

Charity registration number 1141618

Company registration number 07386863 (England and Wales)

WEST WATFORD COMMUNITY ASSOCIATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

WEST WATFORD COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Lynda Bullock Paul Cavallari Susan Ettridge Peter Granger Lisa Howlett Patricia Lee Chinyanta Nkonkomalimba Ethaar El-Emir John Garratt Stephanie Lennox Massimo Trebar Anouska Anderson
Centre Development Workers	Pavlina Kingsleigh Virginie Jones (until 30 June 2022)
Charity number	1141618
Company number	07386863
Principal address	15 Harwoods Road Watford Hertfordshire WD18 7RB
Registered office	15 Harwoods Road Watford Hertfordshire WD18 7RB
Independent examiner	Gary Howard FCA Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE
Bankers	Metro Bank PLC One Southampton Row London WC1B 5HA

WEST WATFORD COMMUNITY ASSOCIATION

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent examiner's report	8
Statement of financial activities	9 - 10
Balance sheet	11
Notes to the financial statements	12 - 21

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report and accounts for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

Objectives

1. The West Watford Community Association (WWCA) is established for charitable objects only. In particular WWCA is established to promote the benefit of the inhabitants of West Watford without distinction of age, sex, race, political, religious or other opinions, by associating the statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for health, recreation and leisure time occupation, with the object of improving conditions of life for the inhabitants.
2. To establish or secure the establishment of a Community Centre (hereinafter called 'the Centre') and to maintain and manage, or to co-operate with any local statutory body in the maintenance and management of such a centre for activities promoted by West Watford Community Association and its constituent bodies in furtherance of the above objects.

WWCA aims to provide services and support to the local community of West Watford in response to their needs. We aim to be accessible to all and to provide a centre for learning, support and social interaction, fostering a community spirit and equality of opportunity.

We will achieve this through: listening to ideas and comments from the local community; providing services, activities, classes and one-off events including those suggested by the local community; offering rooms for hire; website and window posters and volunteering opportunities.

Our objectives for 2022/2023 were:

- For trustees and staff to remain informed with updates about on-going pandemic, related safe health & safety measures, financial impact and partnerships. On-going training for staff and trustees remains the key.
- To re-assess activities and plan for future considering Covid-19 and its impact
- Introduce new activities and monitor uptake.
- To make sure the premises are suitable for current situation and for users to feel safe being indoors while participating in activities.
- To monitor uptake of activities whilst the pandemic is active.
- To remain flexible with activities and schedule to meet the needs of people while considering the ever changing and unstable economic landscape created by the ongoing pandemic and climate change.
- To give users the opportunity to find ways to improve themselves through a variety of activities and volunteering opportunities.
- To consider ways to remain sustainable while you cannot completely plan for insecure/ unexpected outcomes created by the pandemic.

Public benefit statement

The trustees have paid due regard to guidance issued by the Charity Commission regarding public benefit in deciding what activities the charity should undertake.

Activities

The following services and activities fulfil WWCA's aims and objectives and were provided in this period:

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Art Group - This popular group provides a tranquil space for people to be creative. This is not a class, participants support each other to grow creatively in an informal, non-judgemental and friendly setting. It is now widely accepted that the quiet pursuance of creative activities in the company of others increases people's level of well-being and we are committed to provide a range of groups for this purpose. This group also support each other via regular WhatsApp.

Art Exhibition - Art group put together two exhibitions of their artworks. This help the group to work as a team on a joint project and helped further their bond. The exhibitions are open to all residents and visitors without a charge and it is an ongoing project with themes changed periodically.

Baby and Toddler Group - Baby and Toddler Group is aimed for those under 5 years old and their parents/carers. It is well attended and shows there is continued demand for the service. Parents and carers have the chance not only to socialise their charges but also to make connections themselves. We also organise for Wildlife Trust to come and talk to attendees about their local project, Next Door Nature, as well as Herts Reusable Nappy Scheme who come to talk about the environment impact of single use nappies and its alternatives.

Chair Yoga - Led by an ex NHS physiotherapist assistant who is also a qualified yoga instructor, this group benefits those unable to do classic mat or standing exercises. They meet once a week.

Chess Group - Twice monthly group for players who do not have anyone to play with or those wishing to learn. This group is volunteer run by Shabir Ahmed.

