

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

The notes form part of these financial statements

Letchworth Garden City Community Group

Balance Sheet  
31 July 2022

	Notes	31.7.22 Unrestricted fund £	31.7.21 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank		227,377	187,743
<b>CREDITORS</b>			
Amounts falling due within one year	4	(576)	(558)
<b>NET CURRENT ASSETS</b>		<u>226,801</u>	<u>187,185</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		226,801	187,185
<b>NET ASSETS</b>		<u>226,801</u>	<u>187,185</u>
<b>FUNDS</b>	5		
Unrestricted funds:			
General fund		<u>226,801</u>	<u>187,185</u>
<b>TOTAL FUNDS</b>		<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 £
<b>Unrestricted funds</b>			
General fund	187,185	39,616	226,801
	<u>187,185</u>	<u>39,616</u>	<u>226,801</u>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	111,032	(71,416)	39,616
	<u>111,032</u>	<u>(71,416)</u>	<u>39,616</u>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	183,665	3,520	187,185
	<u>183,665</u>	<u>3,520</u>	<u>187,185</u>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	62,603	(59,083)	3,520
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	183,665	43,136	226,801
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	173,635	(130,499)	43,136
<b>TOTAL FUNDS</b>	<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 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Charitable activities</b>		
Letting income	107,997	40,414
<b>Other income</b>		
CJRS Grant	3,035	22,189
<b>Total incoming resources</b>	111,032	62,603
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
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	-
	68,842	57,655
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy and bookkeeping	1,361	1,415
Legal fees	1,213	13
	2,574	1,428
Total resources expended	71,416	59,083
<b>Net income</b>	39,616	3,520