



ttteridge & District Community Centre

# **Report of the Trustees**

**For the financial year 1<sup>st</sup> April 2020 - 31<sup>st</sup> March  
2021**

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## Charities principle objectives

THE CHARITY'S OBJECTIVES ARE TO USE THE PROPERTY SITUATED IN TOTTERIDGE FOR THE GENERAL BENEFIT OF THE RESIDENTS OF TOTTERIDGE BY PROVIDING A FACILITY TO ENABLE:-

- THE PROVISION OF A GENERAL MEETING PLACE FOR RESIDENTS
- THE PROVISION OF FACILITIES FOR EDUCATIONAL PURPOSES
- THE PROVISION OF FACILITIES FOR HEALTH & FITNESS PURPOSES
- TO PROMOTE COMMUNITY FELLOWSHIP

## Summary of main activities for public benefit in support of charities principle objectives

During this period, the community centre was used by various groups. Centre usage fell into the following categories:

- Social gatherings including private hires for parties, funeral services and general socialising principally from the centres public bar.
- Support groups, principally the Stroke Victims Support group.
- Private providers offering keep fit, martial arts and Slimming programmes to the general public.

## Charitable activities vs trading activities

The community centres' operating model is to use income generated via its principle trading activity of operating a members bar to pay for its general running costs and remuneration for staff who work both in support of the trading activity as well as in support of the charities main objectives.

The community centre typically only conducts fund raising activities for specific projects, and in this period, no such fund-raising projects were undertaken. The centre is currently included as a good cause in the local Wycombe Lottery. The centre received a small income from this which is detailed in the financial statements attached to this report.

## Supervision

Before the formation of the community centre, the land and buildings were operated for approximately 50 years as a social members club. To preserve that heritage, the community centre operates a 'members' group. This is a group of people who join as stakeholders in the community centre, and as per the community centres articles of association operate similar to shareholders in a normal company. As such, this group has a deep working relationship with the centre and plays a vital role in its operation. Our members observe, scrutinise, assist and provide advice as well as volunteer for community activities.

## Staffing & Management

During this period, the community centre employed 8 members of staff, with varying working patterns dependant on demand. During this period the community centre has undertaken a review of staffing contracts to specify a minimum number of monthly hours for each member of staff.

Management of the centre is done by the management group (or committee), which is made up of at least 1 trustee representative, 3 of our long-standing staff members and representatives from the community centres members group who join to provide the committee with views as expressed by the patrons of the centre. This group meets almost daily informally, but has a formal meeting at least monthly.

## COVID-19

From February 2020 the community centre saw a decline in visitor numbers in relation to the concern in the community with the COVID pandemic becoming more and more serious. In line with government restrictions the community centre closed to the public on 20<sup>th</sup> March 2020. During this period, the community centre was closed (in line with Government closures) for the following periods:

|   |                     |
|---|---------------------|
| 21 <sup>st</sup> March 2020 – 4 <sup>th</sup> July 2020   | (3 Months, 13 days) |
| 5 <sup>th</sup> November 2020 – 17 <sup>th</sup> May 2021 | (6 Months, 12 days) |

The community centre was closed for approximately 8 Months during this period.

The management committee established a 4-phase covid operating model to define how the centre will operate under various restrictions as set out by the government. The centre followed these phases throughout this



period – moving from phase to phase as required. Provision for social distancing, mask wearing, sanitisation and operating rules (for example: rule of 6 and 2 household seating) was set out along with restrictions on private hires and the types of activities which could be hosted at the centre.

# **TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD**

**Company limited by guarantee**

**Company Registration Number:  
06521736 (England and Wales)**

**Unaudited micro entity accounts for the year ended 31 March 2021**

**Period of accounts**

**Start date: 01 April 2020**

**End date: 31 March 2021**

# **TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD**

**Company limited by guarantee**

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# **TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD**

**Company limited by guarantee**

## **Company Information**

**for the Period Ended 31 March 2021**

**Registered office:**

Totteridge Community Centre  
Totteridge Drive  
Totteridge  
High Wycombe  
Buckinghamshire  
HP13 6XG

**Company Registration Number:**

06521736 (England and Wales)

# TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD

Company limited by guarantee

## Balance sheet

As at 31 March 2021

|   | <i>2021</i><br><i>£</i> | <i>2020</i><br><i>£</i> |
|---|-------------------------|-------------------------|
| Current assets:                                 | 2,188                   | 4,038                   |
| Creditors: amounts falling due within one year: | ( 4,437 )               | ( 4,320 )               |
| <b>Net current assets (liabilities):</b>        | <b>( 2,249 )</b>        | <b>( 282 )</b>          |
| Total assets less current liabilities:          | ( 2,249 )               | ( 282 )                 |
| <b>Total net assets (liabilities):</b>          | <b>( 2,249 )</b>        | <b>( 282 )</b>          |
| <b>Reserves:</b>                                | <b>( 2,249 )</b>        | <b>( 282 )</b>          |

# **TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD**

**Company limited by guarantee**

## **Balance sheet continued**

For the year ending 31 March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared and delivered in accordance with the provisions of the small companies regime applicable to micro-entities.