Community Coffee Morning - This volunteer run community coffee morning takes place each Monday except for Bank Holidays. People of all ages attend and it is a great place to get to know your neighbours better. Coffee Morning has been a beacon of light for our users who are isolated, they become closer to people they wouldn't have known so well otherwise. They can be as sociable as they want or if they prefer they can be listeners within a group. Usually once they find their confidence within the group, this progresses to an active participation in conversations. As part of the national drive to combat loneliness the Coffee Morning opens during the Christmas holiday and Easter season. We also hold specific talk during our Coffee Mornings. These included: How to protect yourselves from scams and Help with Energy Cost by Watford Citizen Advice; Power of Attorney with Real Time Care; Inheritance Tax Changes by Silver Time Legal.

Crafty Sew and Sews - This fundraising group for keen crafters meets about once a month to discuss what items to produce for our Handmade Sale events and to work in a group sharing their knowledge. Much work is also done by these volunteers at home between sessions. They produce high quality handmade items using donated materials. These hand-crafted gifts and goodies are then sold at our bi-annual Handmade in West Watford Craft and Cake Sale to raise funds for WWCA.

Creative Power WhatsApp Group - Group of crafting ladies who met on our previous Creative Power workshops can keep in touch about their current projects and anything else via WhatsApp Group organised by us.

Crochet, Knit and Natter - These popular sessions take place twice a month and are led by experienced and very patient craft volunteer Christine Ball. Participants work on their own projects, or learn a new skill, in the company of others who enjoy knitting and crochet. Other crafts are also welcome. Help is on hand if you get stuck with anything or want to learn a new stitch or technique. Group members also enjoy chatting generally and discussing matters of common interest. There are two versions of this group – afternoon one and an evening one for those unable to attend during daytime.

Digital Inclusion for Older People - These weekly sessions on Tuesday mornings are led by volunteer Khalid Haneef or Shabir Ahmed, both with a background in IT. With more and more key services having to be accessed on-line it is important that older people can use their laptops, tablets and smart phones to do what they need. Those attending praise Khalid's and Shabir's calm and patient teaching and their clear way of explaining new concepts. This group reduces isolation for older carers, those with disabilities and those older people who live alone.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Drop-In - We see a continued demand for one to one meetings, be it for social/ loneliness purpose or to help with various administrative issues. We have also offered sign posting to other relevant bodies and services.

Festive Get Together - People of all ages and faiths join us in December for a lively gathering and sing-a-song. We enjoy music from local musician and our volunteer Nij Biswas.

French Conversation - Led by Senior Centre Development Worker, Virginie Jones, who is French, this group meets fortnightly on a Monday evening on Zoom and gives those with good knowledge of the French language the opportunity to practise and improve their French conversation and discussion skills. Various relevant topics and vocabulary is introduced every session. This also becomes Zoom opportunity to socialise.

Guitar Group - Our self-help Guitar Group is held twice a month on Friday evenings. Adults with a little or some experience of playing are able to make music together and improve their musical knowledge and skills and to get feedback on their own progress. This group also keeps in touch outside the gatherings.

Newsletters - These email newsletters contained links to signposting, free local events and activities, and our own events and groups.

Over 50s Exercise - Tutor Nicole Hussey leads this exercise group to music. It focuses on the older generation through light aerobic exercise. This group always comes in early to have a little social catch up beforehand.

Pilates (Women Only) - Experienced fitness instructor Rabina Malik teaches these classes that comprise a series of specific exercises executed on a mat. These classes develop core strength in the abdominals and lower back to improve posture, balance and flexibility. These can also be adapted depending on each member's limitations.

Social Creative Time on Zoom - We continue this group on Zoom where residents can choose to attend as an observer or a presenter. The main purpose of this group is to share skills, knowledge, life experiences and interest and to encourage digital literacy and give those presenting a sense of purpose. Some of the topics covered are: In & Around Watford 1922-2022; a 3 part talk on Illustrated Walk Through Watford; History of Paper Making; The Rev A Reed & The London Orphan Asylum.

All these provide another haven for socialising and getting to know each other better in a safe and friendly environment. This project is supported by The National Lottery Community Fund.

Warm Places - We run this group three times a week at various times of the day to make it suitable to different demographical needs. The idea comes from the rising cost of living and its the aim is to help residents cut the cost of their heating by offering an alternative space to stay for a period of time. We offer a hot drink/ soup, free wifi, and a friendly chat should they wish to. We call this national initiative Coffee Evening/Afternoon/Morning so as not to alienate anyone who feels conscious. This initiative is also known as Warm Places/ Welcoming Spaces nationwide.

