

Registered number  
07372879

Quinborne Community Association  
Company Limited by Guarantee  
Report and Accounts

31 March 2021

Charity number 1139062



**Quinborne Community Association  
Company Limited by Guarantee**

**Report and accounts**

**Year ended 31 March 2021**

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**Quinborne Community Association  
Company Limited by Guarantee**

**Year ended 31 March 2021**

**Trustees Annual Report**

The Trustees, who are also Directors for the purposes of the Companies Act, present their report and the unaudited Financial Statements of the Charity for the year ended 31 March 2021

<b>Company name</b>	Quinborne Community Association
<b>Charity registration number</b>	1139062
<b>Company registration number</b>	7372879
<b>Registered Office</b>	Quinborne Community Centre Ridgacre Road Quinton Birmingham West Midlands B32 2TW
<b>Directors and Trustees</b>	J Hatfield (President) C Simmonds (ceased 27/12/2020) P Hatfield (Chairman) T Smith J Smith R Eade M Taylor (appointed 18/07/2018) E M Baines (appointed 25/09/2019)
<b>Company Secretary</b>	J Smith
<b>Independent Examiner</b>	William Hussey CTA Ketax Limited Three Oaks White Lane Ash Green Guildford Surrey GU12 6HW

**Structure, Governance and Management**

The organisation is a charitable company limited by guarantee, which was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under the Article of Association. The company was incorporated on 10th September 2010 and remained dormant until 1st April 2011, when it took over all of the activities, assets and liabilities of the Quinborne Community Association a registered charity, number 218804 and which operated from the same premises.



**Quinborne Community Association  
Company Limited by Guarantee  
Year ended 31 March 2021  
Trustees Annual Report (continued)**

**Structure, Governance and Management (continued)**

**Recruitment and appointment of Trustees and Directors**

All Trustees are Directors and the Board of Trustees act as the Management committee. Trustees are elected at the AGM and must be approved by the Board.

**Trustee induction and training**

New members are appointed from the local community and so are familiar with the area. They are briefed beforehand by existing trustees and staff on the charity's objectives, how it operates and their responsibilities as Directors and Trustees.

**Management and organisational structure**

The day to day activities of the Charity are undertaken by salaried staff, all of whom are based at the Community Centre. The Board of Trustees, all of whom are directors, meet on a regular basis to discuss key strategic and management issues involving all aspects of the Charity's operation.

**Risk Management**

The directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that adequate systems are in place to mitigate any exposure to such risks.

**The Trustees responsibilities in relation to the Financial statements**

The Trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and UK Accounting Standards (Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view and comply with Companies Act 2006 and the Charities SORP (FRS 102).

**Objectives and Activities**

As described in the Articles of Association the Company's objective is to provide facilities for the benefit of the inhabitants of the Harborne and Quinton neighbourhood. Our core activities continue to be supporting the community - youth & elderly with a target of defeating loneliness, isolation & supporting the disadvantaged. We have created friendly drop in facilities, with a range of room sizes & use options, with upgraded kitchen & refreshments facilities. Happy Corner Nursery, a private enterprise operates within the building working closely with us to support the needs of young families and pre-school children.

The global corona virus pandemic & periods of UK national lockdown have required the centre to be closed for all this reporting period. During the reporting period all staff have been furloughed under the Government's Coronavirus' Job Retention scheme, we anticipate re-opening the centre in late May 2021 inline with government advice. The directors have continued to meet &, regular site visits have been undertaken for essential maintenance including replacement of a heating boiler system. The Nursery has continued to operate.



**Company Limited by Guarantee**  
**Year ended 31 March 2021**  
**Trustees Annual Report (continued)**

The centre has benefited from the furlough scheme, Covid grants & some charitable funds. In addition we secured a Government bounceback loan, which will need to be repaid. This loan process was particularly difficult due to our current banking arrangements.

We are working hard to plan for a safe re-opening ( May 2021) incorporating all Covid safe measures, staff training & staff welfare sessions re return to work after a long lock down period. Engagement with the local community has continued via social media, telephone calls & a Christmas visit to 50 elderly members with a Christmas hamper funded by charitable donations.

