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# Pepys Community Forum

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## Report and Financial Statements

Year ending 31<sup>st</sup> March 2021

### Report of the trustees for the year ending 31<sup>st</sup> March 2021

Registered Office: 1 Creek Road, Deptford, London SE8 3BT  
Phone: 07434 611695 Web: [www.pepys.community](http://www.pepys.community)  
email: [admin@pepys.community](mailto:admin@pepys.community)  
Company Limited by Guarantee, Not for Profit No. 5229390  
Registered Charity No. 1121544

## Pepys Community Forum – Annual Report for Year Ending 31<sup>st</sup> March 2021

The trustees are pleased to present their **Annual Report**, together with the **independently reviewed financial statements**, of the charity for the year ending 31<sup>st</sup> March 2021; which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

### Chair's Report

We are in our twenty-first year of operation, after beginning in the year 2000, and in our fourteenth year following on from the close of a 7-year period of Single Regeneration Budget (SRB) funding [March 1999 to March 2006].

The year, too, was the eveleth full year with the Board of Trustees directly managing both the operational and strategic direction of the charity and company. A year, too, where we faced up to continuing further challenges. Managing our cash flow and the general running costs, to keep the organization sustainable, viable, and forward looking.

We are undergoing the continuing pressure of the difficulty and reduction in accessing core revenue funding – like grants and contracts – something that has affected many other community and charitable organizations. For a eveleth year, we have had no funding for management posts. I have acted as the full time operational Manager, as a Volunteer. Nor did we have any funding for any administration or finance posts; again we have relied on our Volunteers for this work.

Our main income streams come through our core PCF projects: Our long-term Resident, Employment, Education, Training and Advice project (REETA) and John Evelyn Community Garden project (JECG). Together with project work undertaken on Voice4Deptford and CMCSpace, and as the Project Lead of a consortium North Lewisham Community Network.

Overall, we gain our income from a mixture of different sources, including contracts as well as grants, donations and by working in partnerships with others.

This is different, twenty-one years on, from the founding of PCF with an initial major and secured regular source of income, of the SRB 1999/2006 managing a large project to both fund and support a wide range of local services. We now operate in a direct income generation way along with undertaking short-term contracts and grants, as we look to establish a long-term financial independence and stability for ourselves.

In 2004 we became a Company Limited by Guarantee and not having a Share Capital (Not for Profit), prior to this our status during the first three years of the SRB (2000/2003), was as an Unincorporated Association. The Board of Directors, in our constitution, is up to 12 voting Directors, together with 3 non-voting Co-opted members.

In 2007, we registered as a Charity – as a special type, a Regeneration Charity. This has allowed us to be better placed to undertake a very wide remit of work to serve our community.

## **Pepys Community Forum – Annual Report for Year Ending 31<sup>st</sup> March 2021**

Our work as a community-led organization means that we operate as a Community Development Trust. Where we act as an “anchor” in our local area of benefit, and beyond, to help and support others.

The Operational Reports, contained here, show in detail of how this has been approached together with our new achievements and the exciting work that we engage with.

PCF though, is currently unable to directly fund other local organizations, as we were able to do throughout our early SRB years.

Other direct intervention work, too, in the local community has been very much reduced, due to our much lower overall resources that we have available.

Despite all of this, other essential direct activities, such as our advocacy support, on housing matters and local planning issues, still continues.

We seek to have our own asset base, to give us both income and independent financial security, in order to continue working in and for the local community.

In past years, this had been thwarted with the opportunities of the Aragon Tower Arts facility, and Parker House refurbishment, having both not being achieved.

In February 2015, we lost our lease of the Victoria Wharf Units – held for 9 years - moving to our single Office, at 1 Creek Road, Deptford. Together with the land that we manage at Windlass Place for our Community Garden.

The Board of PCF had no changes during the year.

Looking forward there remain many challenges and demands for us to meet.

Some are new that we have not faced before, and some are re-occurring.

Once again, all of this is taking place in an environment that is both challenging, and often difficult and slow to see results emerge.

I take this opportunity to say a 'Thank You' to everyone who has continued to contribute to the continued presence, progress and success of PCF.

I do hope, too, that new people will be encouraged to join in our work as volunteers for the Board and our wide range of projects, and that the community will renew its support for us, with what we do.

It is work that continues to ask a lot from all of us. It is a great responsibility, and yet the long-term reward is a better community for us all to live in.

***Malcolm Cadman – Chair, Company Secretary and Manager***

### **Our purposes and activities**

#### **The purposes of the charity are:**

The promotion for the public benefit of urban regeneration in areas of economic, environmental, social deprivation in particular, being the hatched area of the plan annexed to this document, (Herein after called ‘the Area of Benefit’),  
by all or any of the means:

- a) the relief of poverty in such ways as may be thought fit;

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- b) the relief of unemployment in such ways as may be thought fit, including assistance to find employment;
- c) the advancement of education, training or re-training, particularly among unemployed people, or those at disadvantage by ethnicity or race, including refugees; and providing such people with work experience;
- d) the provision of financial assistance, technical assistance or business advice consultancy in order to provide training and employment opportunities particularly among unemployed people, or those at disadvantage by ethnicity or race, including refugees; in cases of financial or other charitable need through help: in setting up their own businesses or, in existing businesses;
- e) the creation of training and employment opportunities by the provision of workspace, buildings and / or land for use on favourable terms;
- f) the provision of housing for those who are in need and the improvement of housing in the public sector or in a charitable ownership provided that such power shall not extend to relieving any local authorities or other bodies of a statutory duty to improve housing;
- g) the maintenance, improvement or provision of public amenities;
- h) the preservation of public buildings or sites of historic or architectural importance;
- i) the provision or assistance in the provision of recreational facilities for the public at large and / or those, who by reason of
- j) their youth, age, infirmity or disablement, poverty or economic, environmental or social circumstances, have need of such facilities;
- k) the protection, conservation or improvement of the environment;
- l) the provision of public health facilities or childcare;
- m) the promotion of public safety and the prevention of crime;
- n) the empowerment and involvement of the community and its members, taking heed of their diversity, in all or any of the above;
- o) such other means as from time to time be determined subject to the prior consent of the Charity Commissioners for England and Wales.

The vision that shapes our annual activities remains **the promotion of local people acting for themselves**, and **relieving the effects of poverty** in an urban area subject to regeneration.

The charity aims to contribute to the quality of life of the people of Deptford, in the London Borough of Lewisham, and beyond. By expanding their horizons through the provision of projects and services that are accessible to all.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance, including the guidance on public benefit and fee charging. In setting the level of fees and charges, the trustees give careful consideration to the accessibility and status of our enterprise projects.

The strategies employed to achieve the charity's aims and objectives are:

Respond to a wide range of community demands,  
Opportunities for a range of people to be involved,

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Provide space for use by enterprise projects,

Provide a specialist service to residents, including refugees and asylum seekers,  
Provide a grow, pick and eat of locally produced food, for better health,  
Advocate and support the best benefit for all from planning and regeneration pressures.

Putting these strategies in to action we have SIX main areas of activity:

- 1 John Evelyn Community Garden (JECG);
- 2 Resident Education, Employment and Training Agency (REETA);
- 3 Advocacy with community planning, and regeneration (Voice4Deptford);
- 4 Developing new enterprise (CMCSpace);
- 5 Partnership working through the North Lewisham Community Network (NLCN);
- 6 Supporting other local organisations and the Deptford Neighbourhood Plan.

### John Evelyn Community Garden (JECG)

The LB Lewisham Public Health, Neighbourhood Community Development Programme (NCDP), for mental and physical health and well being funding ended.

We were successful by the JECG being chosen as a supported project for the Coop Community Fund in 2020.

We are working with **Architects for Humanity**, based at Somerset House, London, on a design for a new multi-purpose **Super Shed** for the Garden.  
With a bid for S106 Capital Funding, to LB Lewisham via the Evelyn Assembly.  
We were successful in bidding to the Lewisham Greening fund, yet this did not come through in year, and will now be moved forward in to 2021-22.  
Our Garden kept open until December 2020 when it closed for Covid-19 lockdown.  
Continued working on restoring the **Big Hanna**, a composting machine, at the Oasis Playground, Stockwell.

A big thanks go to our regular Volunteers, and the Friends of the John Evelyn Garden – Vanessa, Kelly, Saskia & Max, Jack, Joanna, Andrea, Lara and many others who have been attending or visiting over the year.  
We got a 'vintage' 3-wheel bike repaired, removing and renewing a stubborn saddle post, to assist the Garden with deliveries and the like.  
All of this is helping to keep our Garden well maintained and productive.

The middle of the year, was the seventh Anniversary of the unexpected early death of our previous Garden Co-ordinator, Dalva James – on 11<sup>th</sup> April 2014.

We were not successful with a collaborative bid under Covid-19 with the Grove Medical Centre to London Community Response.  
Yet we have taken on a Maintenance contract for grounds of the GMC.  
We are developing a new project – Watch it Grow – collaborating with GMC and University Arts London.

Garden web site: <http://malcolmpepysforum.wix.com/john-evelyn-garden>

## **Pepys Community Forum – Annual Report for Year Ending 31<sup>st</sup> March 2021**

Facebook: John Evelyn Garden

<https://www.facebook.com/johnevelyn.garden1>

Twitter: Pepys21

<https://twitter.com/Pepys21>

### **Resident Education, Employment and Training Agency (REETA)**

REETA began in 2000, and since that time over 1800 local residents have received advice, over 460 received training, and over 430 have gained employment – a great achievement overall.

### **Voice for Deptford**

PCF and Goldsmith's Centre for Community Engagement, are partnering to enable local residents, in Deptford, and other interested parties, to participate and understand the very large Convoy Wharf redevelopment.

Regular monthly Planning meetings are held, using video during Covid19 restrictions, with a focus in the year on engaging directly with the many key stake holders such as local Councillors, local MP, GLA Representative, LB Lewisham Planning Officers – David Robinson and Viv Evans.

