



Trustees' Annual Report for 2020

From	Period start date	To	Period end date
	1 st January 2020		31 st December 2020

Section A

Reference and administration details

Charity name	Cottenham Community Centre
Other names charity is known by	
Registered charity number (if any)	1128604
Charity's principal address	250a High Street
	Cottenham
	Cambridge
Postcode	CB24 8RZ

Names of the charity trustees who manage the charity (Grey = trustee joined in early 2021)

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person or body entitled to appoint trustee
1	Richard Gymer	Chair		
2	Steven Poole	Treasurer		
3	Sue Bainbridge		To 20-Jan-21	
4	Hannah Dudley			
5	Andrew Fell		From 02-Sep-20	
6	Peter Giddens			
7	Sue Gymer		To 19-Aug-20	
8	Tim Jones			Cottenham Parish Council
9	Pete Morris		To 18-Jun-20	
10	Ian Murray		From 11-Oct-20	The Managing Trustees of the Charity's premises
11	Rev Simon Oliver		To 18-Jun-20	
12	Kate Redman		To 18-Sep-20	
13	Mike Smith			
14	Chris Walsh			
15	Debbie Wilson		To 20-Jan-21	
16	John Wilson		To 20-Jan-21	
17	Mathew Palmer		From 17-Feb-21	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

	Name	Dates acted if not for whole year
1	None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

Name of chief executive or names of senior staff members (Optional information)

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution, adopted 16 th December 2008. SORP ref 1.25
How the charity is constituted	Unincorporated association.
Trustee selection methods	Elected by membership.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

SORP ref 1.51

Summary of the purposes of the charity set out in its governing document

To provide the residents of Cottenham and the neighbourhood, without distinction of age, sex, sexual orientation, race or of political, religious or other opinions with a centre and focus where all can meet and where facilities in the interests of community welfare and for recreational and educational leisure-time occupation are available with the objective of enhancing the quality of life for residents.

SORP ref 1.17

Summary of the main activities undertaken for the public benefit in relation to these objects

The charity is focused on managing and developing a Community Centre for the residents of Cottenham and the local area.

The Community Coffee Shop continues to be the hub around which other activities develop and progress. Despite significant COVID-19 related restrictions this year, it remains a vibrant and successful meeting place which is used by a wide cross-section of the community.

We also continue to support existing activities and encourage and develop new activities within the Community Centre. We aim to support activities for all age groups – from the very young through mid-age to the elderly.

SORP ref 1.17 & 1.19

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

In planning our activities for the year, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

SORP ref 1.18

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our most important asset is our building. This has been made available to the community at a peppercorn rent by the Methodist Church in return for certain renovation and maintenance responsibilities. We would like to recognise the contribution made to the community through the loan of this building.

A significant contribution has been made by our loyal volunteers; our Community Coffee Shop relies heavily on volunteers working alongside our paid staff and could not operate successfully without this support.

Volunteers also give time to support development activities and to carry out various maintenance works.

SORP ref 1.38

Summary of the main achievements of the charity during the year



Our achievements this year were significantly curtailed due to the COVID-19 pandemic and the necessary restrictions placed upon us. We were required to close completely for many months and were able to open our Community Coffee Shop for only about 50% of the year, re-opening with significantly reduced capacity due to social distancing. Despite this we:

- Continued to successfully operate the Community Centre and Community Coffee Shop, adapting to all COVID-related rules and guidelines as these developed.
- Hosted weekly 'Virtual Coffee Mornings' via Zoom through the main lockdown period to enable a community touchpoint for those who needed it.
- Offered a Halloween focused takeaway bag for children in-lieu of our normal party event.
- Enabled seasonal fundraising through online sales of preserves, chutneys and Christmas cakes.
- Held monthly Community Cinema screenings when allowed; nine films were screened through the year, many under COVID-19 related restrictions.