Watford Area Memories Group - Over 60s come from all over the area to attend our reminiscence group who usually meets at the community centre on the penultimate Friday afternoon of each month (except August). Experienced reminiscence volunteers gently lead a guided conversation to enable group members to share their memories. Sometimes the meetings have a theme and often group members bring along objects or photos to share with the group. Topics are being chosen to encourage good communication, and as a ground again to feel less isolated. Members of this group support each other as well with regular emails.

WestWatch - We print our activities and opportunities as a brochure twice a year. With the help of volunteers, we deliver this brochure to over 3,000 local households. The brochure lists all our regular activities, some pop up events and volunteering opportunities.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

Yoga - Our tutor is teaching vinyasa flow style yoga. This class looks at improving strength, flexibility and balance, which leads to improved body awareness, posture and coordination. It will allow attendees to challenge what they think that they are capable of whilst giving them a way to release tension whilst taking some time for themselves. This group also seems to be an emerging microcommunity, with common interest acting as the bridge to a wider social opportunities outside of the Centre.

Other Groups using the West Watford Community Centre during this period are:

The Centre is also used by Indian Classical Dance for Children Group, Catechism Classes for Malayalee Community Group, a number of local Counsellors as well as local residents for private events.

Significant Activities

We have put on one-off events that bring the community together. In 2022-23 these were our Festive Get-Together; International Women's Day, Art Exhibition, Easter themed half term crafts for Children, Cuppa with a Cop, Bicycle Security Marking by Police, Macmillan Coffee Morning, Jubilee Celebrations, Guitar Music Evenings with Nij Biswas and Heritage Open Day Event. Some of these were purely social and well-being and some raised much needed funds for the Centre.

Added new courses to our programme. These were: Chess Group, Warm Places, Over 50s Exercise.

We worked in partnership with others to improve our offer and reach. In particular, with CAB, Police, WBC, W3RT, Silver Legal, Real Time Care, and other stakeholders to help us and users keep informed and able to sign post to the relevant body or community group. We also work with our local Wildlife Trust and Reusable Nappy Scheme who attend our Baby and Toddler sessions.

Volunteers

We are particularly keen to encourage people who live, work or volunteer in West Watford to become volunteers with WWCA. Volunteers receive an informal interview, induction and on-going support. We are particularly pleased that many of our activities are volunteer led.

None of the activities and achievements listed above would have been possible without the much valued support of our wonderful 46 volunteers who gave 895 hours of their time in 2022/23 at the community centre or at WWCA organised events. At the national living wage rate £9.50 this equates to added value of £8,502. This doesn't take account of the huge amount of time given by our volunteers at home making items for our craft sales and preparing for workshops.

Achievements and Performance

In 2022/23 we had 6,396 attendances at community activities, events and services organised by WWCA. Although our primary focus is West Watford we attracted users from all over the Borough of Watford and some from neighbouring local authorities. Our users represent our diverse local community.

Thanks to our volunteers we raise just over £750 at our spring Handmade in West Watford Craft and Cake Sale, and other £820 at our winter Handmade Sale. Our Zoom activities are free of charge to encourage attendance, to alleviate loneliness and social isolation and not to put on additional financial pressure felt by most. Some users chose to make a donation to show their support.

Financial review

The income for the year was £48,513 with expenditure of £49,426 giving a deficit for the year of £913. The charitable company has designated reserves of £16,865 set aside for specific purposes.

In the light of the continued difficult economic climate with cuts being made to our main funders' income the Trustees have set a target of unrestricted and undesignated reserves at a minimum of 50% of one year's core expenditure. This level of reserves has currently been achieved.

We are grateful to receive additional government support funding through Watford Borough Council.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

Strategic report

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the trustees to present a strategic report.

Principal sources of income

We would like to thank our funders and supporters for their kind support. We received funding and financial donations from:

Watford Borough Council (towards general running costs and rent and additional government support)
Watford Local Councillors
Herfordshire Community Foundation
Watford & Three Rivers Trust
National Lottery Community Fund

In addition, we received donations of services and goods from:
Nij Biswas – live music at Festive Get-Together and Guitar Evenings
Tesco Extra, Whippendell Road – refreshments for social events
Steven Howlett – vegetable boxes for social events

Risk management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for the future

The Trustees aim to:

- To monitor uptake of existing and new activities/events.
- To continue to provide an eclectic programme of regular activities, short and one-off courses and social events with broad appeal.
- To remain flexible with activities and schedule to meet the needs of people while considering the ever changing and unstable economic landscape created by the ongoing pandemic and climate change.
- To give users the opportunity to find ways to improve themselves through a variety of activities and volunteering opportunities.
- To create a new business plan
- To organize Centre's 50th Anniversary event.
- To further encourage partnerships, including the exchange of skills, with other organizations and within the community.
- To further promote Hall Hire as an alternative source of income.