Concern that the developer was 'out of time' for commencement of the scheme. Legal action taken against Convoys Wharf Properties Ltd, GLA and LB Lewisham. Conducted a successful Crowd Justice campaign to raise legal fees. Judgement not successful, yet worthwhile making the challenge. Revealed that the Defence Case that developer has been given 10 years + 3 years to bring the scheme forward.

Developer got Full Planning permission from LB Lewisham, during the Covid-19 lockdown with video Strategic Planning meetings.

Not a satisfactory process for objectors. With difficulties with the technology.

9<sup>th</sup> June 2020 approved Plot 22 9-0 and Plot 08 7-1 + 1 abstained and 1 member had left meeting that had finished at 12.30 am.

Second part, on 22<sup>nd</sup> June 2020 approved Plot 15 9-0, despite concerns on 'poor doors' and many other issues. Disappointing that such a poor scheme has approval.

### **CMCSpace**

PCF in partnership with Action Now, and other partners like Creative Nature.

Set up on the new Goodsted platform, developed by Selin (formerly a Goldsmiths Design Innovation student). Design work continued at a local workshop.

### **North Lewisham Community Network**

PCF being the Lead Partner, in a Consortium increased to 11 partners – Red Ribbon, Deptford Reach, Telegraph Hill Centre, REMEC, Inspiring Imagination, New Cross Gate Trust, Lewisham Refugee & Migrant Network, 170 Community Project, Action for Community Development, and Carers Lewisham.

With other new partners joining during the year.

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Not successful with a bid to Big Lottery for capacity building, or London Community Response for Covid-19 support.

### Volunteers at PCF

Vanessa Celosse, continued with us after completing studying for Landscape Architecture at Greenwich University.  
Fartuun Shide continued to support the PCF/REETA project as Session hours.

Dr Roger Green, Andy Turner, Sue Davies, Marion Biggs, Phil Turner, Joyce Jacca, Warda Farah, Evelyn Ward Cllr Silvana Kelleher and many others have supported Voice 4 Deptford through the Planning Group.

### Pepys Community Hub

PCF are the lead body of the Pepys Consortium that advise the PCH on the running of the Pepys Resource Centre, Foreshore, Deptford (Old Library).  
PCF act as the financial banker for PCH until such time as they become formally constituted and hold their own bank account.  
As well as seeking to hold a long-term lease for premises from Hyde HA.  
The Hub has hosted several groups, activities and events like DNA, Voice 4 Deptford, Deptford Peoples Heritage Museum, a Food Bank, WE Women.

### Deptford Neighbourhood Plan

PCF have acted as an Adviser and regularly attended meetings with Deptford Neighbourhood Action (DNA) to develop a new local Deptford Neighbourhood Plan. Moving through the stages in preparation for a Draft Plan launch being produced and prior to a referendum.  
DNA Road show events held at various venues during the Year.  
DNA was successful in a large bid in 2020 to Trust for London to complete the Plan.

### Other Activities

Stopped attending owing to Covid-19 monthly meetings at the **Lewisham BME Network**, held at the Stephen Lawrence Centre, Deptford & Road show.  
**Deptford-Grimsby/East Marsh United** a project, together with Goldsmiths. Bid to Big Lottery by EMU not successful.  
**Scott House** objecting to a proposal for 'death-masking' with a 36 storey tower. Noahs Ark pub, met with developer and architect to restore to an original condition.  
**Richard Katona** died from Covid-19 early February 2021.  
He had contributed on Heritage to the DNA Plan as a local historian. Dedicate the Deptford Neighbourhood Plan to him.  
John Evelyn Garden assisting **Eddystone Tower** 'guerrilla' gardening to improve green environment on Pepys estate.  
February 2021, article published by **Tom Wall in Guardian** newspaper, including a quote from myself on "social stigma".

## **Communications**

PCF had no publicity funds during the year to produce or circulate any newsletters. Although, the work with Janet Martin, on marketing and promotion, had led to our re-designed our logos, and launch of a new web site in 2017.

Leading on to developing a consistent narrative about what we are engaged in. We continue to update local residents and the staff of local organisations by email and social media, and via the world wide web.

PCF's main website page is at: <http://www.pepys.community>

## **Connections**

PCF maintains active links with LB Lewisham Council, South London and Maudsley Trust, Lewisham and Greenwich NHS Trust, Locality, Hyde Housing, Goldsmiths College, the London Sustainability Exchange (LSX), University College London, 2000 Community Action centre, Deptford Disability Project, Lewisham Refugee Network, Voluntary Action Lewisham, amongst many.

## **Community planning and regeneration**

Our local area of North Deptford, where we are based, is subject to major regeneration pressure – with 13 very large schemes, as well as many other smaller schemes, being proposed and led by private sector developers. Most of these are now built out and occupied.

The predominant form is for new private luxury apartments, mainly as small 1-bed & 2-bed, having been built on what was former commercial and industrial land.

The Victoria Wharf premises, where we were previously located, at Units 2, 3, 4 & 5, were themselves subject to an approved Planning Application, in late 2011, for a mixed-use proposal from the then landlord, City & Provincial.

In August 2014 the land ownership was sold to another company Lendlease Deptford Limited, yet an Australian global company.

Followed by a new planning application by them, for a revised scheme in October 2015. This gained a hybrid planning permission in 2016, part full planning and Part Outline. Plot 2 of the redevelopment has subsequently been built out in 2018-20, and has now been first occupied. Although work on the site has currently ceased.

3 new towers are now also being proposed on the site, to add to 2 already approved.

PCF had been preparing a bid to the Big Lottery to refurbish the Victoria Public House – then unoccupied for several years – as a community benefit.

Yet under the new landlord we had to leave the Unit premises at 28<sup>th</sup> February 2015, to new premises – although much smaller – at 1 Creek Road, located in the Deptford Mission building. This we had to find for ourselves, and for which we had no financial or premises compensation or other support in the move.

In this context PCF and the local community lost a very valuable asset that had been held for community benefit for over 9 years, and was built up from the basis of the successful 7 years of SRB work – the warehouse buildings of Units 2, 3,4 & 5 at



## **Pepys Community Forum – Annual Report for Year Ending 31<sup>st</sup> March 2021**

Victoria Wharf, Deptford. Together with accompanying loss of all of the commercial and social enterprise projects we were supporting at premises and elsewhere.

The Victoria Pub is now in the ownership of Lend Lease. Our local community had argued for it to be preserved, leading on to it being refurbished for a potential interim mixed use of new enterprise and potential community use.

An opportunity then arose to tender for the interim management of the Victoria Pub - once it was refurbished - for 3 years.

We put in a bid as a new Pepys/Evelyn Partnership for a community management offer. Yet this was not determined, with the property then being left empty and more recently having been put on to the open market. There had been no takers, until more recently when it has now re-opened under private management.

Within these tight restrictions, PCF has continue to participate in the regeneration debate on the behalf of local residents and their interests.

### **Achievements and performance**

We have continued to meet our charitable purpose – the relief of poverty.

We operate with no paid members of Staff.

Engaging Session facilitators when funding allows.

We are both led and managed by the PCF Board of Trustees, who themselves are all local volunteers.

The PCF Chair acting as the manager at the PCF Office and for the John Evelyn Community Garden. To all of these we owe a great debt of thanks.

At the PCF office, we continue to put in place good practices in administration, business and finance, under the former MATRIX standard, re-affirmed 2010/2013.

We had achieved the Carbon Smart Blue and then the Silver 2013, to affirm our environmental concerns on CO2 equivalent emissions (see logos).

### **Financial review**

Our income increased substantially to £32,544 from the previous Year 2018-19 of £3,229.

It is a time of increased pressure on funding coinciding with an economic downturn. It has had most effect on small and micro community-based organisations like our selves.

### **Investment powers and policy**

The trustees, having regard to the liquidity requirements of operating the organization and to the reserves policy have operated a policy of transferring available funds in an interest-bearing deposit account, and seek to achieve a rate of deposit which matches or exceeds inflation as measured by the retail prices index.

Yet, the invested funds held on deposit achieved a rate of 0.06%.

Measured against, the retail price index average to December 2020, of 0.7%.

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### **Reserves policy**

The Board of Trustees have a target level of unrestricted reserves of three months of activity costs, approximately £2,000.

Total value of reserves (including free reserves) are £16,568 at the year end.

The trustees had employed external consultants in a previous year, and have now completed implementing the ideas and guidance of a 5 Year plan.

### **Plans for future periods**

The organisation has recognised that it will need to move from reliance on grant receiving income(s), and has successfully acted to attain a more varied income basis, including that of Agreements and Contracts, and Donations.

PCF is seeking to further extend its business opportunities into the future.

### **Reference and administrative details**

Charity number: 1121544  
Company number: 5229390  
  
Registered Office: 1 Creek Road  
Deptford  
London SE8 3BT

### **Our advisors**

Financial Not engaged  
  
Bankers HSBC 90 Deptford High Street, Deptford,  
London SE 4RQ  
  
Solicitors Not engaged

### **Directors and trustees**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year ended were as follows:

#### **Elected trustees**

<i>Malcolm</i>	<i>Cadman</i>	Chair & Company Secretary
<i>Angelo</i>	<i>Trummer</i>	Treasurer
<i>Alex</i>	<i>Marshall</i>	Vice Chair
<i>Ernest</i>	<i>Osei-Abeyie</i>	Trustee
<i>Katazyna</i>	<i>Wojnar</i>	Trustee

**Resignations:** None

**Co-opted trustees** Dr Roger Green, Researcher Goldsmiths

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## **Structure, Governance and Management**

Pepys Community Forum is company limited by guarantee governed by its Memorandum and Articles of Association dated 13<sup>th</sup> September 2004.

It is registered as a charity with the Charity Commission. Anyone over the age of 18 can become a member of the company, where membership is inclusive of residing in its Area of Benefit (refer to map, stored at the PCF office).

### **Appointment of Trustees**

As set out in the Articles of Association the elected trustees nominate the chair of the association. The members of the charitable company attending the Annual General Meeting to elect the trustees annually.

All trustees retire from office at the AGM; a retiring trustee is eligible for re-election.