In addition, we continued to provide space for local groups and classes to meet. However, it became increasingly difficult to sustain many activities as COVID-19 restrictions and fears significantly reduced footfall.

SORP ref 1.20



Raising Funds for Cottenham Community Centre

Delicious homemade Christmas cakes of varying sizes and shapes (from 4 - 8 inch wide). Prices from £6 - £15. Can deliver.

Raising Funds for Cottenham Community Centre

Christmas packs of mini jars of homemade preserves & chutneys from £5. Can deliver. Make lovely Christmas gifts.

Section E

Financial review

Review of the charity's financial position at the end of the period

Our activities were severely constrained this year due to COVID-19 related closures and restrictions which led to a significant financial loss for the year. However, with Government support through the Coronavirus Job Retention Scheme (CJRS) and Local Restrictions Support Grants (LRSB), we have maintained sufficient reserves to enter 2021 with some financial confidence.

The future though remains uncertain until we can lift all remaining restrictions and enjoy something like our previous level of activities and footfall.

SORP ref 1.21

Statement of the charity's policy on reserves

For the immediate future, we do not expect to grow our reserves significantly. We will therefore prioritise funding of regular maintenance of our building and the equipment and fittings required to continue to operate the Community Centre.

Longer term, we expect to use growing reserves to part-fund the remaining updating and renovation of our building - although COVID-19 has led us to pause such plans until we return to a more certain financial status.

SORP ref 1.22

Explanation of any uncertainties about the charity continuing as a going concern

The largest uncertainty for us currently is the unknown longer-term impact of the COVID-19 pandemic on our footfall and hence our income. In addition, we have a newly opened, Parish Council-sponsored Village Hall which will undoubtedly have some competitive impact.

SORP ref 1.23

Details of any funds materially in deficit

None.

SORP ref 1.24

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

SORP ref 1.47

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature		
Full name	Richard Gymer	Steven Poole
Position	Chair	Treasurer
Date	18 th August 2021	



Cottenham Community Centre

1128604

Annual accounts for the period
01 January 2020 to 31 December 2020

Section A Statement of financial activities (SoFA)

Recommended categories by activity	Guidance	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
Incoming resources (Note 3)						
Income and endowments from:						
Donations and legacies ^A	S01	993	-	-	993	1,876
Charitable activities ^B	S02	37,461	-	-	37,461	126,641
Other trading activities	S03	6,514	-	-	6,514	14,539
Investments	S04	25	-	-	25	32
Separate material item of income	S05	-	-	-	-	-
Other (Government Support - COVID-19)	S06	31,573	-	-	31,573	-
Total	S07	76,566	-	-	76,566	143,088
Resources expended (Note 6)						
Expenditure on:						
Raising funds	S08	1,591	-	-	1,591	4,621
Charitable activities	S09	81,867	-	-	81,867	112,069
Separate material item of expense	S10	-	-	-	-	-
Other	S11	-	-	-	-	-
Total	S12	83,458	-	-	83,458	116,690
Net income/(expenditure) before investment gains/(losses)	S13	- 6,892	-	-	6,892	26,398
Net gains/(losses) on investments	S14	-	-	-	-	-
Net income/(expenditure)	S15	- 6,892	-	-	6,892	26,398
Extraordinary items	S16	-	-	-	-	-
Transfers between funds	S17	-	-	-	-	-
Other recognised gains/(losses):						
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
Net movement in funds	S20	- 6,892	-	-	6,892	26,398
Reconciliation of funds:						
Total funds brought forward	S21	49,817	-	-	49,817	23,419
Total funds carried forward	S22	£42,925		£0	£42,925	£49,817

SoFA Note A. Membership at the end of 2020 totalled 53 (individual, youth, senior, family and group/corporate members).

SoFA Note B. No revenue grant funding was received during the year.