During this period one of our directors- Colin Simmonds sadly passed away due to Covid. We greatly miss his enthusiasm & commitment to the centre, over the last few years he has secured in excess of half a million pounds funding for the centre & our work. We will in time create a permanent remembrance of Colin.

Staffing structures, job roles & pay will all be reviewed. Staff return to work sessions will be conducted to ensure all staff are confident to return & operate in the new environment. Vacancies will be filled as we have confidence of income.

Recruitment of new board members to fill several vacancies will be reviewed & action planned as to how best to undertake this important activity.

Key priorities for the coming year include:

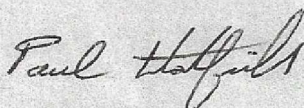
- Re-engagement with user groups
- Building maintenance - second boiler replacement, roof replacement ( to be funded by BCC)
- Delivery of Lottery programme Learning together
- New groups to be developed with new room lettings
- Review banking facilities

Finances continue to be tight for both the centre & our groups, so we have taken the decision to defer any room price increases until January 2022 when we have access usage & confidence to return to groups & activities. We will continue to seek the support of the local community, business & charitable fund.

We have developed an events programme for the centre & user groups which we plan to deliver dependent upon Covid social distancing requirements & user confidence.

Approved on behalf of the Directors/Trustees

14th September 2021



Paul Hatfield  
Chairman



**Quinborne Community Association  
Company Limited by Guarantee  
Year ended 31 March 2021**

**Independent Examiner's report to the Trustees and Members**

I report on the accounts of the Association for the year ended 31st March 2021, which are set out on pages 5 to 12.

**Respective responsibilities of Trustees and Examiner**

The charity's Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts (under section 145 of the Act);

to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act; and

to state whether particular matters have come to my attention.

**Basis of the Independent Examiner's report**

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

**Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements :

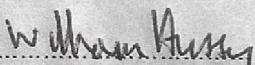
to keep accounting records in accordance with section 386 of the Companies Act 2006;

to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the statement of Recommended Practice: Accounting and Reporting for Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

William Hussey CTA  
Ketax Limited, Accountancy and Taxation Advisors  
Three Oaks,  
White Lane,  
Ash Green  
Guildford, Surrey, GU12 6HW

Signed   
William Hussey CTA  
14th September 2021



**Quinborne Community Association  
Company Limited by Guarantee  
Statement of Financial Activities  
for the year ended 31 March 2021**

	Notes	2021 £	2020 £
Incoming resources	15	236,365	235,639
Resources expended	15		
Direct costs		(4,191)	(20,942)
Administrative expenses		(183,647)	(206,577)
<b>Surplus</b>		<u>48,527</u>	<u>8,120</u>
Interest receivable		20	40
<b>Surplus after interest</b>		<u>48,547</u>	<u>8,160</u>
Tax		-	-
<b>Fund surplus for the year</b>		<u>48,547</u>	<u>8,160</u>



**Quinborne Community Association  
Company Limited by Guarantee  
Balance Sheet Company number 07372879  
as at 31 March 2021**

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	3	3,028	4,038
<b>Current assets</b>			
Debtors	4	1,053	6,938
Cash at bank and in hand		104,135	15,961
		105,188	22,899
<b>Creditors: amounts falling due within one year</b>	5	2,050	(218)
<b>Net current assets</b>		107,238	22,681
<b>Total assets less current liabilities</b>		110,266	26,719
<b>Creditors: amounts falling due after more than one year</b>	9	(45,000)	(10,000)
<b>Net assets</b>		65,266	16,719
<b>Funds</b>			
Unrestricted	11	29,266	11,159
Restricted	12	36,000	5,560
<b>Total funds</b>		65,266	16,719

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

*J. Hatfield*

J Hatfield  
Directors

*P. Hatfield*

P Hatfield

Approved by the Board on 14th September 2021

The notes on pages 7 to 12 form part of these financial statements



**Quinborne Community Association  
Company Limited by Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**1 Accounting policies**

**(a) Basis of preparation**

The financial statements have been prepared under the historical cost convention, in accordance with the provisions of the Companies Act 2006, the Statement of Recommended Practice for Charities (FRS 102) and the Charities Act 2011. A cashflow statement has not been prepared in accordance with the exemption provided by SORP (FRS 102) bulletin 1 February 2016.