### **Trustee induction and training**

New trustees undergo an orientation day to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, content of the Memorandum and Articles of Association, the Board and decision-making processes, the business plan and performance of the charity.

During the induction period they will meet any employees, volunteers and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking their role.

### **Organisation**

The board of trustees can have up to 12 members drawn from the general membership with voting rights, and 3 members drawn from associated membership, as non-voting co-opted.

The Board meets a minimum of 4 times a Year.

No Chief Executive was appointed during the year.

### **Related parties**

None of our trustees receive remuneration or other benefit from their work for the charity.

### **Risk management**

The trustees have a risk management strategy that comprises:

Reviewing the risks of the charity, Establishment of systems and procedures to mitigate those risks identified in the plan, and the implementation of Procedures to minimise any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is a major risk to the charity – core revenue funding – to meet running costs. In February 2010, the Board of Trustees took over the direct management of the organisation.

## **Pepys Community Forum – Annual Report for Year Ending 31<sup>st</sup> March 2021**

Another major risk is continuing to occupy the charity's premises – which are subject to a 2 Year licence expiry (renewal) in the short term.

A key element of the management of financial risk is via continuous monitoring of cash flow as the charity has a low level of retained working capital (reserves).

### **Trustees' responsibilities in relation to financial statements**

The charity trustees (who are also the directors of PCF for the purposes of company law) are responsible for preparing the trustees' annual report and financial statements in accordance with applicable law and United Kingdom

Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and the law applicable to charities in England and Wales requires charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of the resources, including income and expenditure, of the charitable group for that period.

In preparing the financial statements, the trustees are required to:

Select suitable accounting policies and then apply them consistently,

Observe the methods and principles in the Charities SORP,

Make judgements and estimates that are reasonable and prudent,

State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the

Charity and to enable them to ensure that the financial statements comply with the Companies Act 1985, the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provision of the trust deed.

They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees

***Malcolm Cadman - Chair & Company Secretary***

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### **Treasurers' report**

The Accounts show a much higher income in the year.

The staffing costs for our projects were a little lower with reduced activity. PCF has no full time employed staff – all of our employed staff being engaged on session hours.

PCF had previously received additional income through our Community Enterprise projects for Office and Warehouse spaces ended in February 2015.

Main Grant LB Lewisham funding for the REETA project as a Partner of the Employment and Training Consortium (ETC), 2009-2015, ceased at July 2015.

During the year, and within our overall income, we were able to maintain some direct services to meet our overall charitable work.

We have ended the year with a higher future financial situation.

We can have some confidence that we have worked hard, in recent years. Coming through to where we are now. We are seeking some new security going forward; that is gradually starting to show a benefit. This can be seen against a generally very difficult financial climate.

I would like to thank our Chair and Company Secretary, Malcolm Cadman, for his work in maintaining our basic accounts, for presentation to our external Accountants, Doshi & Co, who prepare our Financial Report and Accounts.

### **Summary of Statement of Financial Activities**

	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
Income	<b>31,396</b>	<b>1,148</b>	<b>32,544</b>	<b>3,229</b>
Expenditure	<b>710</b>	<b>19,710</b>	<b>20,422</b>	<b>19,170</b>

### **Comparison of cost changes in the year**

Staff costs	<b>0</b>	<b>710</b>
Insurance	<b>577</b>	<b>309</b>

***Angelo Trummer - Treasurer***

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- Photo Gallery -

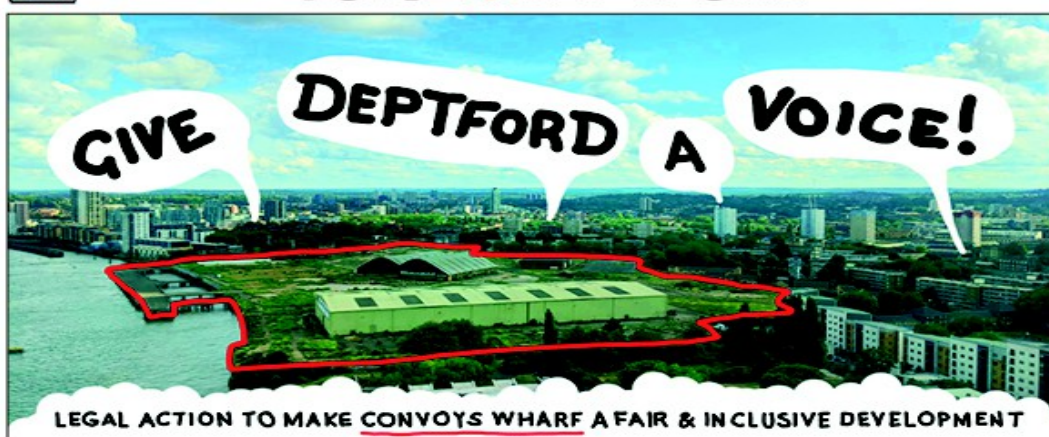


John Evelyn Garden - cutting chard leaves and composting units.  
Giant Sunflower and Gladiola.



V4D  
SE8

**VOICE4DEPTFORD**



To donate to the campaign go to our crowd justice page

[www.crowdjustice.com/case/v4d-action-for-a-judicial-review/](http://www.crowdjustice.com/case/v4d-action-for-a-judicial-review/)

@voice4deptford

[www.facebook.com/Voice4Deptford/](https://www.facebook.com/Voice4Deptford/)

voice4deptford

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*Doshi & Co.*

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Croydon  
CR0 2LX

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**Accountants, Tax Consultants & Business Advisers**

Tel : 0208-239 4999  
Fax: 0208-239 4900

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Mr Malcolm Cadman  
Pepys Community Forum  
1 Creek Road  
Deptford  
London SE8 3BT

Date: 23<sup>rd</sup> October 2021

Re: Our Ref /B4570/Russell/Himanshu/Alpesh

Dear Mr Cadman

Re: Accounts Year Ending: **31.03.21**, Trading period: **01.04.20 to 31.03.21**

Kindly find enclosed

- a) Draft Accounts for period ending **31.03.21**
- b) Letter of representation.(N.A)
- c) Points of concern, outstanding & review points. Answering these questions may result in accounts being amended.
- d) CT returns and computations.

We will shortly arrange for one of our Accountants (Mr Pradeep Shah FCA or Mr Rassoul Jam FCCA or Mr Tushar Magia ACA) to call you and discuss these Draft Accounts with you over the phone. Thereafter, we will post you 3 bounded copies of the amended, signed and approved Final Accounts agreed with your kind goodself.

If you need an urgent meeting kindly email Nitesh Patel at [niteshmy@doshiaccountants.com](mailto:niteshmy@doshiaccountants.com) or call on 0208-239-4933

Assuring you of our best attention at all times.

Yours faithfully

*Doshi & Co*

**Doshi & Co**

Please feel free to pay online. Our Bank Details are below:

Doshi Accountants Ltd  
T/A Doshi & Co  
Vat Reg No : 121 6264 47

Directors: Veer Doshi, Dhruv Doshi, Shilpa Doshi  
Associates: DAS UK Ltd, Chartered Accountants  
Mr Tushar Magia ACA  
Co Reg 07171547

Bank Account : Barclays Bank  
Sort Code: 20-96-89  
Account Number: 73666476



Date:

To  
Doshi & Co  
6th Floor  
AMP House  
Dingwall Road  
Croydon CR0 2LX  
Ph – 0208-239-4999

**Ref: Accounts dated: 31<sup>st</sup> March 2021**

**Our Client Ref: B4570/Russell**

We have today approved the above Accounts. The Accounts were explained to us properly by your accountant.

We want to inform you that we now need you to prepare the following Tax Returns as quickly as possible

**Individual Name/s**

**Tax Year**

**Partnership Tax Return**

**Tax Year**

Yours Sincerely

Pepys Community Forum  
1 Creek Road  
Deptford  
London SE8 3BT



# **PEPYS COMMUNITY FORUM**

*Building trust in the community through a Community Development Trust*

**COMPANY NO.: 05229390**

**CHARITY NO.: 1121544**

**REPORT AND ACCOUNTS  
for the year ended 31 March 2021**

**DOSHI & CO. ACCOUNTANTS**

**6th FLOOR, AMP HOUSE  
DINGWALL ROAD  
CROYDON  
CR0 2LX**

## Pepys Community Forum

<b>Company information</b>	<b>:</b>	<b>1</b>
<b>Trustees Report</b>	<b>:</b>	<b>2 – 4</b>
<b>Accountants report</b>	<b>:</b>	<b>5</b>
<b>Statement of financial activities</b>	<b>:</b>	<b>6 – 8</b>
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## Pepys Community Forum

- Status** : Company Limited by Guarantee No. 05229390  
Charity Registration No. 1121544  
The Company's governing document is its Memorandum and Articles of Association
- Secretary** : Malcolm Cadman
- Registered Office** : 1 Creek Road  
Deptford  
London  
SE8 3BT
- Management Committee** : Malcolm Cadman (Chair)  
Angelo Canciani Trummer E Silva (Treasurer)  
Alex Marshall (Vice Chair)  
Ernest Osei-Abeyie  
Katarzyna Elzbieta Wojnar
- Bankers** : HSBC Plc
- Accountant** : Doshi & Co Accountants  
6th Floor, AMP House  
Dingwall Road  
Croydon  
CR0 2LX

# Pepys Community Forum

## Trustees' Report for the year ended 31 March 2021

The Management Committee presents its report and accounts of the company for the year ended 31st March 2021. The accounts comply with current statutory requirements, the requirements of the organisation's Memorandum and Articles of Association, and the Statement of Recommended Practice 'Accounting and Reporting by Charities 2005'. This report is a Directors' Report required by s234 of the Companies Act 2006. All voting members of the Management Committee are directors.

### **Structure, Governance and Management**

The Company incorporated as a Company Limited by Guarantee on the 13th September 2004. It is a 'Not for Profit' organisation. On 1st April 2005 it took over the assets of Pepys Community Forum which was previously an unincorporated organisation and continued with its operations. The Company was established under a Memorandum of Association which established the objects and power of the company is governed under its Articles of Association. It registered as a charity on 8 November 2007. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The major risk to which the company is exposed is whether or not it will be able to continue trading beyond March 2020. The current charitable grant based income may be insufficient to cover all of the running costs of the company.

