

**GREAT PARNDON COMMUNITY ASSOCIATION**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**CHARITY REGISTRATION NUMBER: 1135946**  
**COMPANY REGISTRATION NUMBER: 07217688**

# **GREAT PARNDON COMMUNITY ASSOCIATION**

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# GREAT PARNDON COMMUNITY ASSOCIATION

## REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2021

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### Legal and administrative details

**Status:** The organisation is a charitable company limited by guarantee, incorporated on 8 April 2010. The company number is 07217688

The charitable company was registered with the Charity Commission on 13 May 2010, Number 1135946.

**Principal address  
and Registered office:** Abercrombie Way  
Harlow  
Essex CM18 6YJ

**Company Secretary / Chairman:** Peter Woolford

**Directors/Trustees:** David Ingold  
Michael Crowley (Deceased 03/03/2021)  
Richard Mays  
Alan Jones  
Peter Woolford  
Karen Bartlett  
Mary Kerrigan (Appointed 20/01/2020)

**Associate Director:** David Shimmen

### The charity's professional advisers are as follows:

#### Auditors:

Taylor, Viney & Marlow Ltd  
46-54 High Street  
Ingatestone  
CM4 9DW

#### Bankers:

Barclays Bank Plc.  
2 Terminus Street  
Harlow  
Essex  
CM20 1ET

#### Community Advisors

Community Matters  
8-9 Upper Street  
Islington  
London N1 0PQ

# **GREAT PARNDON COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 DECEMBER 2021**

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The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31 December 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP 2015) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing Document**

The charity is a charitable company limited by guarantee and was incorporated on 8 April 2010. It is governed by a memorandum and articles of association, and also registered with the Charity Commissioners.

##### **Organisation, governance and internal control**

Under its constitution the policy of the association is directed by a General Committee. According to the terms of the Charities Act 2011, these honorary officers are regarded as trustees of Great Parndon Community Association as they are responsible for the management of the charity. The trustees are elected annually at the Annual General Meeting and those who currently serve are listed on the attached schedule of Legal and Administrative Information.

The charity is organised so that the trustees meet regularly to manage the affairs of the association. There is one full time director who is responsible for the day to day running of the charity and its administration, and there is a Company Secretary who is responsible for communication between all relevant employees and trustees.

The remaining staff and directors are employed to manage and develop particular service sections along with administrative responsibilities, with sub-committees covering development, membership and finance.

##### **Appointment, induction & training of trustees**

Trustees are sought via relevant groups, with nominations from members of the association. When considering new trustees, the board has regard to the requirement for the skills and expertise required.

The trustees' induction includes detailed information of their legal obligation under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the development plan and recent financial performances of the charity. During induction, they will meet key employees and other trustees.

Trustees are encouraged to attend appropriate training events where these will facilitate their undertaking of their role.

##### **Risk management**

The organisation has a risk management strategy which comprises of:

- an annual review of the risks the charity may face;
- the establishment of systems, procedures and actions to mitigate those risks identified in the plan;
- the implementation of the procedures and actions designed to minimise any potential impact on the charity should those risks materialise;
- and procedures put in place to ensure compliance with health and safety laws for volunteers and visitors alike. Our child and vulnerable adult protection policy is also updated annually to take into account safeguarding requirements.

#### **AIMS AND OBJECTIVES**

The association is a successful, vibrant community facility and resource providing a safe and welcoming meeting place. The association exists to improve the quality of life for the inhabitants of Great Parndon and the surrounding neighbourhood by offering excellent services which provide a range of educational, recreational, cultural and social opportunities. It is a place people from diverse backgrounds come to socialise, learn and enjoy. We work in consultation and partnership with the local community and statutory and voluntary agencies in developing our programme and responding to emerging needs and new initiatives.