**(b) Incoming Resources**

Voluntary income including donations and gifts and surpluses from fundraising activities are recognised in full in the Financial Statements when receivable. Grants, including grants for the purchase of fixed assets, are recognised in full in the Financial Statements in the year in which they are receivable.

**(c) Grants**

Unrestricted funds are available for use at the discretion of the Trustees.

Restricted funds must be used in accordance with the specific restrictions imposed by the donors.

**(d) Expenditure**

Expenditure is included in the accounts on an accrual basis, inclusive of irrecoverable VAT.

**(e) Stocks**

Stocks of cleaning material and stationery are valued at the lower of cost and net realisable value.

**(f) Fixed assets**

Fixed assets are depreciated at 25% per annum on a reducing balance basis.

**(g) Leasing and hire purchase commitments**

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

**2 Resources expended**

This is stated after charging:

Depreciation of owned fixed assets

2021	2020
£	£

1,010	1,346
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**Quinborne Community Association  
Company Limited by Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**3 Tangible fixed assets**

	Land and buildings £	Plant and machinery etc £	Total £
<b>Cost</b>			
At 1 April 2020	2,510	68,086	70,596
At 31 March 2021	2,510	68,086	70,596
<b>Depreciation</b>			
At 1 April 2020	2,510	64,048	66,558
Charge for the year	-	1,010	1,010
At 31 March 2021	2,510	65,058	67,568
<b>Net book value</b>			
At 31 March 2021	-	3,028	3,028
At 31 March 2020	-	4,038	4,038

**4 Debtors**

	2021 £	2020 £
Trade debtors	1,053	6,938

**5 Creditors: amounts falling due within one year**

	2021 £	2020 £
Trade creditors	(3,530)	-
Other taxes and social security costs	220	-
Other creditors	1,260	218
	(2,050)	218

**6 Staff and pension arrangements**

The company took on all of the staff employed by the previous charity. There were 10 employees as at 31st March 2021 who worked varying hours. Two members of staff earned more than £10,000. No employee was paid more than £60,000 per annum and no remuneration has been paid to any of the directors or Trustees, only expenses. The attention of all members of staff has been drawn to their eligibility for a stakeholder pension, and employees have been auto-enrolled from 1st April 2017. The company is aware of its obligations under the pension auto-enrolment legislation and Karl Howell has been nominated as the contact with the Pensions Regulator.



**Quinborne Community Association**  
**Company Limited by Guarantee**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

**7 Ridgacre Leisure Limited**

Quinborne Community Association provides accommodation and equipment for a bar and cafeteria for users of its facilities. The bar and cafeteria were operated by Ridgacre Leisure Limited. This company acted as a trading company for the Association and passed all of its profits over to the Association as Gift Aid. The shares in the company were all held by members of the Board of Trustees. From 1st April 2012 Quinborne Community Association has taken over the operation of the bar and cafeteria and application was made to the Register of Companies for Ridgacre to be struck off. The company was dissolved on 13th March 2013.

**8 Leases**

The Company has a 25 year lease on its premises from Birmingham City Council with effect from 3rd December 2008 at an annual rental of £32,500 pa. The rent is fully funded by a grant from the City Council, but the company does have to pay business rates and a maintenance charge to the City Council. The company has a 5 year lease rental commitment for a photocopier which was renewed in 2017.

**9 Creditors: amounts falling due after one year**

	2021 £	2020 £
Bank loans	35,000	-
Director's loan	10,000	10,000
	<u>45,000</u>	<u>10,000</u>

**10 Taxation**

As a charity Quinborne Community Association is exempt from tax on income and gains falling within section 480, Corporation Taxes Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that these are applied to its charitable objectives.