### **Public Benefit**

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties. This is particularly important in ensuring that projects undertaken will provide a public benefit to the communities served by the Forum.

### **Objects**

The objects of the company, as set out in its Memorandum and Articles, are to promote the benefit of the inhabitants of the Pepys Community Forum area, in a common effort to promote economic, environmental social and well being within the area; and to tackle social exclusion through empowerment of the community and involvement of community members taking heed of the diversity of its inhabitants.

# Pepys Community Forum

Trustees' Report  
for the year ended  
31 March 2021

## **Principal Activities**

The principal activity of the company is a local regeneration Not for Profit Company aiming to create an empowered multi-cultural community in Deptford, through advocacy, training for employment, enterprise and green projects.

Activities for the year and future plans are set out in the separate Annual Report.

## **Directors**

The directors of the company (Management Committee), who are also the trustees under the Charities Act, who served during the year and to date were:

Malcolm Cadman  
Angelo Canciani Trummer E Silva  
Alex Marshall  
Ernest Osei-Abeyie  
Katarzyna Elzbieta Wojnar

Secretary: Malcolm Cadman

## **Risk and reserves**

The Management Committee have a target level of unrestricted reserves of three months of core activity, approximately £3,500. Total values of reserves (including free reserves) were £16,568 at the year end.

# Pepys Community Forum

Trustees' Report  
for the year ended  
31 March 2021

## **Statement of Trustees' Responsibilities**

The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity, and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report, which has been prepared in accordance with the special provisions of part VII of the Companies Act 2006, applicable to small companies was approved by the Board on and signed on its behalf.

On behalf of the Management Committee

---

Malcolm Cadman  
Chairman and Company Secretary

## **ACCOUNTANTS REPORT TO THE MEMBERS OF PEPYS COMMUNITY FORUM**

As described on the statement of financial position, the trustees of the charity are responsible for the preparation of the financial statements for the year ended 31 March 2021, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

You consider that the charity is exempt from an audit under the Companies Act 2006.

In accordance with your instructions we have compiled these financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and from information and explanations supplied to us

Doshi & Co. Accountants  
6th Floor, AMP House  
Dingwall Road  
Croydon  
CR0 2LX

Date:

## **Pepys Community Forum**

### Statement of Financial Activities Income and Expenditure Account for the year ended 31 March 2021

	Note	Restricted Funds £	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	31,396	1,148	32,544	3,229
Investment income		-	-	-	-
Incoming resources from charitable activities	3	-	-	-	-
Other income resources		-	-	-	-
<b><i>Total incoming resources</i></b>		<b>31,396</b>	<b>1,148</b>	<b>32,544</b>	<b>3,229</b>
<b>Resources expended</b>					
Charitable activities	4	710	19,712	20,422	19,170
Governance costs	5	-	-	-	-
<b><i>Total resources expended</i></b>		<b>710</b>	<b>19,712</b>	<b>20,422</b>	<b>19,170</b>
<b><i>Net incoming/outgoing resources before transfers</i></b>		30,686	(18,564)	12,122	(15,941)
Management charges	12	-	-	-	-
Transfers between funds	12	-	-	-	-
<b><i>Net incoming resources before other recognised gains and losses</i></b>		30,686	(18,564)	12,122	(15,941)
<b><i>Net movement in funds</i></b>		30,686	(18,564)	12,122	(15,941)
<b>Reconciliation of funds</b>					
Total funds brought forward		65,829	(61,384)	4,445	20,382
<b><i>Total funds carried forward</i></b>		<b>96,515</b>	<b>(79,947)</b>	<b>16,568</b>	<b>4,445</b>



## **Pepys Community Forum**

Balance sheet  
as at  
31 March 2021

	<u>Note</u>	<u>2021</u>	<u>2020</u>
		£	£
<b>Fixed assets</b>			
Tangible Assets	<b>8</b>	550	647
<i>Total fixed assets</i>		<u>550</u>	<u>647</u>
<b>Current assets</b>			
Debtors & Prepayments	<b>9</b>	330	325
Cash at bank & in hand		15,688	3,473
<i>Total current assets</i>		<u>16,018</u>	<u>3,798</u>
<b>CREDITORS: Amounts due within one year</b>	<b>10</b>	<u>0</u>	<u>0</u>
Net current assets/(liabilities)		16,018	3,798
<b>Total assets less current liabilities</b>		<u><b>16,568</b></u>	<u><b>4,445</b></u>
<i>Net assets</i>	<b>11</b>	<u><u><b>16,568</b></u></u>	<u><u><b>4,445</b></u></u>
<b>The funds of the charity:</b>			
Restricted funds		96,515	65,630
Unrestricted funds :			
Designated		-	-
General Fund		(79,947)	(61,189)
<b>Total unrestricted funds</b>		<u>(79,947)</u>	<u>(61,189)</u>
<i>Total charity funds</i>	<b>12</b>	<u><u><b>16,568</b></u></u>	<u><u><b>4,445</b></u></u>

## **Pepys Community Forum**

### Balance sheet

The company is entitled to exemption from audit under Section 477(2) of the Companies Act 2006 for the year ended 31 March 2021.

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

The directors acknowledges their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 393 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the directors on ..... and were signed by:

\_\_\_\_\_  
Malcolm Cadman  
Chairman and Company Secretary

# **Pepys Community Forum**

Notes to the accounts  
for the year ended  
**31 March 2021**

## **1. General information**

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 1 Creek Road, Deptford, London, SE8 3BT.

## **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011. The Charities SORP (FRS 102) Update Bulletin and the July 2015 amendments to FRS 102 have been early adopted.

## **3 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

### **(i) Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective January 2017) and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

The financial statements are prepared in sterling, which is the functional currency of the entity.

### **(ii) Going concern**

There are no material uncertainties about the charity's ability to continue.

### **(iii) Transition to FRS 102**

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015.

### **(iv) Disclosure exemptions**

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of SAPA Group Example which can be obtained from the charity's registered office. As such, the exemption available under paragraph 1.12 of FRS 102 with regard to disclosures in respect of financial instruments has been taken.

### **(v) Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**(vi) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes. Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**(vii) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full when receivable.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.

**(viii) Resources expended**

Expenditure is accounted on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

## **Pepys Community Forum**

Notes to the accounts  
for the year ended  
**31 March 2021**

(ix) Fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £100 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

(x) Limited by guarantee

Pepys Community Forum is company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

### 2 Voluntary income

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Grants and donations receivable</b>				
Community Garden	6,834	1,148	7,982	2,929
PCF Core	-	-	-	-
REETA project	6,032	-	6,032	300
<b>Peppys Resource Group</b>	3,520	-	3,520	-
<b>Voice 4 Deptford</b>	15,010	-	15,010	-
	<b><u>31,396</u></b>	<b><u>1,148</u></b>	<b><u>32,544</u></b>	<b><u>3,229</u></b>

### 3. Incoming resources from charitable activities

PCF Core	-	-	0
REETA project	-	-	0
<b>Total</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

## **Pepys Community Forum**

Notes to the accounts  
for the year ended  
**31 March 2021**

### **4. Charitable activities**

	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Staff costs	-	710
Project costs - NL Good Neighbours	-	12,020
Project costs - Voice 4 Deptford	13,930	-
Project costs - Pepys Resource Group	1,430	-
Equipment rental and other expenses	-	-
Subscription	48	96
Insurance	577	309
Project costs - Syrian Refugees	-	-
Rent and service charges	2,568	3,518
Telephone	303	-
Printing, postage & stationery	337	631
Food expenses	150	356
General running costs	50	230
Legal & professional fees	27	13
Accountancy	744	744
Bank charges	76	158
Depreciation	97	114
Advertising	85	71
Penalty	-	200
Bank interest received	-	5
Total	<b><u>20,422</u></b>	<b><u>19,165</u></b>

### **5. Governance costs**

AGM expenses	-	-
Total	<b><u>-</u></b>	<b><u>-</u></b>

## **Pepys Community Forum**

Notes to the accounts  
for the year ended  
**31 March 2021**

### **6 Staff costs and numbers**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
Staff costs were as follows :		
Salaries and wages	-	710
Social Security Costs	-	-
Total	<b><u>-</u></b>	<b><u>710</u></b>

No employee received emoluments of more than £60,000 (2020: nil)

Staff cost analysed by principal activity :

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
Core	-	-
REETA project	-	20
Community Garden	-	690
Peppys Resource Group	-	-
Voice 4 Deptford	-	-
Total	<b><u>-</u></b>	<b><u>710</u></b>

### **7 Trustee remuneration and expenses**

No trustees received any remuneration or reimbursement of expenses during the year (2021 : NIL).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2021 : NIL).

## Pepys Community Forum

Notes to the accounts  
for the year ended  
31 March 2021

### 8 Tangible fixed assets

	<b>Other Equipment</b>	<b>Computers</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 April 2020	4,158	-	4,158
Additions	-	-	0
Disposals	-	-	-
At 31st March 2021	<u><b>4,158</b></u>	<u><b>-</b></u>	<u><b>4,158</b></u>
<b><i>Accumulated depreciation</i></b>			
At 1 April 2020	3,511	-	3,511
Charge for the year	97	-	97
Eliminated on disposal	-	-	-
At 31st March 2021	<u><b>3,608</b></u>	<u><b>-</b></u>	<u><b>3,608</b></u>
<b>Net Book Value</b>			
At 31st March 2021	550	-	550
At 31st March 2020	<u><b>647</b></u>	<u><b>-</b></u>	<u><b>647</b></u>



## **Pepys Community Forum**

Notes to the accounts  
for the year ended  
31 March 2021

### **9. DEBTORS**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
Other debtors	330	-
Total	<b><u>330</u></b>	<b><u>-</u></b>

### **10. CREDITORS: Amounts falling due within one year**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
Trade Creditors	-	-
Grants payable	-	-
Taxation and social security	-	-
Other creditors (see below)	-	-
Accruals and deferred income	-	-
	<b><u>-</u></b>	<b><u>-</u></b>

Other Creditors represent funds held on behalf of other parties.