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# **GREAT PARNDON COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 DECEMBER 2021**

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**In addition, the Great Parndon Community association aims to:**

- improve the quality of life for the local community;
- provide an accessible, welcoming venue and focal point for the community, a place for people to meet and socialise, and a space for local organisations;
- provide a range of low or no cost educational, recreational, social and cultural activities that are accessible to local people in response to local need;
- provide a local facility and resource which promotes and encourages learning, development and a stronger community;
- promote and advocate the needs of groups based in the centre and provide opportunities for more integration and inclusion between users;
- act as an informal information point on activities and services;
- and to maintain strategic relevance with partnerships, local authority and funding bodies.

***The association is non-party in politics and non-sectarian in religion.***

#### **ACHIEVEMENTS AND PERFORMANCE**

Following lock down in 2019 - 2020 there was much anticipation about how our re-opening would look in 2021. Pleasantly the re-opening was a success and bookings are looking healthy for 2022. The groups have also returned but we noticed approx. 25% decrease in the number size of the groups returning and this is something that we will need to address during 2022.

In 2021 we continued to implement the minimum wage and encourage our employees to join the pension scheme available to them.

#### **PLANS FOR THE FUTURE**

Our future plans will be to encourage groups to return and form new partnerships with new groups and organisations to deliver much needed health and wellbeing support.

This will come in the form of new balance and strength groups, new children groups and an extension of our pre-school and nursery provisions. Other partnerships are in the process of being formed with the local Stroke groups delivering more classes with Essex County Council and Harlow Council delivering mental health services with in our organisation

Further plans are to continue with the refurbishment of the buildings with the nursery having a complete refit at a cost of approx. £25,000 and Sherrards Hatch will be getting a new kitchen again at a cost of approx. £6,000.

#### **FINANCIAL REVIEW**

The charity returned a surplus on its operating activities of £94,217, a decrease of £102,425 compared to 2020's surplus. This has been caused by overall costs increasing this year by some 6.70%, along with an drop in Hatches income by approx. 11%. Even with this reduction mainly down to the Pandemic, The trustees still feel the charity is still in a strong position and has a strong balance sheet to which will help contribute to the plans outlined above for 2022.

The trustees of Great Parndon Community Association are of the opinion that the charity will continue as a going concern for the foreseeable future, this being 12 months from the date of approval of these financial statements. This opinion has been reached through the review of income and costs, budgets, cash flow forecasts and strategic planning.

# **GREAT PARNDON COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 DECEMBER 2021**

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Finally, no financial review would be complete without acknowledging that the Association benefits from the in-kind contributions of a large number of volunteers, many of whom have made a committed contribution for many years. Their contribution is invaluable, essential and unquantifiable and greatly received.

#### **The G.P.C.A. Link Trading Company Limited**

The charity's wholly owned trading subsidiary carries out non-charitable trading activities on behalf of the charity.

#### **Investment policy and returns**

The association has the power to invest money not immediately required for its objectives in or upon such investments, securities or property as the association may think fit, subject to such conditions imposed by law.

#### **Reserves policy and risk management**

The trustees monitor the progress of the fund raising activities at each monthly meeting and a comprehensive review is carried out annually. It is the trustees' view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility over the course of forthcoming challenges. The charity's current fundraising strategies are concentrating on raising funds from the customers of the charity's wholly owned subsidiary, The G.P.C.A. Link Trading Company Limited.

The trustees carry out an annual review of the risks which the charitable company may face and set out the procedures to minimise any potential impact on the charitable company should any of the risks materialise.

# **GREAT PARNDON COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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### **Trustees' responsibilities**

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

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

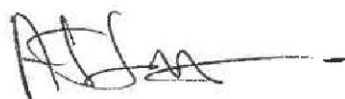
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 / FRS102 ;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the statement of accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the auditor is aware of that information.

This report was approved by the Board on 13th October 2022



**Alan Jones, Director**

# **GREAT PARNDON COMMUNITY ASSOCIATION**

## **INDEPENDENT AUDITORS' REPORT TO TRUSTEES**

### **FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### **Opinion**

We have audited the financial statements of Great Parndon Community Association (the 'charitable company') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements :

- Give a true and fair view of the state of the charitable company's affairs as at 31st December 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- Have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.