Section B

Balance sheet

	Guidance	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£ F01	£ F02	£ F03	£ F04	£ F05
Fixed assets						
Intangible assets (Note 15)	B01	-	-	-	-	-
Tangible assets (Note 14)	B02	12,185	-	-	12,185	7,898
Heritage assets (Note 16)	B03	-	-	-	-	-
Investments (Note 17)	B04	-	-	-	-	-
Total fixed assets	B05	12,185	-	-	12,185	7,898
Current assets						
Stocks (Note 18)	B06	447	-	-	447	782
Debtors (Note 19)	B07	1,147	-	-	1,147	2,334
Investments (Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand (Note 24)	B09	34,043	-	-	34,043	44,101
Total current assets	B10	35,637	-	-	35,637	47,217
Creditors: amounts falling due within one year (Note 20)	B11	4,897	-	-	4,897	5,298
Net current assets/(liabilities)	B12	30,740	-	-	30,740	41,919
Total assets less current liabilities	B13	42,925	-	-	42,925	49,817
Creditors: amounts falling due after one year (Note 20)	B14	-	-	-	-	-
Provisions for liabilities^A	B15	-	-	-	-	-
Total net assets or liabilities	B16	42,925	-	-	42,925	49,817
Funds of the Charity						
Endowment funds (Note 27)	B17	-	-	-	-	-
Restricted income funds (Note 27)	B18	-	-	-	-	-
Unrestricted funds	B19	42,925	-	-	42,925	43,910
Designated fund (Community Cinema)		-	-	-	-	5,907
Total funds	B21	£42,925	£0	£0	£42,925	£49,817

Balance Sheet Note A. Provision removed from last year (2019) due to a prior miscalculation around historical assets on disposal. As a result, the total net assets shown here for 2019 are slightly lower than in the published accounts for that year.

Signed by one or two trustees on behalf of all the trustees

Signature	Name	Date of approval
	Steven Poole, Treasurer	16-Jun-21
	Richard Gymer, Chair	16-Jun-21

Section C

Notes to the accounts (cont)

Note 3 Analysis of income

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
Analysis						
Donations and legacies:	Donations and gifts	104	-	-	104	934
	Gift Aid	187	-	-	187	-
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	-	-	-	-	-
	Membership subscriptions and sponsorships which are in substance donations	702	-	-	702	942
	Donated goods, facilities and services	-	-	-	-	-
	Total	993	-	-	993	1,876
Charitable activities:	Coffee Shop & Catering	29,335	-	-	29,335	78,647
	Facility Hire	8,126	-	-	8,126	25,744
	Capital Grants	-	-	-	-	22,250
	Other	-	-	-	-	-
	Total	37,461	-	-	37,461	126,641
Other trading activities:	Sales Commissions	129	-	-	129	534
	Licence Fee	2,600	-	-	2,600	2,600
	Fund Raising	1,535	-	-	1,535	3,618
	Community Cinema	2,250	-	-	2,250	2,611
	Other (Ten Year Showcase)	-	-	-	-	5,176
	Total	6,514	-	-	6,514	14,539
Income from investments:	Interest income	25	-	-	25	32
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
	Total	25	-	-	25	32
Separate material item of income:		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Total	-	-	-	-	-
Other:	Conversion of endowment funds into income	-	-	-	-	-
	Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-
	Gain on disposal of a programme related investment	-	-	-	-	-
	Royalties from the exploitation of intellectual property rights	-	-	-	-	-
	Other (Government Support - COVID-19)	31,573	-	-	31,573	-
	Total	31,573	-	-	31,573	-
TOTAL INCOME		£76,566	£0	£0	£76,566	£143,088

Other information:

All income in the prior year was unrestricted except for: (please provide description and amounts)

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

Section C

Notes to the accounts (cont)