### **11. Analysis of net assets between funds**

	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	-	550	550
Current assets	(79,947)	95,965	16,018
Current Liabilities	<u>0</u>	<u>-</u>	<u>0</u>
	<b><u>(79,947)</u></b>	<b><u>96,515</u></b>	<b><u>16,568</u></b>

## Pepys Community Forum

Notes to the accounts  
for the year ended  
31 March 2021

### 12 Movements in funds

	<u>At 1 April 2020</u>	<u>Incoming resources</u>	<u>Outgoing resources</u>	<u>Management fees</u>	<u>Transfer in funds</u>	<u>At 31 March 2021</u>
	£	£	£	£	£	£
<b><i>Restricted Funds:</i></b>						
<b><i>Revenue funding</i></b>						
Community Garden	37,535	6,834	712			43,658
PCF Core	1,309	-	-			1,309
REETA project	26,985	6,032	-			33,017
Peppys Resource Group	-	3,520	-			3,520
Voice 4 Deptford	-	15,010	-			15,010
<b><i>Total Revenue Funding</i></b>	<b><u>65,829</u></b>	<b><u>31,396</u></b>	<b><u>712</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>96,514</u></b>
Total restricted funds	<b><u>65,829</u></b>	<b><u>31,396</u></b>	<b><u>712</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>96,514</u></b>
<b><i>Unrestricted funds</i></b>						
General Fund	(15,946)	-	-			(15,946)
PCF Core	(33,379)	1,148	3,920			(36,151)
REETA project	(12,060)	-	-			(12,060)
Peppys Resource Group	0		1,783			(1,783)
Voice 4 Deptford	0		14,007			(14,007)
<b><i>Total unrestricted funds</i></b>	<b><u>(61,384)</u></b>	<b><u>1,149</u></b>	<b><u>19,712</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>(79,947)</u></b>
Total Funds	<b><u>4,445</u></b>	<b><u>32,545</u></b>	<b><u>20,422</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>16,568</u></b>

# Pepys Community Forum

Notes to the accounts  
for the year ended  
31 March 2021

## **12 Movements in project (continued)**

Purposes of Restricted Funds:

### **a) Community Garden**

Donations are received for fresh fruit and vegetables grown locally.

**NHS – Choose Health - Evelyn Assembly**

**Sundry Income** – Grant is for Electricity Charges, Admin charge and etc.

### **b) PCF Core**

**Administrative Support** – Grant is for Administrator Support

**Sundry Income** – Grant is for Electricity Charges, Admin charge and etc.

### **c) REETA Project - Resident Employment, Education, Training and Advice Partnership**

## **13 Going Concern**

Pepys Community operates in a challenging environment where competition for grant funding in particular is intense. The charity is considering alternative options and projects for community development, and some positive outcomes are being achieved like direct donations and crowd funding considering the present circumstances.

**Pepys Community Forum**  
**Formatted trial balance**  
**for the year ended 31 March 2021**

**Page 1**

<b>Code</b>	<b>Description</b>	<b>Mar 21 Current £</b>	<b>Mar 20 Comp. £</b>	<b>Variance £</b>
<b>Profit &amp; Loss Account</b>				
<b>Sales</b>				
001	Restricted Funds	31,396	330	31,066
002	Unrestricted Funds	1,148	2,899	(1,751)
		<u>32,544</u>	<u>3,229</u>	<u>29,315</u>
<b>Gross profit</b>		32,544	3,229	29,315
		+100.00%	+100.00%	-%
<b>Administration Expenses</b>				
301	Staff Costs	-	710	(710)
322	Rent and service charges	2,568	3,518	(950)
326	Insurance	577	309	268
341	Printing, postage and stationery	337	631	(294)
342	Advertising	85	71	14
345	Telephone	303	-	303
362	Project costs - NL Good Neighbours	-	12,020	(12,020)
365	Legal and professional	27	13	14
367A	Project costs - Voice 4 Deptford	13,930	-	13,930
367B	Project costs - Pepys Resource Group	1,430	-	1,430
368	Accountancy	744	744	-
371	Bank charges & Interest	76	158	(82)
378	Food expenses	150	356	(206)
381	Sundry expenses	50	231	(181)
386	Subscriptions	48	96	(48)
396	Depreciation on fixtures & equipment	97	114	(17)
		<u>20,422</u>	<u>18,971</u>	<u>1,451</u>
<b>Interest Receivable/Paid and Similar Income</b>				
411	Bank interest received	(1)	(5)	4
485	Interest on overdue taxation	-	200	(200)
		<u>(1)</u>	<u>195</u>	<u>(196)</u>
<b>Profit/(loss) before Taxation</b>		12,123	(15,937)	28,060
		+37.25%	-493.56%	+530.81%
<b>Profit after Tax</b>		(12,123)	15,937	(28,060)
<b>Profit/(loss)</b>		<u>12,123</u>	<u>(15,937)</u>	<u>28,060</u>

**Pepys Community Forum**  
**Formatted trial balance**  
**for the year ended 31 March 2021**

**Page 2**

<b>Code</b>	<b>Description</b>	<b>Mar 21 Current £</b>	<b>Mar 20 Comp. £</b>	<b>Variance £</b>
<b>Balance Sheet</b>				
<b>Fixed Assets</b>				
661	FF & Equipment cost b/fwd	4,158	4,158	-
665	FF & Equipment acc depn b/fwd	(3,511)	(3,397)	(114)
666	FF & Equipment depn charge	(97)	(114)	17
		<u>550</u>	<u>647</u>	<u>(97)</u>
<b>Current Assets</b>				
751	Prepayments	330	325	5
771	Hsbc current account - 31312367	12,507	353	12,154
773	Hsbc Money Manager A/c - 91323288	201	201	-
774	Hsbc Money Manager A/c - 31312375	2,210	2,209	1
781	Petty cash account	770	710	60
		<u>16,018</u>	<u>3,798</u>	<u>12,220</u>
<b>Net Current assets</b>		<u>16,018</u>	<u>3,798</u>	<u>12,220</u>
<b>Net assets</b>				
		<u>16,568</u>	<u>4,445</u>	<u>12,123</u>
<b>Share Capital &amp; Reserves</b>				
991	P& L reserve retained profit b/f	4,445	20,382	(15,937)
	Profit & Loss Account	12,123	(15,937)	28,060
<b>Shareholders' funds</b>		<u>16,568</u>	<u>4,445</u>	<u>12,123</u>

Y/E: 31.03.2021

Reference: B4570

Notes to the financial statement: **Pepys Community Forum**

SR. NO.	OUTSTANDING POINTS	SOLUTION														
1.	<p><b>General :</b></p> <ul style="list-style-type: none"><li>➤ We have prepared the accounts as per the general instruction received from the client.</li><li>➤ Accounts are prepared on the basis of summary, expenses invoices and Bank statements received from the client.</li><li>➤ We have taken format of final accounts and accounting notes &amp; information as per previous year signed copy received.</li><li>➤ Secretary, Management committee and Bankers are considered as per online charity commission details. <b>Kindly confirm changes, if any.</b></li><li>➤ We have considered Mr Malcolm Cadman (Chairman and Secretary) as signing authority in CT-600 &amp; CT-600-E as per PYE Signed accounts.</li><li>➤ We have not found any details for “<b>Project costs – NL Good Neighbours</b>” during the year, hence not booked any expense during the year. <b>Kindly confirm.</b></li><li>➤ We have accrued the Rent expense of £428 for the month of Feb'2021 &amp; March'2021 and booked through cash as per PYE amendments.</li><li>➤ We have considered income and expenses project wise like REETA, PCF, Garden, Pepys Resource Group and Voice 4 Deptford. Expenses are classified as per project as per availability of information on invoices provided by client. <b>Kindly confirm.</b></li></ul> <p><b>Please confirm</b></p>															
02.	<p>❖ <b>Restricted Fund:</b> Income of £31,396 is accounted for the year as compared to £330 of the previous year. In the current year income are accounted based on details mentioned by client. Funds allocated are as follows:</p> <p><b>Garden</b></p> <table><tr><th>Descriptions</th><th>Amount(£)</th></tr><tr><td>LB Lewisham Good Neighbours</td><td>-</td></tr><tr><td>Evelyn Assembly Art &amp; Garden</td><td>-</td></tr><tr><td>Co-operative Community</td><td>6,809</td></tr><tr><td>Deptford Neighbourhood Action</td><td>25</td></tr></table> <p><b>Reeta</b></p> <table><tr><th>Descriptions</th><th>Amount(£)</th></tr><tr><td>Groundwork – Locality – For Grove</td><td>250</td></tr></table>	Descriptions	Amount(£)	LB Lewisham Good Neighbours	-	Evelyn Assembly Art & Garden	-	Co-operative Community	6,809	Deptford Neighbourhood Action	25	Descriptions	Amount(£)	Groundwork – Locality – For Grove	250	
Descriptions	Amount(£)															
LB Lewisham Good Neighbours	-															
Evelyn Assembly Art & Garden	-															
Co-operative Community	6,809															
Deptford Neighbourhood Action	25															
Descriptions	Amount(£)															
Groundwork – Locality – For Grove	250															

Medical Centre	
LB Lewisham Syrian Refugees	-
HSBC charges refund for 2005 & 2020	5,782

**Pepys Resource Centre Group**

Descriptions	Amount(£)
Studio Rent & Income held for PRG	3,520

**Voice 4 Deptford**

Descriptions	Amount(£)
Crowd Justice – held for V4D	15,010

- ❖ **Unrestricted Fund:** Income of £1,148 is accounted based on details mentioned by client. Funds allocated are as follows:

◆ **PCF**

Descriptions	Amount(£)
Donations	1,148

- ❖ **Rent and service charges:** Expense of £2,568 accounted for the year as compared to £3,518 in the previous year. In the current year, expenses are accounted based on invoices and bank payments towards Deptford Mission.
- ❖ **Insurance:** Expense of £577 accounted for the year as compared to £309 of the previous year. In the current year, expenses are accounted based on invoices towards Gill Noble.
- ❖ **Printing, postage & stationery:** Expense of £337 accounted for the year as compared to £631 of the previous year. In the current year, expenses are accounted based on invoices and details supplied by client towards Instaprint and Join-IT etc.
- ❖ **Telephone:** Expense of £303 accounted for the year based on invoices and details supplied by client towards DARWELLE HEAT - Payt for Internet, Three.Co.UK and WE WOMEN (TALK TALK INTERNET).
- ❖ **Advertising:** Expense of £85 accounted for the year as compared to £71 of the previous year. In the current year, expenses are accounted based on invoices and details supplied by client towards Tortila Hosting.
- ❖ **Project costs – Voice 4 Deptford:** In the current year, expenses of £13,930 are accounted based on invoices and details supplied by client towards Cornerstone Barristers.