# **GREAT PARNDON COMMUNITY ASSOCIATION**

## **INDEPENDENT AUDITORS' REPORT TO TRUSTEES (CONTINUED)**

### **FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustee's report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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# **GREAT PARNDON COMMUNITY ASSOCIATION**

## **INDEPENDENT AUDITORS' REPORT TO TRUSTEES (CONTINUED)**

### **FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### **Auditors responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context were Charity Commissions regulations, taxation, employment laws and General Data Protection Regulation (GDPR).

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

## GREAT PARNDON COMMUNITY ASSOCIATION

### INDEPENDENT AUDITORS' REPORT TO TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

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We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management and the Finance Committee about their own identification and assessment of the risks of irregularities, sample testing on the postings of journals, sample testing of documentation relating to income, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meeting of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.



**Neil A. Chambers FCCA (Senior Statutory Auditor)**  
for and on behalf of Taylor Viney & Marlow Ltd

**Chartered Accountants**  
**Statutory Auditor**

Date : 13th October 2022

46-54 High Street  
Ingatestone  
Essex  
CM4 9DW

# GREAT PARNDON COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

|   | Notes | Unrestricted Funds | Designated Funds | 31/12/2021     | 31/12/2020     |
|---|-------|--------------------|------------------|----------------|----------------|
|   |       | £                  | £                | £              | £              |
| <b>Incoming Resources</b>                                 |       |                    |                  |                |                |
| <b>Incoming resources from charitable activities</b>      |       |                    |                  |                |                |
| Community Centres   | 2     | 47,956             | -                | 47,956         | 33,271         |
| Hatches   | 3     | 376,779            | -                | 376,779        | 423,040        |
| <b>Donations</b>  |       | 7,973              | -                | 7,973          | 600            |
| <b>Other incoming resources</b>                           |       |                    |                  |                |                |
| Membership fees and sundry income                         |       | 6,703              | -                | 6,703          | 4,126          |
| Investment income   | 4     | 5                  | -                | 5              | 169            |
| Government Grants   |       | 188,007            | -                | 188,007        | 200,858        |
| Lottery Grants  |       | -                  | -                | -              | 34,326         |
| <b>Total incoming resources</b>                           |       | <b>627,423</b>     | <b>-</b>         | <b>627,423</b> | <b>696,390</b> |
| <b>Resources expended</b>                                 |       |                    |                  |                |                |
| <b>Cost of charitable activities</b>                      |       |                    |                  |                |                |
| Social events and leisure activities                      |       | 17,941             | -                | 17,941         | 16,596         |
| Hatches   |       | 270,470            | -                | 270,470        | 267,403        |
| <b>Other expenditures</b>                                 |       |                    |                  |                |                |
| Wages and salaries  | 6     | 22,120             | -                | 22,120         | 24,324         |
| Social security costs                                     | 6     | 16,304             | -                | 16,304         | 15,524         |
| Light and heat  |       | 30,065             | -                | 30,065         | 29,704         |
| Rent, rates and water                                     |       | 34,513             | -                | 34,513         | 38,300         |
| Repairs and maintenance                                   |       | 30,246             | -                | 30,246         | 7,697          |
| Caretaker and cleaning materials                          |       | 38,234             | -                | 38,234         | 44,600         |
| Office telephone  |       | 9,897              | -                | 9,897          | 7,311          |
| Printing, postage and stationery                          |       | 11,333             | -                | 11,333         | 5,117          |
| Insurance   |       | 9,728              | -                | 9,728          | 12,499         |
| Depreciation  |       | 23,030             | -                | 23,030         | 17,752         |
| Sundry expenses   |       | 7,891              | -                | 7,891          | 3,834          |
| Bank charges  |       | 1,248              | -                | 1,248          | 1,194          |
| Legal Fees  |       | -                  | -                | -              | 715            |
| Advertising   |       | -                  | -                | -              | -              |
| Irrecoverable VAT   |       | 8,293              | -                | 8,293          | 4,765          |
| <b>Governance costs</b>                                   |       |                    |                  |                |                |
| Audit fees  |       | 1,893              | -                | 1,893          | 2,413          |
| <b>Total resources expended</b>                           |       | <b>533,206</b>     | <b>-</b>         | <b>533,206</b> | <b>499,748</b> |
| Taxation charge   |       | -                  | -                | -              | -              |
| <b>Net incoming/(outgoing) resources before transfers</b> | 5     | <b>94,217</b>      | <b>-</b>         | <b>94,217</b>  | <b>196,642</b> |