**This report was approved by the board of directors on 21 December 2021**

**And Signed On Behalf Of The Board By:**

Name: Kevin Jones

Status: Director

The notes form part of these financial statements

# **TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD**

**Company limited by guarantee**

## **Footnotes to the Financial Statements**

**for the Period Ended 31 March 2021**

### **1. Employee Information**

Average number of employees: 7

# **TOTTERIDGE & DISTRICT COMMUNITY CENTRE LTD**

**Company limited by guarantee**

## **Footnotes to the Financial Statements**

**for the Period Ended 31 March 2021**

### **2. Off balance sheet disclosure**

On the 12th April 2021 the centre received the final covid business support grant totalling £8000.00



This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.



# Totteridge & District Community Centre

Totteridge Drive – Totteridge – High Wycombe – HP13 6UG

Registered Charity Number: 1123743

## Financial statements report 2021

FY 2020/21

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These statements are presented to the members as a record of trading activities of Totteridge & District Community Centre for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

## COVID-19 business lockdown closures

The community centre closed to the public due to government lockdown business closures between the following dates:

21<sup>st</sup> March 2020 – 4<sup>th</sup> July 2020 (3 months, 13 days)

5<sup>th</sup> November 2020 – 17<sup>th</sup> May 2021 (6 months, 12 days)

The community centre was closed for approximately 8 months during this period.

## Income

*The centre generates income by the sale of beverage at its public bar, direct donations and hall hires. We also receive income from gaming machines in our public bar, special raffles and events.*

### Income from primary trading activity

|  | £      |
|--|--------|
| Hall hire & Invoiced sales                       | 1,275  |
| KeepFit Class, Land Rentals & Other sales income | 833    |
| Bar Sales Income                                 | 21,698 |
| Machine Income                                   | 20,864 |
| Bar Sales via Credit/Debit Card                  | 17,857 |
| Barclays Loyalty Reward (Current Acc)            | 126    |

### Income from charitable activities

|  |     |
|--|-----|
| Donations received via Wycombe Lottery | 195 |
| Donations from Individuals             | 0   |
| Donations from Charity Pots            | 0   |
| Donations received at coffee mornings  | 0   |
| Membership donations                   | 381 |

### Grant incomes

|  |        |
|--|--------|
| COVID: Job Retention Scheme Grants             | 59,008 |
| COVID: Buckinghamshire Business Support Grants | 21,666 |

|                                       |                       |
|---------------------------------------|-----------------------|
| <b><u>TOTAL INCOME (TURNOVER)</u></b> | <b><u>143,903</u></b> |
|---------------------------------------|-----------------------|

#### Notes:

- 1) From December 2019 machine provider was changed to Essex Leisure, introducing a new billing system for their share of machine profits. This change is reflected in the machine income reconciliation (which includes EL share), but is balanced by an additional outgoing in cost of sales marked as 'machines outgoing'

## Expenditure

### Cost of Sales

|                      | £      |
|----------------------|--------|
| Cost of Sales        | 21,464 |
| Materials            | 0      |
| Meat Raffle / Buffet | 0      |
| Equipment Hire       | 210    |
| Machines outgoing    | 7,595  |

**TOTAL COST OF SALES** **29,269**

### Administration Expenses

|  | £     |
|--|-------|
| Building improvements & maintenance                              | 686   |
| Heat & Light   | 8,942 |
| Sky & BT Sport   | 2,403 |
| Centre Costs   | 3,821 |
| Computer Software  | 703   |
| Computer Hardware  | 35    |
| Centre Equipment (leasing & repairs)                             | 700   |
| Internet & Telephone   | 923   |
| Mobile Phone   | 2,284 |
| Printing   | 69    |
| Stationery   | 97    |
| Sundries   | 146   |
| Motor Expenses inc Fuel & RFL                                    | 33    |
| Advertising and Promotion  | 0     |
| Accountancy Fees   | 350   |
| Interest Payable   | 1     |
| Bank/Finance Charges (cost of accepting card payments)           | 1,775 |
| Insurance (Minibus, Bouncy Castle, Public Liability & Employers) | 3,444 |
| Postage  | 0     |
| Subscriptions (Bar Billiards) & Trade Subs                       | 0     |

