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

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for the Year Ended 31 July 2020

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Letchworth Garden City Community Group

Report of the Trustees
for the Year Ended 31 July 2020

LEGAL AND ADMINISTRATIVE INFORMATION

Directors: M. Foster
J. King
K. Lake
I. Mantle

Ex Officio: North Hertfordshire District Council representative
None currently

Company Number: 5180851 (England and Wales)

Registered Charity Number: 1110072 (England and Wales)

Charity Trustees: M. Foster
J. King
K. Lake - appointed 10th September 2019

Registered Office and
Operating Address: Mrs. Howard Memorial Hall
Norton Way South
Letchworth Garden City
Hertfordshire
SG6 1NX

Accountants: Salway and Wright
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

Bankers: HSBC
Station Place
Letchworth Garden City
SG6 3AJ

Report of the Trustees
for the Year Ended 31 July 2020

The trustees, who are also the directors for the purpose of company law, present their annual report, together with the unaudited financial statements for the year ended 31 July 2020.

OBJECTIVES AND ACTIVITIES

- To manage the building known as Mrs Howard Hall as a community property
- To rent out the property, to repair it, and to hire staff to manage it and to run community projects from the property.

In overseeing the charities objectives and activities, the trustees have had regard to the Charity Commission's guidance on public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Achievements and Performance and Financial Review

At the balance sheet date LGCCG held funds of £183,665 (2019 £177,710).

The statement of financial activities shows net incoming resources of £5,955 for the year, due to Coronavirus support received of £6,736, compared to net expenditure of £936 for the previous year. All monies currently held are unrestricted for this period.

The policy of the charity is to maintain unrestricted reserves at £40,000 which equates to approximately six months unrestricted expenditure, providing sufficient funds to cover management and administration and support costs in the event of the lease not being upheld. This policy will be kept under review.

Risk Review

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves, combined with an annual review of the controls over key financial systems will provide sufficient resources for normal operating risks. The trustees have also examined other operation and business risks which are faced and confirm they have established systems to mitigate significant risks.

REFERENCE AND ADMINISTRATIVE DETAILS

This information is shown separately on page 1.

Report of the Trustees
for the Year Ended 31 July 2020

TRUSTEES' REPORT

The Directors have remained unchanged during the year but Kathy Lake was appointed a Trustee in September 2019. The work of the Memorial Hall continued to thrive throughout most of the year until March 2020 when Covid-19 became an issue and along with the rest of the UK, we were forced to close the building. This had and continues to have many implications for us as an organisation, The report is thus divided into two periods, upto lockdown in March 2020 and between March and July 2020.

July 2019 to March 2020

The Hall Manager continued to manage the day to day operations of the Hall very effectively, so that the facilities were being extensively used seven days a week, both throughout the day and every evening. Funzone, one of the main users has expanded its remit, occupying more space. New Life Church also continues to make maximum use of the space available on Sundays and during the week.

Other regular hirers also made regular bookings, and these as well as other ad hoc bookings have resulted in the sound financial position being maintained. The building has been used by a wide cross section of groups throughout the period evidencing that it has truly become a valuable community asset for all the population. Examples include, Foodbank, best before café, the NHS (providing wellbeing counselling), Yoga, National Childbirth Trust classes, Pregnancy Advice, Funzone (pre and after school support), Home Start, a charity supporting under privileged families, Hart-Beebs who run children's theatre based workshops, Church activities for children, young people and adults, Alzheimer's Society, national diabetes prevention sessions, Hertfordshire County Council (family work) and numerous private parties and functions.

We continued to be able to charge charities a lower or nil hire rate to ensure that all sections of the community are able to access the centre. Together with the wide usage detailed above this charging policy evidences that the charity's activities are for the public benefit.

As in previous years, this solid base has enabled regular ongoing maintenance to be carried out such as internal painting and new blinds in the main hall and repairs to external windows. NHDC also carried out external painting of the building.

March 2020 to July 2020

During March, the implications of Covid-19 began to quickly become apparent with many groups cancelling bookings prior to the national lockdown. Post lockdown only the Foodbank has continued to operate. The Board agreed to continue to honour all employees salaries fully and to cancel ongoing rents for regular hirers. The implications of the loss of income are reflected in the financial situation. The staff were able to carry out internal decorating during this period to mitigate losses.

The Trustees developed a Covid safe protocol as government guidelines were issued and firmed up, ready to open the building as and when permitted.

LGCCG's lease came up for renewal in 2013 which has required renegotiation with the group's landlord North Hertfordshire District Council. The current proposal will give a lease period of 25 years but will result in LGCCG being totally liable for the upkeep of the whole fabric of the building within a ten year period. Negotiations have been ongoing with the Council as there are substantial liabilities associated with the building due to its age, its design and its listed status.

Meetings were held before lockdown with NHDC and proposals firmed up subsequently by email and Skype to move towards agreement subject to the issues around external painting and the heating system being resolved. We have employed the services of a solicitor to ensure that our interests are protected. The heating system has been a perennial issue with numerous breakdowns and temporary fixes. The NHDC suggested we apply for a community grant which was approved in May 2020 for £32,000 which will enable the system to be replaced. Due to Covid, we were not able to mandate the new heating system within the allotted timeframe. We have been advised to apply again which will take place shortly.