Note 6

Analysis of expenditure

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
	Analysis					
Expenditure on raising funds:	Incurred seeking donations	-	-	-	-	-
	Incurred seeking legacies	-	-	-	-	-
	Incurred seeking grants	-	-	-	-	-
	Operating membership schemes and social lotteries	-	-	-	-	-
	Staging fundraising events	1,363	-	-	1,363	3,959
	Fundraising agents	-	-	-	-	-
	Operating charity shops	-	-	-	-	-
	Operating a trading company undertaking non-charitable trading activity	-	-	-	-	-
	Advertising, marketing, direct mail and publicity	83	-	-	83	85
	Start up costs incurred in generating new source of future income	-	-	-	-	-
	Database development costs	-	-	-	-	-
	Other trading activities	145	-	-	145	577
	Investment management costs	-	-	-	-	-
	Portfolio management costs	-	-	-	-	-
	Cost of obtaining investment advice	-	-	-	-	-
	Investment administration costs	-	-	-	-	-
	Intellectual property licencing costs	-	-	-	-	-
	Rent collection, property repairs & maintenance	-	-	-	-	-
		-	-	-	-	-
	Total expenditure on raising funds	1,591	-	-	1,591	4,621
Expenditure on charitable activities	Staff costs	46,048	-	-	46,048	42,209
	Food, drink & consumables	9,983	-	-	9,983	27,764
	Cleaning & waste	5,700	-	-	5,700	6,830
	Utilities	5,525	-	-	5,525	8,693
	Insurance	2,318	-	-	2,318	2,199
	Building Upgrade	-	-	-	-	11,540
	Maintenance	5,443	-	-	5,443	3,715
	Rear Development	-	-	-	-	4,658
	Other	4,543	-	-	4,543	2,226
	Depreciation	2,307	-	-	2,307	2,235
	Total expenditure on charitable activities	81,867	-	-	81,867	112,069
Separate material item of expense		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Total		-	-	-	-	-
Other		-	-	-	-	-

	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total other expenditure	-	-	-	-	-
TOTAL EXPENDITURE	83,458	£0	£0	£83,458	£116,690

Other information:

Analysis of expenditure on charitable activities

Activity or programme	Activities undertaken directly	Grant funding of activities	Support Costs	Total this year	Total prior year
	£	£	£	£	£
Other					
Total	£0	£0	£0	£0	£0

Prior year expenditure on charitable activities can be analysed as follows:

Within the expenditure items above the following items are material: (please disclose the nature, amount and any prior year amounts)

Section C

Notes to the accounts (cont)

Note 11

Paid employees

Please complete this note if the charity has any employees.

11.1 Staff Costs

	This year £	Last year £
Salaries and wages	47,243	43,239
Social security costs	-	-
Pension costs (defined contribution scheme)	1,217	1,061
Other employee benefits	-	-
Total staff costs	48,460	44,300

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

Please give details of the number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no such transactions, please enter 'true' in the box provided.

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

TRUE

Band	Number of employees
£60,000 to £69,999	
£70,000 to £79,999	
£80,000 to £89,999	
£90,000 to £99,999	
£100,000 to £109,999	

Please provide the total amount paid to key management personnel (includes trustees and senior management) for their services to the charity

Nil

11.2 Average head count in the year

	This year Number	Last year Number
The parts of the charity in which the employees work		
Coffee Shop	1.8	1.8
Community Centre	0.2	0.2
Total	2	2

11.3 Ex-gratia payments to employees and others (excluding trustees)

Please complete if an ex-gratia payment is made.

Please explain the nature of the payment

Please state the legal authority or reason for making the payment

Please state the amount of the payment (or value of any waiver of a right to an asset)

payments

Please complete if any

Total amount of payment

The nature of the payment (cash, asset etc.)