**TOTAL ADMIN COSTS** **26,412**

## Staffing Costs

|                    | £      |
|--------------------|--------|
| Salaries           | 73,913 |
| Employer NICs      | 454    |
| Staff Pensions     | 1,465  |
| Trustees' Salaries | 0      |

## Creditors/Debtors

### Trade creditors (due in less than one year)

Total outstanding as at 31<sup>st</sup> March 2019 £1,406.76

Deferred VAT (1<sup>st</sup> Feb – 30 April 2020) £3,030.10

(as at 09-11-2021 deferred VAT outstanding £909.03)

**Note: On the 12<sup>th</sup> April 2021 the centre received the final covid business support grant totalling £8000.00**

Trade debtors (due in less than one year) £ NILL

## Reserves

### Cash reserves

Cash at bank as at 31<sup>st</sup> March 2020 (Barclays) £1,756.63

Cash at bank as at 31<sup>st</sup> March 2020 (Metro) £432.08

## Stock

Stock at 31<sup>st</sup> March 2021

(Beverages, snacks and other consumables, food): £ NILL

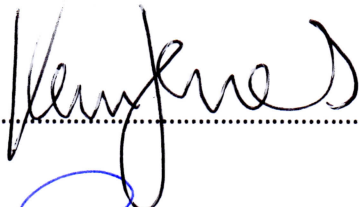
As a result of Covid Lockdowns, most stock was sold in preparation for lockdown when it became clear a lockdown was approaching. Following that all stock passed its consumable date during the final lockdown of 2021.


## Borrowing

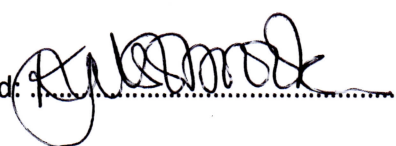
The community centre has no outstanding loans as at 31/03/2021.

## Approval

It is our opinion to the best of our knowledge and having reviewed all records and transactions that these statements are a true and accurate report of the trading activities for the financial year 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021.

Signed:  ..... Mr K Jones BSc(HONS) (Trustee)

Signed:  ..... Ms Z Pearson (Centre Manager)

Signed:  ..... Ms K Westbrook BSc (HONS) FCCA (external auditor/examiner)

 ..... December 2021

## Appendices

# Notes & Reference Information

and basis of calculations



## Machine income

The community centre hosts 3 gaming machines owned and maintained by Wycombe Coin LTD. All income and prizes are audited by Wycombe Coin or Essex Leisure every 2 weeks. The community centre receives 50% of the proceeds (profits).

2 of the gaming machines are category B3A machines which attract no machines games duty or VAT as they are straight lotteries. The remaining machine is a category C machine and games duty at 20% is payable on the total profit. The community centre pays the full MGD on the profits, but retains only half.

## Members Box 21 Raffle

The Box 21 lottery is a members-restricted 21c3 style lottery with a fixed odds of 1330/1 of winning the current jackpot amount.

Jackpot amounts are rolled over until a 'Box' reaches £1000. A second 'box' is opened and accrues. If a winning ticket is submitted the winner receives the jackpot in the box, in the case of the 1<sup>st</sup> box reaching £1000 they would win £1000, and the box would be emptied.

If both boxes reach £1000 and there has been no winner, Box 1 is subdivided into 10x£100 prizes. These are distributed individually to tickets which are picked randomly.

The Box 21 lottery is held every Sunday between 3 and 3:30 pm, and is held in the open under the full scrutiny of the members and patrons present.

The community centre does not receive a yield from the income of ticket sales, all proceeds are distributed to winners. The box 21 lottery is managed by the members, and is not reported as part of the centre's statutory returns.

## Assets

### 1. The community centre; land and buildings.

For the purpose of reporting, we do not list the land and buildings of the community centre as an asset because there would likely be constraints imposed should the scenario arise whereby the land/buildings are to be sold. These constraints would likely impose conditions as to where any monies could be spent.

The trustee's view is any yield from a sale could only be distributed in 1 of 2 ways: 1) as a fund raising activity to relocate the current community centre to a new site, or 2) in the advent of a dissolution of the charity: in which case yielded funds would be constrained for charitable purposes, most likely along the lines of the charities objectives (after any outstanding debts are paid)

### 2. Fixture and fittings

All fixture and fittings that were directly bought by the centre were recorded as a purchase of a capital asset and depreciated accordingly. There was no purchase of such assets in this period.