	<p>❖ <b>Project costs – Pepys Resource Group:</b> In the current year, expenses of £1,430 are accounted based on PCF Budget Actual &amp; Forecast workings provided by client for Pepys Resource Group.</p> <p>❖ <b>Food expenses:</b> Expense of £150 accounted for the year as compared to £356 of the previous year. In the current year, expenses are accounted based on invoices and details supplied by client.</p> <p>❖ <b>Sundry expenses:</b> Expense of £50 accounted for the year as compared to £231 of the previous year. In the current year, expense is accounted based on invoices and details supplied by client.</p> <p>❖ <b>Subscription:</b> Expense of £48 accounted for the year compared to £96 of the previous year. In the current year, expenses are accounted based on bank payment towards London Wildlife Trust.</p> <p>❖ <b>Accountancy:</b> Expense is £744 accounted as per Doshi Contract.</p> <p><b><u>Balance sheets:</u></b></p> <p>❖ <b>Trade creditors:</b> At the end of the year balance is Nil as per control account.</p> <p><b>Please confirm</b></p>	
--	--	--



**Corporation Tax Computation**

PERIOD : 01/04/2020 to 31/03/2021

	£	£
INCOME		-
Expenses:		
	NOTE	
Capital allowance (WDA)	1	0
Annual Investment Allowance	2	0
		0
Add: Current year Trading profit:	12,123	
Depreciation on F & F	97	
		12,220
Profit carried forward - Current year		12,220
Previous year C/f loss		15,823
Total profit		(3,603)

**NOTE**

1 **AIA**

Fixture & Fittings

100%

-
-
-

2 **Plant pool b/f**

Other equipment  
WDA @ 100% (Less than £1,000 so claim full O/s WDV)  
WDV C/F

0
0
0



*Doshi & Co.*

6th Floor  
AMP House  
Dingwall Road  
Croydon  
CR0 2LX

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**Accountants, Tax Consultants & Business Advisers**

---

Tel : 0208-239 4999  
Fax: 0208-239 4900

Mr Malcolm Cadman  
Pepys Community Forum  
1 Creek Road  
Deptford  
London SE8 3BT

Date: 23<sup>rd</sup> October 2021

Re: Our Ref /B4570/Russell/Himanshu/Alpesh

Dear Mr Cadman

Re: Accounts Year Ending: **31.03.21**, Trading period: **01.04.20 to 31.03.21**

Kindly find enclosed

- a) Draft Accounts for period ending **31.03.21**
- b) Letter of representation.(N.A)
- c) Points of concern, outstanding & review points. Answering these questions may result in accounts being amended.
- d) CT returns and computations.

We will shortly arrange for one of our Accountants (Mr Pradeep Shah FCA or Mr Rassoul Jam FCCA or Mr Tushar Magia ACA) to call you and discuss these Draft Accounts with you over the phone. Thereafter, we will post you 3 bounded copies of the amended, signed and approved Final Accounts agreed with your kind goodself.

If you need an urgent meeting kindly email Nitesh Patel at [niteshmy@doshiaccountants.com](mailto:niteshmy@doshiaccountants.com) or call on 0208-239-4933

Assuring you of our best attention at all times.

Yours faithfully

*Doshi & Co*  
**Doshi & Co**

Please feel free to pay online. Our Bank Details are below:

Doshi Accountants Ltd  
T/A Doshi & Co  
Vat Reg No : 121 6264 47

Directors: Veer Doshi, Dhruv Doshi, Shilpa Doshi  
Associates: DAS UK Ltd, Chartered Accountants  
Mr Tushar Magia ACA  
Co Reg 07171547

Bank Account : Barclays Bank  
Sort Code: 20-96-89  
Account Number: 73666476

Date:

To  
Doshi & Co  
6th Floor  
AMP House  
Dingwall Road  
Croydon CR0 2LX  
Ph – 0208-239-4999

**Ref: Accounts dated: 31<sup>st</sup> March 2021**

**Our Client Ref: B4570/Russell**

We have today approved the above Accounts. The Accounts were explained to us properly by your accountant.

We want to inform you that we now need you to prepare the following Tax Returns as quickly as possible

**Individual Name/s**

**Tax Year**

**Partnership Tax Return**

**Tax Year**

Yours Sincerely

Pepys Community Forum  
1 Creek Road  
Deptford  
London SE8 3BT

# **PEPYS COMMUNITY FORUM**

*Building trust in the community through a Community Development Trust*

**COMPANY NO.: 05229390**

**CHARITY NO.: 1121544**

**REPORT AND ACCOUNTS  
for the year ended 31 March 2021**

**DOSHI & CO. ACCOUNTANTS**

**6th FLOOR, AMP HOUSE  
DINGWALL ROAD  
CROYDON  
CR0 2LX**

## Pepys Community Forum

<b>Company information</b>	<b>:</b>	<b>1</b>
<b>Trustees Report</b>	<b>:</b>	<b>2 – 4</b>
<b>Accountants report</b>	<b>:</b>	<b>5</b>
<b>Statement of financial activities</b>	<b>:</b>	<b>6 – 8</b>
<b>Notes to the financial statements</b>	<b>:</b>	<b>9 - 17</b>

## Pepys Community Forum

- Status** : Company Limited by Guarantee No. 05229390  
Charity Registration No. 1121544  
The Company's governing document is its Memorandum and Articles of Association
- Secretary** : Malcolm Cadman
- Registered Office** : 1 Creek Road  
Deptford  
London  
SE8 3BT
- Management Committee** : Malcolm Cadman (Chair)  
Angelo Canciani Trummer E Silva (Treasurer)  
Alex Marshall (Vice Chair)  
Ernest Osei-Abeyie  
Katarzyna Elzbieta Wojnar
- Bankers** : HSBC Plc
- Accountant** : Doshi & Co Accountants  
6th Floor, AMP House  
Dingwall Road  
Croydon  
CR0 2LX

# Pepys Community Forum

## Trustees' Report for the year ended 31 March 2021

The Management Committee presents its report and accounts of the company for the year ended 31st March 2021. The accounts comply with current statutory requirements, the requirements of the organisation's Memorandum and Articles of Association, and the Statement of Recommended Practice 'Accounting and Reporting by Charities 2005'. This report is a Directors' Report required by s234 of the Companies Act 2006. All voting members of the Management Committee are directors.

### **Structure, Governance and Management**

The Company incorporated as a Company Limited by Guarantee on the 13th September 2004. It is a 'Not for Profit' organisation. On 1st April 2005 it took over the assets of Pepys Community Forum which was previously an unincorporated organisation and continued with its operations. The Company was established under a Memorandum of Association which established the objects and power of the company is governed under its Articles of Association. It registered as a charity on 8 November 2007. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The major risk to which the company is exposed is whether or not it will be able to continue trading beyond March 2020. The current charitable grant based income may be insufficient to cover all of the running costs of the company.

### **Public Benefit**

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties. This is particularly important in ensuring that projects undertaken will provide a public benefit to the communities served by the Forum.

### **Objects**

The objects of the company, as set out in its Memorandum and Articles, are to promote the benefit of the inhabitants of the Pepys Community Forum area, in a common effort to promote economic, environmental social and well being within the area; and to tackle social exclusion through empowerment of the community and involvement of community members taking heed of the diversity of its inhabitants.

# Pepys Community Forum

Trustees' Report  
for the year ended  
31 March 2021

## **Principal Activities**

The principal activity of the company is a local regeneration Not for Profit Company aiming to create an empowered multi-cultural community in Deptford, through advocacy, training for employment, enterprise and green projects.

Activities for the year and future plans are set out in the separate Annual Report.

## **Directors**

The directors of the company (Management Committee), who are also the trustees under the Charities Act, who served during the year and to date were:

Malcolm Cadman  
Angelo Canciani Trummer E Silva  
Alex Marshall  
Ernest Osei-Abeyie  
Katarzyna Elzbieta Wojnar

Secretary: Malcolm Cadman

## **Risk and reserves**

The Management Committee have a target level of unrestricted reserves of three months of core activity, approximately £3,500. Total values of reserves (including free reserves) were £16,568 at the year end.



# Pepys Community Forum

Trustees' Report  
for the year ended  
31 March 2021

## **Statement of Trustees' Responsibilities**

The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity, and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report, which has been prepared in accordance with the special provisions of part VII of the Companies Act 2006, applicable to small companies was approved by the Board on and signed on its behalf.

On behalf of the Management Committee

---

Malcolm Cadman  
Chairman and Company Secretary

## **ACCOUNTANTS REPORT TO THE MEMBERS OF PEPYS COMMUNITY FORUM**

As described on the statement of financial position, the trustees of the charity are responsible for the preparation of the financial statements for the year ended 31 March 2021, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

You consider that the charity is exempt from an audit under the Companies Act 2006.