# GREAT PARNDON COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

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|  | Notes | Unrestricted<br>Funds | Designated<br>Funds | 31/12/2021 | 31/12/2020 |
|--|-------|-----------------------|---------------------|------------|------------|
|  |       | £                     | £                   | £          | £          |
| Historical cost (deficit) / surplus for the period |       | 94,217                | -                   | 94,217     | 196,642    |
| Transfer of funds                                  |       | -                     | -                   | -          | -          |
| <b>Net movement on funds</b>                       |       | 94,217                | -                   | 94,217     | 196,642    |
| <b>Funds at 1 January 2021</b>                     |       | 352,255               | 200,000             | 552,255    | 355,617    |
| <b>Funds at 31 December 2021</b>                   |       | 446,472               | 200,000             | 646,472    | 552,259    |

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# GREAT PARNDON COMMUNITY ASSOCIATION

## BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2021

|   | Notes | 31/12/2021<br>£ | 31/12/2021<br>£       | 31/12/2020<br>£       |
|---|-------|-----------------|-----------------------|-----------------------|
| <b>Fixed assets</b>                                   |       |                 |                       |                       |
| Tangible assets                                       | 7     |                 | 157,397               | 153,511               |
| Investments   | 8     |                 | 4,100                 | 4,100                 |
|   |       |                 | <u>161,497</u>        | <u>157,611</u>        |
| <b>Current assets</b>                                 |       |                 |                       |                       |
| Debtors   | 9     | 137,714         |                       | 83,238                |
| Cash at bank and in hand                              |       | 382,766         |                       | 347,209               |
|   |       | <u>520,479</u>  |                       | <u>430,447</u>        |
| <b>Creditors: amounts falling due within one year</b> | 10    | <u>(35,504)</u> |                       | <u>(35,799)</u>       |
| <b>Net current assets</b>                             |       |                 | <u>484,975</u>        | <u>394,648</u>        |
| <b>Total assets less current liabilities</b>          |       |                 | <u><u>646,472</u></u> | <u><u>552,259</u></u> |
| <b>Funds</b>  |       |                 |                       |                       |
| Unrestricted funds - general                          |       |                 | 446,472               | 352,259               |
| Designated funds                                      |       |                 | 200,000               | 200,000               |
| <b>Total funds</b>                                    |       |                 | <u><u>646,472</u></u> | <u><u>552,259</u></u> |

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

The financial statements were approved and authorised for issue by the trustees on 13th October 2022 and signed on their behalf by:



Karen Bartlett, Director

Company Registration No. 07217688

# GREAT PARNDON COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

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#### **1 Accounting policies**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

##### **1.1 Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The Charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

##### **1.2 Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

##### **1.3 Fixed assets**

Fixed assets are recorded at cost or, in cases where fixed assets have been donated to Great Parndon Community Association, at valuation at the time of acquisition.

##### **1.4 Depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets, with the exception of freehold land, over their expected useful economic lives as follows:

|                      |                  |
|----------------------|------------------|
| Leasehold properties | 2% & 10% on cost |
| Plant and machinery  | 15% on cost      |

# GREAT PARNDON COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

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#### **Accounting policies *continued***

##### **1.5 Income recognition**

All incoming resources are included within the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

##### ***Incoming resources from operating activities***

Income from community centres and hatches is accounted for on an accruals basis.

##### ***Donations***

Income from donations is included in incoming resources when it is receivable.