## Members

The community centre operates a membership group. Membership differs from an associated members organisation whereby members have a stake in the organisation such that in the event of a dissolution, remaining funds after all outstanding debts have been paid are **not** divided amongst members.

The community centre is constituted as a Limited company by guarantee, and as such it has no shareholders with a direct stake. The community centre does not, as a result, pay dividends.

However, the members do have similar powers as shareholders in that they have the right to inspect, advise and vote on significant matters and/or changes to the centre's articles of association (see by-laws and voting).

## Staff Pensions statement


The community centre operates a staff pension scheme operated by Nest Pensions.

| STATUS | PAYMENT DUE DATE | PAYMENT FREQUENCY | EARNINGS PERIOD     |
|--------|------------------|-------------------|---------------------|
| Paid   | 10-May-21        | Monthly           | 1 Apr - 30 Apr 2021 |
| Paid   | 10-Apr-21        | Monthly           | 1 Mar - 31 Mar 2021 |
| Paid   | 10-Mar-21        | Monthly           | 1 Feb - 28 Feb 2021 |
| Paid   | 10-Feb-21        | Monthly           | 1 Jan - 31 Jan 2021 |
| Paid   | 10-Jan-21        | Monthly           | 1 Dec - 31 Dec 2020 |
| Paid   | 10-Dec-20        | Monthly           | 1 Nov - 30 Nov 2020 |
| Paid   | 10-Nov-20        | Monthly           | 1 Oct - 31 Oct 2020 |
| Paid   | 10-Oct-20        | Monthly           | 1 Sep - 30 Sep 2020 |
| Paid   | 10-Sep-20        | Monthly           | 1 Aug - 31 Aug 2020 |
| Paid   | 10-Aug-20        | Monthly           | 1 Jul - 31 Jul 2020 |
| Paid   | 10-Jul-20        | Monthly           | 1 Jun - 30 Jun 2020 |
| Paid   | 10-Jun-20        | Monthly           | 1 May - 31 May 2020 |
| Paid   | 10-May-20        | Monthly           | 1 Apr - 30 Apr 2020 |
| Paid   | 10-Apr-20        | Monthly           | 1 Mar - 31 Mar 2020 |
| Paid   | 10-Mar-20        | Monthly           | 1 Feb - 29 Feb 2020 |

## PAYE For Employers – Annual Statement

2020 to 2021 Tax Year

| Tax period                | Charges    | Credits   | Payments   | Owed  |
|---------------------------|------------|-----------|------------|-------|
| 6 Mar to 5 Apr (month 12) | £837.53    | £0.00     | £837.53    | £0.00 |
| 6 Feb to 5 Mar (month 11) | £1,131.47  | £174.44   | £957.03    | £0.00 |
| 6 Jan to 5 Feb (month 10) | £1,131.67  | £358.30   | £773.37    | £0.00 |
| 6 Dec to 5 Jan (month 9)  | £980.61    | £313.98   | £666.63    | £0.00 |
| 6 Nov to 5 Dec (month 8)  | £1,093.87  | £308.34   | £785.53    | £0.00 |
| 6 Oct to 5 Nov (month 7)  | £1,515.76  | £479.77   | £1,035.99  | £0.00 |
| 6 Sep to 5 Oct (month 6)  | £774.39    | £774.39   | £0.00      | £0.00 |
| 6 Aug to 5 Sep (month 5)  | £1,476.22  | £404.81   | £1,071.41  | £0.00 |
| 6 Jul to 5 Aug (month 4)  | £1,256.35  | £467.90   | £788.45    | £0.00 |
| 6 Jun to 5 Jul (month 3)  | £1,340.47  | £358.30   | £982.17    | £0.00 |
| 6 May to 5 Jun (month 2)  | £1,189.21  | £313.98   | £875.23    | £0.00 |
| 6 Apr to 5 May (month 1)  | £1,841.21  | £524.19   | £1,317.02  | £0.00 |
| Total PAYE charges        | £14,568.76 | £4,478.40 | £10,090.36 | £0.00 |

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## What you owe

**Return**  
for the period 1 Feb to 30 Apr 2020  
due by 7 Jun 2020 **OVERDUE**

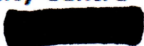
£909.03

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## Corporation Tax Account

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Information as at 09 Nov 2021  
**Totteridge & District Community Centre**  
Tax Reference Number: 

### Your balance

**Corporation Tax**

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**Corporation Tax account position**

Amount due: £0.00 (see details below)

There are no outstanding accounting period balances to display. Please follow the 'Accounting periods' link in the left hand menu to view your balanced accounting period records.