In accordance with your instructions we have compiled these financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and from information and explanations supplied to us

Doshi & Co. Accountants  
6th Floor, AMP House  
Dingwall Road  
Croydon  
CR0 2LX

Date:

## **Pepys Community Forum**

### Statement of Financial Activities Income and Expenditure Account for the year ended 31 March 2021

	Note	Restricted Funds £	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	31,396	1,148	32,544	3,229
Investment income		-	-	-	-
Incoming resources from charitable activities	3	-	-	-	-
Other income resources		-	-	-	-
<b><i>Total incoming resources</i></b>		<b>31,396</b>	<b>1,148</b>	<b>32,544</b>	<b>3,229</b>
<b>Resources expended</b>					
Charitable activities	4	710	19,712	20,422	19,170
Governance costs	5	-	-	-	-
<b><i>Total resources expended</i></b>		<b>710</b>	<b>19,712</b>	<b>20,422</b>	<b>19,170</b>
<b><i>Net incoming/outgoing resources before transfers</i></b>		30,686	(18,564)	12,122	(15,941)
Management charges	12	-	-	-	-
Transfers between funds	12	-	-	-	-
<b><i>Net incoming resources before other recognised gains and losses</i></b>		30,686	(18,564)	12,122	(15,941)
<b><i>Net movement in funds</i></b>		30,686	(18,564)	12,122	(15,941)
<b>Reconciliation of funds</b>					
Total funds brought forward		65,829	(61,384)	4,445	20,382
<b><i>Total funds carried forward</i></b>		<b>96,515</b>	<b>(79,947)</b>	<b>16,568</b>	<b>4,445</b>

## **Pepys Community Forum**

Balance sheet  
as at  
31 March 2021

	<u>Note</u>	<u>2021</u>	<u>2020</u>
		£	£
<b>Fixed assets</b>			
Tangible Assets	<b>8</b>	550	647
<i>Total fixed assets</i>		<u>550</u>	<u>647</u>
<b>Current assets</b>			
Debtors & Prepayments	<b>9</b>	330	325
Cash at bank & in hand		15,688	3,473
<i>Total current assets</i>		<u>16,018</u>	<u>3,798</u>
<b>CREDITORS: Amounts due within one year</b>	<b>10</b>	<u>0</u>	<u>0</u>
Net current assets/(liabilities)		16,018	3,798
<b>Total assets less current liabilities</b>		<u><b>16,568</b></u>	<u><b>4,445</b></u>
<i>Net assets</i>	<b>11</b>	<u><u><b>16,568</b></u></u>	<u><u><b>4,445</b></u></u>
<b>The funds of the charity:</b>			
Restricted funds		96,515	65,630
Unrestricted funds :			
Designated		-	-
General Fund		(79,947)	(61,189)
<b>Total unrestricted funds</b>		<u>(79,947)</u>	<u>(61,189)</u>
<i>Total charity funds</i>	<b>12</b>	<u><u><b>16,568</b></u></u>	<u><u><b>4,445</b></u></u>

## **Pepys Community Forum**

### Balance sheet

The company is entitled to exemption from audit under Section 477(2) of the Companies Act 2006 for the year ended 31 March 2021.

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

The directors acknowledges their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 393 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the directors on ..... and were signed by:

\_\_\_\_\_  
Malcolm Cadman  
Chairman and Company Secretary

# **Pepys Community Forum**

Notes to the accounts  
for the year ended  
**31 March 2021**

## **1. General information**

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 1 Creek Road, Deptford, London, SE8 3BT.

## **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011. The Charities SORP (FRS 102) Update Bulletin and the July 2015 amendments to FRS 102 have been early adopted.

## **3 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

### **(i) Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective January 2017) and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

The financial statements are prepared in sterling, which is the functional currency of the entity.

### **(ii) Going concern**

There are no material uncertainties about the charity's ability to continue.

### **(iii) Transition to FRS 102**

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015.

### **(iv) Disclosure exemptions**

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of SAPA Group Example which can be obtained from the charity's registered office. As such, the exemption available under paragraph 1.12 of FRS 102 with regard to disclosures in respect of financial instruments has been taken.

### **(v) Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**(vi) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes. Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**(vii) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full when receivable.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.

**(viii) Resources expended**

Expenditure is accounted on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

## **Pepys Community Forum**

Notes to the accounts  
for the year ended  
**31 March 2021**

(ix) Fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £100 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

(x) Limited by guarantee

Pepys Community Forum is company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

### 2 Voluntary income

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Grants and donations receivable</b>				
Community Garden	6,834	1,148	7,982	2,929
PCF Core	-	-	-	-
REETA project	6,032	-	6,032	300
<b>Peppys Resource Group</b>	3,520	-	3,520	-
<b>Voice 4 Deptford</b>	15,010	-	15,010	-
	<b><u>31,396</u></b>	<b><u>1,148</u></b>	<b><u>32,544</u></b>	<b><u>3,229</u></b>

### 3. Incoming resources from charitable activities

PCF Core	-	-	0
REETA project	-	-	0
<b>Total</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>



## **Pepys Community Forum**

Notes to the accounts  
for the year ended  
**31 March 2021**

### **4. Charitable activities**

	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Staff costs	-	710
Project costs - NL Good Neighbours	-	12,020
Project costs - Voice 4 Deptford	13,930	-
Project costs - Pepys Resource Group	1,430	-
Equipment rental and other expenses	-	-
Subscription	48	96
Insurance	577	309
Project costs - Syrian Refugees	-	-
Rent and service charges	2,568	3,518
Telephone	303	-
Printing, postage & stationery	337	631
Food expenses	150	356
General running costs	50	230
Legal & professional fees	27	13
Accountancy	744	744
Bank charges	76	158
Depreciation	97	114
Advertising	85	71
Penalty	-	200
Bank interest received	-	5
Total	<b><u>20,422</u></b>	<b><u>19,165</u></b>

### **5. Governance costs**

AGM expenses	-	-
Total	<b><u>-</u></b>	<b><u>-</u></b>

## **Pepys Community Forum**

Notes to the accounts  
for the year ended  
**31 March 2021**

### **6 Staff costs and numbers**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
Staff costs were as follows :		
Salaries and wages	-	710
Social Security Costs	-	-
Total	<b><u>-</u></b>	<b><u>710</u></b>

No employee received emoluments of more than £60,000 (2020: nil)

Staff cost analysed by principal activity :

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
Core	-	-
REETA project	-	20
Community Garden	-	690
Peppys Resource Group	-	-
Voice 4 Deptford	-	-
Total	<b><u>-</u></b>	<b><u>710</u></b>

### **7 Trustee remuneration and expenses**

No trustees received any remuneration or reimbursement of expenses during the year (2021 : NIL).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2021 : NIL).

## Pepys Community Forum

Notes to the accounts  
for the year ended  
31 March 2021

### 8 Tangible fixed assets

	<b>Other Equipment</b>	<b>Computers</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 April 2020	4,158	-	4,158
Additions	-	-	0
Disposals	-	-	-
At 31st March 2021	<u><b>4,158</b></u>	<u><b>-</b></u>	<u><b>4,158</b></u>
<b>Accumulated depreciation</b>			
At 1 April 2020	3,511	-	3,511
Charge for the year	97	-	97
Eliminated on disposal	-	-	-
At 31st March 2021	<u><b>3,608</b></u>	<u><b>-</b></u>	<u><b>3,608</b></u>
<b>Net Book Value</b>			
At 31st March 2021	550	-	550
At 31st March 2020	<u><b>647</b></u>	<u><b>-</b></u>	<u><b>647</b></u>

## **Pepys Community Forum**

Notes to the accounts  
for the year ended  
31 March 2021

### **9. DEBTORS**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
Other debtors	330	-
Total	<b><u>330</u></b>	<b><u>-</u></b>

### **10. CREDITORS: Amounts falling due within one year**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
Trade Creditors	-	-
Grants payable	-	-
Taxation and social security	-	-
Other creditors (see below)	-	-
Accruals and deferred income	-	-
	<b><u>-</u></b>	<b><u>-</u></b>

Other Creditors represent funds held on behalf of other parties.

### **11. Analysis of net assets between funds**

	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	-	550	550
Current assets	(79,947)	95,965	16,018
Current Liabilities	<u>0</u>	<u>-</u>	<u>0</u>
	<b><u>(79,947)</u></b>	<b><u>96,515</u></b>	<b><u>16,568</u></b>

## Pepys Community Forum

Notes to the accounts  
for the year ended  
31 March 2021

### 12 Movements in funds

	<u>At 1 April 2020</u>	<u>Incoming resources</u>	<u>Outgoing resources</u>	<u>Management fees</u>	<u>Transfer in funds</u>	<u>At 31 March 2021</u>
	£	£	£	£	£	£
<b><i>Restricted Funds:</i></b>						
<b><i>Revenue funding</i></b>						
Community Garden	37,535	6,834	712			43,658
PCF Core	1,309	-	-			1,309
REETA project	26,985	6,032	-			33,017
Peppys Resource Group	-	3,520	-			3,520
Voice 4 Deptford	-	15,010	-			15,010
<b><i>Total Revenue Funding</i></b>	<b><u>65,829</u></b>	<b><u>31,396</u></b>	<b><u>712</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>96,514</u></b>
Total restricted funds	<b><u>65,829</u></b>	<b><u>31,396</u></b>	<b><u>712</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>96,514</u></b>
<b><i>Unrestricted funds</i></b>						
General Fund	(15,946)	-	-			(15,946)
PCF Core	(33,379)	1,148	3,920			(36,151)
REETA project	(12,060)	-	-			(12,060)
Peppys Resource Group	0		1,783			(1,783)
Voice 4 Deptford	0		14,007			(14,007)
<b><i>Total unrestricted funds</i></b>	<b><u>(61,384)</u></b>	<b><u>1,149</u></b>	<b><u>19,712</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>(79,947)</u></b>
Total Funds	<b><u>4,445</u></b>	<b><u>32,545</u></b>	<b><u>20,422</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>16,568</u></b>

# Pepys Community Forum

Notes to the accounts  
for the year ended  
31 March 2021

## **12 Movements in project (continued)**

Purposes of Restricted Funds:

### **a) Community Garden**

Donations are received for fresh fruit and vegetables grown locally.