**11 Statement of funds**

	At 1 April 2020 £	Incoming resources £	Resources expended £	At 31 March 2021 £
<b>Restricted funds</b>				
The Big Lottery	-	33,750	5,750	28,000
Heart of England	-	9,400	1,400	8,000
ESC lottery fund	-	8,000	8,000	-
Baron Davenport	-	500	500	-
Other grants ( Clothes Workers)	5,560	-	5,560	-
Total restricted funds	<u>5,560</u>	<u>51,650</u>	<u>21,210</u>	<u>36,000</u>
Unrestricted funds	<u>11,159</u>	<u>184,735</u>	<u>166,628</u>	<u>29,266</u>
Total of all funds	<u><u>16,719</u></u>	<u><u>236,385</u></u>	<u><u>187,838</u></u>	<u><u>65,266</u></u>



**Quinborne Community Association  
Company Limited by Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

**12 Purpose of fund accounts**

The Big lottery funds will be used for funding new courses; the Heart of England funds will be used primarily on virtual learning with £1,000 for the Christmas lunch club; the ESC lottery fund will be used to fund sporting activity; the Baron Davenport funds were used for the Christmas luncheon club.

**13 Company Limited by guarantee**

The company is limited by guarantee and as at 31st March 2021 there were three members, all of whom were members when the company was incorporated. In accordance with the Articles of Association the liability of each member in the event of the company being wound up is restricted to £1.

**14 Related party transactions**

The company did not make any payments to the Directors. There is no ultimate controlling party, the company being limited by guarantee.



**Quinborne Community Association  
Company Limited by Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

<b>15</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources- Unrestricted funds</b>		
Donations	8,118	8,269
Rental grant	32,500	32,500
Other grants	18,680	15,950
Cafe recuperation	1,750	26,630
Fund raising	100	6,348
HMRC JRS Grant	69,388	-
BCC Grant	33,100	-
Vending machine sales	-	1,559
Room hire	16,643	102,823
Utility recharges	4,436	6,060
Costs recharged	-	5,006
Luncheon club activities	-	6,249
<b>15 Incoming resources restricted</b>		
Awards for All	-	9,850
Harborne Parish lands	-	10,615
Baron Davenport	500	300
Lillie C Johnson Trust	-	500
Co-operative Society	-	1,980
W G Edwards Charitable Foundation	-	1,000
Fund raising	-	-
Utility recuperation	-	-
Heart of England	9,400	-
ESC lottery fund	8,000	-
Big Lottery funding	33,750	-
	<u>236,365</u>	<u>235,639</u>
<b>Direct purchases</b>		
Cafe purchases	1,091	14,298
Vending machine purchases	264	352
Luncheon club expenses	2,144	4,631
Miscellaneous purchases	692	1,661
	<u>4,191</u>	<u>20,942</u>



**Quinborne Community Association  
Company Limited by Guarantee  
Notes to the Accounts  
for the year ended 31 March 2021**

<b>15</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Administrative expenses</b>		
Employee costs:		
Wages and salaries	94,031	107,974
Workwear	-	236
Pensions	1,185	1,246
Employer's NI	72	1,159
Tutor expenses	-	1,250
	<u>95,288</u>	<u>111,865</u>
Premises costs:		
Rent	32,500	32,500
Rates	2,847	7,193
Light and heat	13,626	17,305
Insurance	3,901	3,838
COVID related costs	3,089	-
Repairs and maintenance	16,887	1,148
Cleaning	1,091	1,434
Refuse collection	-	1,655
Health and safety checks	2,636	3,253
	<u>76,577</u>	<u>68,326</u>
General administrative expenses:		
Telephone and fax	1,259	1,355
Postage	58	169
Stationery and printing	822	672
Licences	2,396	657
Bank charges	356	875
Equipment expensed	703	606
Equipment hire	2,449	2,848
Software	1,709	1,495
Repairs and maintenance	-	14,123
Depreciation	1,010	1,346
Sundry expenses	-	2
	<u>10,762</u>	<u>24,148</u>
Legal and professional costs:		
Accountancy fees	1,020	1,176
Advertising and PR	-	1,062
	<u>1,020</u>	<u>2,238</u>
	<u>183,647</u>	<u>206,577</u>