The extent of redundancy funding at the balance sheet date

Please state the accounting policy for any redundancy or termination payments

Section C Notes to the accounts (cont)

Note 14 **Tangible fixed assets**
Please complete this note if the charity has any tangible fixed assets

14.1 Cost or valuation

	Land & Buildings	Furniture	Kitchen Equipment	Air Conditioning Equipment	Audio, Visual & Computer Equipment	Total
	£	£	£	£	£	£
At beginning of the year	-	12,970	19,226	7,533	4,652	44,381
Additions	-	1,407	1,674	-	-	3,081
Revaluations	-	-	-	-	-	-
Disposals	-	520	1,278	-	-	1,798
Transfers *	-	-	-	-	-	-
At end of the year	-	13,857	19,622	7,533	4,652	45,664

14.2 Depreciation and impairments

	**Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB	Straight Line ("SL") or Reducing Balance ("RB")
	** Rate	NA	8 Years	6 Years	7 Years	5 Years	
At beginning of the year		-	9,472	13,812	5,961	3,649	32,894
Disposals		- -	520 -	1,202	-	-	1,722
Depreciation		-	642	762	262	641	2,307
Impairment		-	-	-	-	-	-
Transfers*		-	-	-	-	-	-
At end of the year		-	9,594	13,372	6,223	4,290	33,479

14.3 Net book value

At beginning of the year	-	3,498	5,414	1,572	1,003	11,487
At the end of the year	£0	£4,263	£6,250	£1,310	£362	£12,185

14.4 Impairment

Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.

14.5 Revaluation

If an accounting policy of revaluation is adopted, please provide:

the effective date of the revaluation

the name of independent valuer, if applicable

the methods applied and significant assumptions

the carrying amount that would have been recognised had the assets been carried under the cost model.

14.6 Other disclosures

(i) Please state the amount of borrowing costs, if any, capitalised in the construction of tangible fixed assets and the capitalisation rate used.

(ii) Please provide the amount of contractual commitments for the acquisition of tangible fixed assets.

(iii) Details of the existence and carrying amounts of property, plant and equipment to which the charity has restricted title or that are pledged as security for liabilities.

* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB =

Section C

Notes to the accounts (cont)

Note 19 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

19.1 Analysis of debtors

	This year	Last year
	£	£
Facility Hire	170	2,334
Other debtors (UK Government, CJRS December 2020)	977	-
Prepayments and accrued income	-	-
Other debtors	1,147	2,334
Total		

Please complete 19.2 where a material debtor is recoverable more than a year after the reporting date.

19.2 Analysis of debtors recoverable in more than 1 year (included in debtors above)

	This year	Last year
	£	£
Trade debtors	-	-
Prepayments and accrued income	-	-
Other debtors	-	-
	-	-
Total	-	-

Section C

Notes to the accounts (cont)

Note 20 Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

20.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Water Utilities (Cambridge Water, Wave)	181	234	-	-
Licence Fee (for period 01-Jan to 31-Mar)	650	650	-	-
The People's Pension	229	166	-	-
Centre for Computing History	100	100	-	-
Energy Utilities (TGP)	121	-	-	-
Barkers Bakery	10	-	-	-
Accruals and deferred income	-	-	-	-
Staff Holiday Carry-Over into 2021, 5 days	914	-	-	-
Taxation and social security (HMRC VAT)	2,692	4,148	-	-
	-	-	-	-
Total	4,897	5,298	-	-

20.2 Deferred income

Please complete this note if the charity has deferred income.

Please explain the reasons why income is deferred.

Movement in deferred income account

	This year £	Last year £
Balance at the start of the reporting period	-	-
Amounts added in current period	-	-
Amounts released to income from previous periods	-	-
Balance at the end of the reporting period	-	-

Section C**Notes to the accounts (cont)****Note 24 Cash at bank and in hand**

	This year	Last year
	£	£
Short term cash investments (less than 3 months maturity date)	-	-
Short term deposits	-	-
Cash at bank and on hand	34,043	44,101
Other	-	-
Total	34,043	44,101

Bank Reconcilliation

	This year	
	£	
Opening Balance	43,051	
VAT held at Opening	- 4,147	
Receipts	76,566	
Payments		84,232
VAT held at Closing (includes COVID-deferred payment from April 2020)	-	2,692
Closing Balance		33,930
Total	115,470	115,470

Closing Balance as above		33,930
Closing Balance per Bank Statements		33,551
Difference		379

Difference made up of:

Late collection of December pension payment	- 229	
Late collection of utility charges	- 311	
Late receipt of CJRS payment for December	977	
Deposits Held	- 450	
Centre for Computing History	- 100	
Outstanding Cash to Bank	492	
Total		379

Section C

Notes to the accounts

Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- ☒ the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with ☒ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.