**NHS – Choose Health - Evelyn Assembly**

**Sundry Income** – Grant is for Electricity Charges, Admin charge and etc.

### **b) PCF Core**

**Administrative Support** – Grant is for Administrator Support

**Sundry Income** – Grant is for Electricity Charges, Admin charge and etc.

### **c) REETA Project - Resident Employment, Education, Training and Advice Partnership**

## **13 Going Concern**

Pepys Community operates in a challenging environment where competition for grant funding in particular is intense. The charity is considering alternative options and projects for community development, and some positive outcomes are being achieved like direct donations and crowd funding considering the present circumstances.

**Pepys Community Forum**  
**Formatted trial balance**  
**for the year ended 31 March 2021**

**Page 1**

<b>Code</b>	<b>Description</b>	<b>Mar 21 Current £</b>	<b>Mar 20 Comp. £</b>	<b>Variance £</b>
<b>Profit &amp; Loss Account</b>				
<b>Sales</b>				
001	Restricted Funds	31,396	330	31,066
002	Unrestricted Funds	1,148	2,899	(1,751)
		<u>32,544</u>	<u>3,229</u>	<u>29,315</u>
<b>Gross profit</b>		32,544	3,229	29,315
		+100.00%	+100.00%	-%
<b>Administration Expenses</b>				
301	Staff Costs	-	710	(710)
322	Rent and service charges	2,568	3,518	(950)
326	Insurance	577	309	268
341	Printing, postage and stationery	337	631	(294)
342	Advertising	85	71	14
345	Telephone	303	-	303
362	Project costs - NL Good Neighbours	-	12,020	(12,020)
365	Legal and professional	27	13	14
367A	Project costs - Voice 4 Deptford	13,930	-	13,930
367B	Project costs - Pepys Resource Group	1,430	-	1,430
368	Accountancy	744	744	-
371	Bank charges & Interest	76	158	(82)
378	Food expenses	150	356	(206)
381	Sundry expenses	50	231	(181)
386	Subscriptions	48	96	(48)
396	Depreciation on fixtures & equipment	97	114	(17)
		<u>20,422</u>	<u>18,971</u>	<u>1,451</u>
<b>Interest Receivable/Paid and Similar Income</b>				
411	Bank interest received	(1)	(5)	4
485	Interest on overdue taxation	-	200	(200)
		<u>(1)</u>	<u>195</u>	<u>(196)</u>
<b>Profit/(loss) before Taxation</b>		12,123	(15,937)	28,060
		+37.25%	-493.56%	+530.81%
<b>Profit after Tax</b>		(12,123)	15,937	(28,060)
<b>Profit/(loss)</b>		<u>12,123</u>	<u>(15,937)</u>	<u>28,060</u>

**Pepys Community Forum**  
**Formatted trial balance**  
**for the year ended 31 March 2021**

**Page 2**

<b>Code</b>	<b>Description</b>	<b>Mar 21 Current £</b>	<b>Mar 20 Comp. £</b>	<b>Variance £</b>
<b>Balance Sheet</b>				
<b>Fixed Assets</b>				
661	FF & Equipment cost b/fwd	4,158	4,158	-
665	FF & Equipment acc depn b/fwd	(3,511)	(3,397)	(114)
666	FF & Equipment depn charge	(97)	(114)	17
		<u>550</u>	<u>647</u>	<u>(97)</u>
<b>Current Assets</b>				
751	Prepayments	330	325	5
771	Hsbc current account - 31312367	12,507	353	12,154
773	Hsbc Money Manager A/c - 91323288	201	201	-
774	Hsbc Money Manager A/c - 31312375	2,210	2,209	1
781	Petty cash account	770	710	60
		<u>16,018</u>	<u>3,798</u>	<u>12,220</u>
<b>Net Current assets</b>		<u>16,018</u>	<u>3,798</u>	<u>12,220</u>
<b>Net assets</b>				
		<u>16,568</u>	<u>4,445</u>	<u>12,123</u>
<b>Share Capital &amp; Reserves</b>				
991	P& L reserve retained profit b/f	4,445	20,382	(15,937)
	Profit & Loss Account	12,123	(15,937)	28,060
<b>Shareholders' funds</b>		<u>16,568</u>	<u>4,445</u>	<u>12,123</u>



Notes to the financial statement: **Pepys Community Forum**

SR. NO.	OUTSTANDING POINTS	SOLUTION														
1.	<p><b>General :</b></p> <ul style="list-style-type: none"><li>➤ We have prepared the accounts as per the general instruction received from the client.</li><li>➤ Accounts are prepared on the basis of summary, expenses invoices and Bank statements received from the client.</li><li>➤ We have taken format of final accounts and accounting notes &amp; information as per previous year signed copy received.</li><li>➤ Secretary, Management committee and Bankers are considered as per online charity commission details. <b>Kindly confirm changes, if any.</b></li><li>➤ We have considered Mr Malcolm Cadman (Chairman and Secretary) as signing authority in CT-600 &amp; CT-600-E as per PYE Signed accounts.</li><li>➤ We have not found any details for “<b>Project costs – NL Good Neighbours</b>” during the year, hence not booked any expense during the year. <b>Kindly confirm.</b></li><li>➤ We have accrued the Rent expense of £428 for the month of Feb'2021 &amp; March'2021 and booked through cash as per PYE amendments.</li><li>➤ We have considered income and expenses project wise like REETA, PCF, Garden, Pepys Resource Group and Voice 4 Deptford. Expenses are classified as per project as per availability of information on invoices provided by client. <b>Kindly confirm.</b></li></ul> <p><b>Please confirm</b></p>															
02.	<p>❖ <b>Restricted Fund:</b> Income of £31,396 is accounted for the year as compared to £330 of the previous year. In the current year income are accounted based on details mentioned by client. Funds allocated are as follows:</p> <p><b>Garden</b></p> <table><tr><th>Descriptions</th><th>Amount(£)</th></tr><tr><td>LB Lewisham Good Neighbours</td><td>-</td></tr><tr><td>Evelyn Assembly Art &amp; Garden</td><td>-</td></tr><tr><td>Co-operative Community</td><td>6,809</td></tr><tr><td>Deptford Neighbourhood Action</td><td>25</td></tr></table> <p><b>Reeta</b></p> <table><tr><th>Descriptions</th><th>Amount(£)</th></tr><tr><td>Groundwork – Locality – For Grove</td><td>250</td></tr></table>	Descriptions	Amount(£)	LB Lewisham Good Neighbours	-	Evelyn Assembly Art & Garden	-	Co-operative Community	6,809	Deptford Neighbourhood Action	25	Descriptions	Amount(£)	Groundwork – Locality – For Grove	250	
Descriptions	Amount(£)															
LB Lewisham Good Neighbours	-															
Evelyn Assembly Art & Garden	-															
Co-operative Community	6,809															
Deptford Neighbourhood Action	25															
Descriptions	Amount(£)															
Groundwork – Locality – For Grove	250															

Medical Centre	
LB Lewisham Syrian Refugees	-
HSBC charges refund for 2005 & 2020	5,782

**Pepys Resource Centre Group**

Descriptions	Amount(£)
Studio Rent & Income held for PRG	3,520

**Voice 4 Deptford**

Descriptions	Amount(£)
Crowd Justice – held for V4D	15,010

- ❖ **Unrestricted Fund:** Income of £1,148 is accounted based on details mentioned by client. Funds allocated are as follows:

◆ **PCF**

Descriptions	Amount(£)
Donations	1,148

- ❖ **Rent and service charges:** Expense of £2,568 accounted for the year as compared to £3,518 in the previous year. In the current year, expenses are accounted based on invoices and bank payments towards Deptford Mission.
- ❖ **Insurance:** Expense of £577 accounted for the year as compared to £309 of the previous year. In the current year, expenses are accounted based on invoices towards Gill Noble.
- ❖ **Printing, postage & stationery:** Expense of £337 accounted for the year as compared to £631 of the previous year. In the current year, expenses are accounted based on invoices and details supplied by client towards Instaprint and Join-IT etc.
- ❖ **Telephone:** Expense of £303 accounted for the year based on invoices and details supplied by client towards DARWELLE HEAT - Payt for Internet, Three.Co.UK and WE WOMEN (TALK TALK INTERNET).
- ❖ **Advertising:** Expense of £85 accounted for the year as compared to £71 of the previous year. In the current year, expenses are accounted based on invoices and details supplied by client towards Tortila Hosting.
- ❖ **Project costs – Voice 4 Deptford:** In the current year, expenses of £13,930 are accounted based on invoices and details supplied by client towards Cornerstone Barristers.

	<p>❖ <b>Project costs – Pepys Resource Group:</b> In the current year, expenses of £1,430 are accounted based on PCF Budget Actual &amp; Forecast workings provided by client for Pepys Resource Group.</p> <p>❖ <b>Food expenses:</b> Expense of £150 accounted for the year as compared to £356 of the previous year. In the current year, expenses are accounted based on invoices and details supplied by client.</p> <p>❖ <b>Sundry expenses:</b> Expense of £50 accounted for the year as compared to £231 of the previous year. In the current year, expense is accounted based on invoices and details supplied by client.</p> <p>❖ <b>Subscription:</b> Expense of £48 accounted for the year compared to £96 of the previous year. In the current year, expenses are accounted based on bank payment towards London Wildlife Trust.</p> <p>❖ <b>Accountancy:</b> Expense is £744 accounted as per Doshi Contract.</p> <p><b><u>Balance sheets:</u></b></p> <p>❖ <b>Trade creditors:</b> At the end of the year balance is Nil as per control account.</p> <p><b>Please confirm</b></p>	
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**Corporation Tax Computation**

PERIOD : 01/04/2020 to 31/03/2021

	£	£
INCOME		-
Expenses:		
	NOTE	
Capital allowance (WDA)	1	0
Annual Investment Allowance	2	0
		0
Add: Current year Trading profit:	12,123	
Depreciation on F & F	97	
		12,220
Profit carried forward - Current year		12,220
Previous year C/f loss		15,823
Total profit		(3,603)

**NOTE**

1 **AIA**

Fixture & Fittings

100%

-
-
-

2 **Plant pool b/f**

Other equipment  
WDA @ 100% (Less than £1,000 so claim full O/s WDV)  
WDV C/F

0
0
0