##### ***Membership fees***

Income from membership fees is included in incoming resources on an accruals basis.

##### ***Investment income***

Investment income is recognised in the accounts when it is received.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

##### **1.6 Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, exclusive of VAT. Certain expenditures are directly attributable to charitable activities and have been included in Direct Charitable expenditure.

##### **1.7 Irrecoverable VAT**

The charity is registered for VAT under the partial exemption VAT rules. Irrecoverable VAT is disclosed separately in the statement of financial activities rather than absorbed into its corresponding component costs.

##### **1.8 Investments**

Quoted investments are valued at the mid market price at the close of business at the year end. Unquoted investments are valued by the Trustees after taking appropriate professional advice. Unlisted investments are valued at the average of the bid and offer prices or, if the bid price is not available, by adjustment to the offer price.

##### **1.9 Taxation**

No provision has been made for corporation tax or deferred tax as the charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 of Schedule 6 of the Finance Act 2010, and therefore meets the definition of a charitable company for UK corporation tax purposes.



# GREAT PARNDON COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

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#### Accounting policies continued

##### 1.10 Pensions

The charity operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the Statement of Financial Activities in the year in which they are payable.

##### 1.11 Fund accounting

Funds held by the charity are either:

**Unrestricted general funds** - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees, and which have not been designated for other purposes.

**Designated funds** - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

**Restricted funds** - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

##### 1.9 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

## 2 Community Centres

|                            | Unrestricted<br>funds<br>£ | 31/12/2021<br>£ | 31/12/2020<br>£ |
|----------------------------|----------------------------|-----------------|-----------------|
| Link Trading Company rent  | -                          | -               | -               |
| Lettings                   | 22,224                     | 22,224          | 20,594          |
| Pool table                 | -                          | -               | -               |
| Social events              | 517                        | 517             | 521             |
| Leisure activities         | 26,263                     | 26,263          | 12,293          |
| Vending and video machines | (1,048)                    | (1,048)         | (137)           |
|                            | <u>47,956</u>              | <u>47,956</u>   | <u>33,271</u>   |

## 3 Hatches

|                    | Unrestricted<br>funds<br>£ | 31/12/2021<br>£ | 31/12/2020<br>£ |
|--------------------|----------------------------|-----------------|-----------------|
| Playgroups         | 341,369                    | 341,369         | 403,146         |
| Lettings           | -                          | -               | -               |
| Leisure activities | 35,410                     | 35,410          | 19,894          |
|                    | <u>376,779</u>             | <u>376,779</u>  | <u>423,040</u>  |

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# GREAT PARNDON COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

#### 4 Investment Income

|                   | Unrestricted<br>funds<br>£ | 31/12/2021<br>£ | 31/12/2020<br>£ |
|-------------------|----------------------------|-----------------|-----------------|
| Interest received | 5                          | 5               | 169             |
|                   | 5                          | 5               | 169             |

#### 5 Net incoming / (outgoing) resources before transfers

*The net incoming / (outgoing) resources before transfers is stated after charging:*

|                        | 31/12/2021<br>£ | 31/12/2020 |
|------------------------|-----------------|------------|
| Depreciation           | 23,030          | 17,752     |
| Auditors' remuneration | 1,893           | 2,413      |

#### 6 Trustee directors and employees

Staff costs were as follows:

|                                     | 31/12/2021<br>£ | 31/12/2020<br>£ |
|-------------------------------------|-----------------|-----------------|
| Wages and salaries (Administration) | 22,120          | 24,324          |
| Overall Social security costs       | 16,304          | 15,524          |
|                                     | 38,424          | 39,848          |

The average number of staff employed by the charity during the year was:

|                         | 31/12/2021 | 31/12/2020 |
|-------------------------|------------|------------|
| Preschools & Playgroups | 25         | 25         |
| Administration          | 2          | 2          |
| Caretakers and cleaners | 3          | 3          |
|                         | 30         | 30         |

During the year no employee earned £60,000 or more per annum.