Incoming resources are grouped into the following recommended categories:

Donations and legacies: Memberships, donations.

Charitable activities: Coffee Shop & catering, facility hire, capital grants.

Other trading activities: Sales commissions, licence fees, fundraising events, community cinema.

Resources expended are grouped into the following recommended categories:

Raising funds: Marketing & promotion, items for resale, community cinema.

Charitable activities: Staff, food & drink, cleaning, waste, utilities, insurance, maintenance, training, administration, renovations, depreciation

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

An explanation as to those factors that support the conclusion that the charity is a going concern;

Not applicable

Disclosure of any uncertainties that make the going concern assumption doubtful;

Not applicable

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

Not applicable

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

Yes



No

Please disclose:

<i>(i) the nature of the change in accounting policy;</i>	<i>Not applicable</i>
<i>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</i>	
<i>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</i>	

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

Yes

☒

No

Please disclose:

<i>(i) the nature of any changes;</i>	<i>Not applicable</i>
<i>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</i>	
<i>(iii) where practicable, the effect of the change in one or more future periods.</i>	

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Yes

☒

No

Please disclose:

<i>(i) the nature of the prior period error;</i>	<i>Not applicable</i>
<i>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</i>	
<i>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</i>	

Section C

Notes to the accounts (cont)

Note 2

Accounting policies

2.2 INCOME

This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.

Recognition of income	These are included in the Statement of Financial Activities (SoFA) when: - the charity becomes entitled to the resources; - it is more likely than not that the trustees will receive the resources; and - the monetary value can be measured with sufficient reliability.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☒</td><td>☐</td><td>☐</td></tr> </table>	Yes	No	N/a	☒	☐	☐
Yes	No	N/a						
☒	☐	☐						
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☒</td><td>☐</td><td>☐</td></tr> </table>	Yes	No	N/a	☒	☐	☐
Yes	No	N/a						
☒	☐	☐						
Grants and donations	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☒</td><td>☐</td><td>☐</td></tr> </table>	Yes	No	N/a	☒	☐	☐
Yes	No	N/a						
☒	☐	☐						
Legacies	In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP). Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☐</td><td>☐</td><td>☒</td></tr> </table>	Yes	No	N/a	☐	☐	☒
Yes	No	N/a						
☐	☐	☒						
Government grants	The charity has received government grants in the reporting period.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☒</td><td>☐</td><td>☐</td></tr> </table>	Yes	No	N/a	☒	☐	☐
Yes	No	N/a						
☒	☐	☐						
Tax reclaims on donations and gifts	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☒</td><td>☐</td><td>☐</td></tr> </table>	Yes	No	N/a	☒	☐	☐
Yes	No	N/a						
☒	☐	☐						
Contractual income and performance related grants	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☒</td><td>☐</td><td>☐</td></tr> </table>	Yes	No	N/a	☒	☐	☐
Yes	No	N/a						
☒	☐	☐						
Donated goods	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution. Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'. Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable. Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☒</td><td>☐</td><td>☐</td></tr> </table>	Yes	No	N/a	☒	☐	☐
Yes	No	N/a						
☒	☐	☐						
Donated services and facilities	Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td>☒</td><td>☐</td><td>☐</td></tr> </table>	Yes	No	N/a	☒	☐	☐
Yes	No	N/a						
☒	☐	☐						