Letchworth Garden City Community Group

Report of the Trustees
for the Year Ended 31 July 2020

Future Plans for 2020/21 and beyond

The Board will continue to review the procedures and operating protocols in the light of Covid-19 to ensure that the building is used as extensively and inclusively as possible within the restrictions. The Board will also consider applying for the furlough scheme for staff where appropriate.

It is hoped that the renewal of the lease will finally be approved.

Approved by order of the board of trustees on 20 April 2021 and signed on its behalf by:

J H King - Trustee

Independent examiner's report to the trustees of Letchworth Garden City Community Group ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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:

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.

A.D. Wood
Chartered Accountant
Salway and Wright
Chartered Accountants
32 The Crescent
Spalding
Lincolnshire
PE11 1AF

20 April 2021

Statement of Financial Activities
for the Year Ended 31 July 2020

	Notes	31.7.20 Unrestricted fund £	31.7.19 Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Letting income		69,837	90,126
Other income		6,736	-
Total		<u>76,573</u>	<u>90,126</u>
EXPENDITURE ON			
Charitable activities			
Operational costs		68,725	89,865
Other		1,893	1,197
Total		<u>70,618</u>	<u>91,062</u>
NET INCOME/(EXPENDITURE)		<u>5,955</u>	<u>(936)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		177,710	178,646
TOTAL FUNDS CARRIED FORWARD		<u><u>183,665</u></u>	<u><u>177,710</u></u>

Letchworth Garden City Community Group

Balance Sheet

31 July 2020

	Notes	31.7.20 Unrestricted fund £	31.7.19 Total funds £
CURRENT ASSETS			
Cash at bank		184,225	178,250
CREDITORS			
Amounts falling due within one year	4	(560)	(540)
NET CURRENT ASSETS		<u>183,665</u>	<u>177,710</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		183,665	177,710
NET ASSETS		<u>183,665</u>	<u>177,710</u>
FUNDS	5		
Unrestricted funds:			
General fund		<u>183,665</u>	<u>177,710</u>
TOTAL FUNDS		<u>183,665</u>	<u>177,710</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Balance Sheet - continued

31 July 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 20 April 2021 and were signed on its behalf by:

J H King - Trustee

M Foster - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2020 nor for the year ended 31 July 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2020 nor for the year ended 31 July 2019.

Notes to the Financial Statements - continued
for the Year Ended 31 July 2020

3. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.7.20	31.7.19
Centre manager	1	1
Caretakers	1	2
	<u>2</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.20	31.7.19
	£	£
Trade creditors	560	540
	<u>560</u>	<u>540</u>

5. MOVEMENT IN FUNDS

	At 1.8.19	Net movement in funds	At 31.7.20
	£	£	£
Unrestricted funds			
General fund	177,710	5,955	183,665
	<u>177,710</u>	<u>5,955</u>	<u>183,665</u>
TOTAL FUNDS	<u>177,710</u>	<u>5,955</u>	<u>183,665</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	76,573	(70,618)	5,955
	<u>76,573</u>	<u>(70,618)</u>	<u>5,955</u>
TOTAL FUNDS	<u>76,573</u>	<u>(70,618)</u>	<u>5,955</u>

Comparatives for movement in funds

	At 1.8.18	Net movement in funds	At 31.7.19
	£	£	£
Unrestricted funds			
General fund	178,646	(936)	177,710
	<u>178,646</u>	<u>(936)</u>	<u>177,710</u>
TOTAL FUNDS	<u>178,646</u>	<u>(936)</u>	<u>177,710</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2020

5. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	90,126	(91,062)	(936)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>90,126</u>	<u>(91,062)</u>	<u>(936)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.18 £	Net movement in funds £	At 31.7.20 £
Unrestricted funds			
General fund	178,646	5,019	183,665
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>178,646</u>	<u>5,019</u>	<u>183,665</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	166,699	(161,680)	5,019
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>166,699</u>	<u>(161,680)</u>	<u>5,019</u>

6. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2020.

Detailed Statement of Financial Activities
for the Year Ended 31 July 2020

	31.7.20 £	31.7.19 £
INCOME AND ENDOWMENTS		
Charitable activities		
Letting income	69,837	90,126
Other income		
CJRS Grant	6,736	-
Total incoming resources	<u>76,573</u>	<u>90,126</u>
EXPENDITURE		
Charitable activities		
Wages	37,825	42,620
Pensions	2,049	652
Rates and water	1,564	2,136
Insurance	2,041	2,149
Light and heat	3,133	6,442
Telephone	1,527	2,662
Postage and stationery	104	-
Cleaning and repairs	15,781	26,666
Computer costs	330	-
Security costs	2,225	5,668
Parking	-	697
Sundry expenses	2,120	173
Subscription	26	-
	<u>68,725</u>	<u>89,865</u>
Support costs		
Governance costs		
Accountancy and bookkeeping	1,508	1,184
Legal fees	385	13
	<u>1,893</u>	<u>1,197</u>
Total resources expended	<u>70,618</u>	<u>91,062</u>
Net income/(expenditure)	<u><u>5,955</u></u>	<u><u>(936)</u></u>