The care workers' and preschool & playgroups' wages and social security costs were included under hatches.

# GREAT PARNDON COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

#### 7 Tangible fixed assets

|                            | Leasehold<br>land &<br>buildings<br>£ | Plant and<br>Machinery,<br>etc<br>£ | Total<br>£     |
|----------------------------|---------------------------------------|-------------------------------------|----------------|
| <b>Cost</b>                |                                       |                                     |                |
| At 1 January 2021          | 213,987                               | 76,641                              | 290,628        |
| Additions                  | -                                     | 26,915                              | 26,915         |
| Disposals                  | -                                     | -                                   | -              |
| <b>At 31 December 2021</b> | <b>213,987</b>                        | <b>103,556</b>                      | <b>317,543</b> |
| <b>Depreciation</b>        |                                       |                                     |                |
| At 1 January 2021          | 83,944                                | 53,173                              | 137,117        |
| Charge for the year        | 11,549                                | 11,480                              | 23,029         |
| Disposals                  | -                                     | -                                   | -              |
| <b>At 31 December 2021</b> | <b>95,493</b>                         | <b>64,653</b>                       | <b>160,146</b> |
| <b>Net book value</b>      |                                       |                                     |                |
| <b>At 31 December 2021</b> | <b>118,494</b>                        | <b>38,903</b>                       | <b>157,397</b> |
| <b>At 31 December 2020</b> | <b>130,043</b>                        | <b>23,468</b>                       | <b>153,511</b> |

#### 8 Fixed asset investments

|                                   | 31/12/2021<br>£ | 31/12/2020<br>£ |
|-----------------------------------|-----------------|-----------------|
| Barclays UK Alpha Fund (A) Income | 4,100           | 4,100           |
| Market Value                      | 13,075          | 11,909          |

#### 9 Debtors

|                                       | 31/12/2021<br>£ | 31/12/2020<br>£ |
|---------------------------------------|-----------------|-----------------|
| The GPCA Link Trading Company Limited | 107,151         | 56,967          |
| Net wages and taxation                | 22,841          | 23,138          |
| Prepayments and accrued income        | 7,722           | 3,133           |
|                                       | <b>137,714</b>  | <b>83,238</b>   |

#### 10 Creditors: amounts falling due within one year

|                              | 31/12/2021<br>£ | 31/12/2020<br>£ |
|------------------------------|-----------------|-----------------|
| Accruals and deferred income | 31,844          | 32,489          |
| Other creditors              | 3,660           | 3,310           |
|                              | <b>35,504</b>   | <b>35,799</b>   |

# GREAT PARNDON COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

#### 11 Retirement benefits

##### Defined contribution scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independent administered fund. The pension cost charge represents contributions payable by the charity to the fund.

|   | 31/12/2021<br>£ | 31/12/2020<br>£ |
|---|-----------------|-----------------|
| Contributions payable by the charity for the year | 3,283           | 3,266           |

#### 12 Remuneration to auditors

The total paid to the auditors by the charity related to the following services:

|                               | 31/12/2021<br>£ | 31/12/2020<br>£ |
|-------------------------------|-----------------|-----------------|
| Audit and accounts production | 1,893           | 2,413           |
|                               | 1,893           | 2,413           |

#### 13 Related party transactions

At the year end the charity was owed £107,151 (2020: £56,967) from The G.P.C.A. Link Trading Company Limited in respect of an interest free loan account.

The directors hold the shares in The G.P.C.A. Link Trading Company Limited on behalf of the charity. The directors have no beneficial interest in the issued share capital of The GPCA Link Trading Company Limited.

#### 14 Financial Commitments

At 31 December 2021 the charity had annual commitments under non-cancellable operating leases as follows:

|                    | Land and<br>buildings | Land and<br>buildings |
|--------------------|-----------------------|-----------------------|
| Expiry date:       | 31/12/2021<br>£       | 31/12/2020<br>£       |
| In over five years | 28,040                | 28,040                |
|                    | 28,040                | 28,040                |