Support costs	The charity has incurred expenditure on support costs.	<table><tr><td></td><td></td><td>✓</td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>			✓	Yes	No	N/a						
		✓												
Yes	No	N/a												
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a						
✓														
Yes	No	N/a												
Income from interest, royalties and dividends	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a						
✓														
Yes	No	N/a												
Income from membership subscriptions	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td></td><td></td><td>✓</td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a			✓	Yes	No	N/a
✓														
Yes	No	N/a												
		✓												
Yes	No	N/a												
Settlement of insurance claims	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.	<table><tr><td></td><td></td><td>✓</td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>			✓	Yes	No	N/a						
		✓												
Yes	No	N/a												
Investment gains and losses	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.	<table><tr><td></td><td></td><td>✓</td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>			✓	Yes	No	N/a						
		✓												
Yes	No	N/a												

2.3 EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a						
✓														
Yes	No	N/a												
Governance and support costs	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a	✓			Yes	No	N/a
✓														
Yes	No	N/a												
✓														
Yes	No	N/a												
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.	<table><tr><td></td><td></td><td>✓</td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>			✓	Yes	No	N/a						
		✓												
Yes	No	N/a												
Grants payable without performance conditions	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	<table><tr><td></td><td></td><td>✓</td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>			✓	Yes	No	N/a						
		✓												
Yes	No	N/a												
Redundancy cost	The charity made no redundancy payments during the reporting period.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a						
✓														
Yes	No	N/a												
Deferred income	No material item of deferred income has been included in the accounts.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a						
✓														
Yes	No	N/a												
Creditors	The charity has creditors which are measured at settlement amounts less any trade discounts	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a						
✓														
Yes	No	N/a												
Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a						
✓														
Yes	No	N/a												
Basic financial instruments	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a						
✓														
Yes	No	N/a												

2.4 ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £100. They are valued at cost.	<table><tr><td>✓</td><td></td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>	✓			Yes	No	N/a
✓								
Yes	No	N/a						
Intangible fixed assets	The depreciation rates and methods used are disclosed in note 14. The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5	<table><tr><td></td><td>✓</td><td></td></tr><tr><td>Yes</td><td>No</td><td>N/a</td></tr></table>		✓		Yes	No	N/a
	✓							
Yes	No	N/a						

	They are valued at cost.	Yes	No	N/a
				✓
Heritage assets	The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note NA.	Yes	No	N/a
			✓	
	They are valued at cost.	Yes	No	N/a
				✓
Investments	Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.	Yes	No	N/a
				✓
	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments	Yes	No	N/a
				✓
Stocks and work in progress	Stocks held for sale as part of non-charitable trade are measured at the lower of cost or net realisable value.	Yes	No	N/a
				✓
	Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.	Yes	No	N/a
		✓		
	Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.	Yes	No	N/a
		✓		
Debtors	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.	Yes	No	N/a
		✓		
Current asset investments	The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.	Yes	No	N/a
				✓
	They are valued at fair value except where they qualify as basic financial instruments.	Yes	No	N/a
				✓

**POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM THOSE
ABOVE**



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Cottenham Community Centre

On accounts for the year
ended

31st December 2020

Charity no
(if any) 1128604

Set out on pages

1 to 15

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2020**.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12/08/2021

Name:

HAYDEN WATSON

Relevant professional
qualification(s) or body
(if any):

ACCA

Address:

THE MHH PARTNERSHIP
Chartered Certified Accountants
Elstree House, Watson's Yard
High Street, Cottenham
Cambridge, CB24 8RX

Section B Disclosure

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

1. The first part of the report is a summary of the findings of the study. This is followed by a detailed description of the methodology used in the study. The third part of the report is a discussion of the results of the study, and the final part is a conclusion.

2. The second part of the report is a detailed description of the methodology used in the study. This includes a description of the sample, the data collection methods, and the statistical analysis used.

3. The third part of the report is a discussion of the results of the study. This includes a comparison of the results with previous research, and a discussion of the implications of the findings.

4. The final part of the report is a conclusion. This summarizes the main findings of the study and provides recommendations for future research.