

RCCC TREASURERS REPORT FOR 2021 AGM.

As you are all aware COVID had a huge impact on the usage and revenue for the Centre in 2020.

Income was £25,874.25 which included the Government Grant of £10,000 given to all Community Centres/village halls. This was still £4,763.40 lower than in 2019. Most of the £15,874.25 came from the Social Club who continued to pay during the lockdowns as did The Parish Council for The Parish Office.

Expenditure was also down at £19,666.17 some £7,442.04 lower than in 2019, main savings, Electricity, Caretaking, Cleaning, Book Keeping and Maintenance.

Cash in the Current account dropped to £3,856.30 however the £10,000 grant was transferred to the Contingency Account which stood at £16,113.62.

Debt was the lowest with just £1,288 outstanding most of which will have been paid in January.

The Auditor has suggested that we look at the Insurance cover for Public Liability (£5m) and Fidelity Guarantee (£5k) with a view to increasing such to £10m and £10k accordingly. We have been given an extension of 3 months by our Insurer due to Covid (now due in June) and therefore have time to assess the financial impact on our Insurance costs.

The Budget for 2021 is not going to be easy to determine and may well be the case we assess as the months go by.

Roy Ince, Trustee/Treasurer. March 2021.

Date: 08/02/2022
Time: 11:01:33

RENDLESHAM COMMUNITY CENTRE
Profit and Loss

Page: 1

From: Month 1, January 2021
To: Month 12, December 2021

Chart of Accounts: Default Layout of Accounts [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Product Sales	16,603.00	16,603.00	
Other Sales	10,708.00	10,708.00	
	27,311.00		27,311.00
Purchases			
	0.00		0.00
Direct Expenses			
	0.00		0.00
Gross Profit/(Loss):	<u>27,311.00</u>		<u>27,311.00</u>
Overheads			
Rent and Rates	1,697.57	1,697.57	
Heat, Light and Power	6,300.81	6,300.81	
Printing and Stationery	84.06	84.06	
Telephone and Computer charges	1,253.69	1,253.69	
Professional Fees	500.00	500.00	
Maintenance	18,887.36	18,887.36	
Bank Charges and Interest	(1.51)	(1.51)	
	28,721.98		28,721.98
Net Profit/(Loss):	<u>(1,410.98)</u>		<u>(1,410.98)</u>

Independent Examiner's Report to the Trustees of Rendlesham Community Centre Charity – year ended 31 December 2021

Registered Charity No: 1125733

Income in Year: £27,311.00

Expenditure in Year: £28,721.98

Capital & Reserves as at 31 December 2021: £22,947.17

1. Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 December 2021

The Governing Document (Trust Deed) is dated 9 April 2008. The Area of Benefit is the Parish of Rendlesham in the County of Suffolk.

The aims and activities of the Charity are to *'run Rendlesham Community Centre like a village hall for the use of the inhabitants of the Parish of Rendlesham in Suffolk without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including the use of the property for recreation and leisure time occupations in the interests of social welfare for the said inhabitants'*. Further details regarding 'what the Charity does, who the Charity helps and how the Charity works' have been registered with the Charity Commission.

Transactions for both income and expenditure in the year of account were examined on a sample basis. A Sage Accounting system is in place with detailed breakdown of income and expenditure recorded within the system. Satisfactory documentation and records are maintained and payments are supported by appropriate paperwork. All documentation was very well presented for the Independent Examination.

The following observations are made:

- a) The Accounts for the year ending 31 December 2021 have yet to be approved by the Trustees.
- b) The Independent Examiner confirmed that the End-of-Year Accounts were correctly balanced and supported by complete bank statements in respect of the Charity's Lloyds Bank Accounts.
- c) The Independent Examiner verified the total amount of receipts and payments recorded in the year ending 31 December 2021 with the bank statements. A sample of invoices was examined to confirm the controls exercised over the payments system and all was found to be in order. Similarly, a sample of income received was examined in relation to supporting information and also found to be in order.
- d) Payments from the Charity's Lloyds Treasurers (Current) Bank Account were made through internet banking, standing order and direct debit transactions. From the sample examined, invoices and vouchers supporting the online payments were initialled by signatories in confirmation of the payment being correctly made.
- e) The increase in the Fixed Assets total balance from £3,090.63 (as at 31 December 2020) to £3,494.61 (as at 31 December 2021) reflects the inclusion of a payment for the Marquee/Party Tent (£350.00 within Furniture and Fixtures) and Kettles (£53.98 within Office Equipment). An Asset Register is in place and details are maintained on the Sage Accounting system.
- f) Insurance was in place during the year, the renewal with Zurich Insurance at a cost of £1,452.68 being paid on 14 June 2021. The Trustees advised that the cover for Public Liability is for £10 million (having been increased from £5 million in the year) and that there is no Employer's Liability cover (the Trustees confirmed that the Charity does not employ any staff). The cover for incidents of Crime (confirmed by Zurich as equivalent to fidelity guarantee cover) is for £50,000.
- g) Sales from Facility Hirings increased during the year of account from £15,874.25 (in 2020) to £16,603.00 (in 2021). This compares to Sales of £30,637.65 in 2019 prior to the Covid-19 pandemic. The Charity's income was supported in 2021 by the grant of £10,708 received from East Suffolk Council on 15 March 2021 under the Government scheme to support local communities during the Covid-19 pandemic (£10,000 had similarly been received from East Suffolk Council in 2020).
- h) The Centre's operations began to recover during 2021 from the impact of the pandemic with the resumption of many activities. There was a significant increase in Premises Expenses in the year, advancing from £4,724 (in 2020) to £15,355 (in 2021). The expenditure in 2021 reflected the payments to Allglass Ltd for 2 PVCu doors and 4 windows in March 2021 (£6,109.20) and 2 doors and 5 windows in October 2021 (£7,485.67).
- i) The overall result of the Centre's operations in 2021 resulted in the Centre moving from a Net Surplus of £6,208.08 (in 2020) to a Net Deficit of £1,410.98 (in 2021).
- j) The Capital and Reserves balance at the year-end 31 December 2021 amounted to £22,947.17 (reflecting the £1,410.98 deficit in the year of account). As at 31 December 2021 it is considered that there were sufficient reserves and contingency sums being maintained to meet, within reason, any unforeseen items of expense that may occur.
- k) The value for Debtors as at 31 December 2021 stood at £2,209.00. The Charity's accounting system provides for a detailed Aged Debtors Analysis which can be used to monitor outstanding debts and facilitates the recovery of sums due from late payers where necessary.

- l) The Charity was registered during the year with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for Local Charity purposes (Registration ZA169897 refers).
- m) The £10 Petty Cash Account was closed in the year, the balance on the account being paid into the Treasurer's Account on 20 December 2021.
- n) The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR) and Accounts and to submit them to the Charity Commission if their income was greater than £25,000. The Commission's website entry for Rendlesham Community Centre Charity confirms that the reporting is up to date, the Accounts and the TAR for the year ended 31 December 2020 having been received by the Commission on 5 August 2021, within the required time for submission.

3. Basis of Independent Examiner's report

My examination was carried out in accordance with the applicable Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

4. Independent Examiner's statement

I have completed my examination.

- a) I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect the accounting records were not kept in accordance with Section 130 of the Charities Act 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report (other than those matters already listed at item 2 above) in order to enable a proper understanding of the accounts to be reached.

Trevor Brown

Trevor Brown
Chartered Institute of Public Finance and Accountancy

21 February 2022