Structure, governance and management

The charity was formed as an unincorporated organisation. The charity was subsequently incorporated on 24 September 2010 as a company limited by guarantee and has no share capital. The charitable company took over the association on 01 April 2011 from the previous unincorporated charity. The charitable company was registered as a charity by the Charity Commission on 27 April 2011.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Lynda Bullock
Paul Cavallari
Susan Ettridge
Peter Granger
Lisa Howlett
Patricia Lee
Chinyanta Nkonkomalimba
Ethaar El-Emir
John Garratt
Stephanie Lennox
Massimo Trebar
Anouska Anderson

(Appointed 6 October 2022)

All Trustees must live, work or volunteer in West Watford. Trustees are elected annually at the Annual General Meeting (AGM) by members of the local community. The board of Trustees has the power to appoint additional Trustees as it sees fit. New Trustees are recruited from persons identified by current Trustees as having a skill that will benefit the Association. Such persons are appointed until the next AGM when they must retire but are eligible for re-election. All of the Trustees are members of the company and guarantee to contribute £10 in the event of a winding up. Trustees complete a declaration of interests form annually or when their circumstances change.

New Trustees are provided with an information pack. They are supported by the Chair and other experienced Trustees. All new Trustees are offered the opportunity to attend training on their roles and responsibilities. The Trustees are regularly informed of other relevant training and encouraged to attend.

The Trustees set up ad hoc working groups to carry out relevant work between Management Committee meetings. In addition, the Chair, Vice-Chair and Treasurer work on all areas of change, such as the Business Plan, with the staff. These are then taken back to the full Management Committee for comment and ratification.

Working collaboratively has always been a feature of WWCA's work and we are pleased to be able to provide projects, services and activities in partnership with others. In this way we are able to offer more benefits to our local community than if we worked in isolation. Sharing ideas, expertise and resources is an efficient way of cutting costs, effort and duplication of service. We look forward to continuing and expanding our networks and improving service provision for the people of West Watford. In this period, we worked with:

- Silver Time Legal
- Real Time Care
- Citizens Advice
- Herts Reusable Nappy Scheme
- Wildlife Trust
- Hertfordshire Constabulary
- Watford & Three Rivers Trust
- Watford Borough Council
- Watford Museum

The trustees' report was approved by the Board of Trustees.



Peter Granger

Trustee

Dated: 11 September 2023

WEST WATFORD COMMUNITY ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors of West Watford Community Association for the purpose 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 Practice).

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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WEST WATFORD COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WEST WATFORD COMMUNITY ASSOCIATION

I report to the trustees on my examination of the financial statements of West Watford Community Association (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.



Gary Howard FCA

Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 18 September 2023

WEST WATFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes				
Income from:					
Donations and legacies	3	23,705	-	23,705	43,096
Operation of Community Centre in West Watford	4	10,969	11,427	22,396	14,664
Fundraising events and activities	5	2,317	-	2,317	1,777
Investments	6	95	-	95	194
Total income		37,086	11,427	48,513	59,731
Expenditure on:					
Operation of Community Centre in West Watford	7	40,890	8,536	49,426	47,955
Net (outgoing)/incoming resources before transfers		(3,804)	2,891	(913)	11,776
Gross transfers between funds		1,580	(1,580)	-	-
Net (expenditure)/income for the year/ Net movement in funds		(2,224)	1,311	(913)	11,776
Fund balances at 1 April 2022		65,661	4,210	69,871	58,095
Fund balances at 31 March 2023		63,437	5,521	68,958	69,871

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WEST WATFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes			
Income from:				
Donations and legacies	3	43,096	-	43,096
Operation of Community Centre in West Watford	4	7,756	6,908	14,664
Fundraising events and activities	5	1,777	-	1,777
Investments	6	194	-	194
Total income		52,823	6,908	59,731
Expenditure on:				
Operation of Community Centre in West Watford	7	40,505	7,450	47,955
Net (outgoing)/incoming resources before transfers		12,318	(542)	11,776
Net (expenditure)/income for the year/ Net movement in funds		12,318	(542)	11,776
Fund balances at 1 April 2021		53,343	4,752	58,095
Fund balances at 31 March 2022		65,661	4,210	69,871

WEST WATFORD COMMUNITY ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	11		1,486		914
Current assets					
Debtors	12	1,702		689	
Cash at bank and in hand		70,151		72,067	
		71,853		72,756	
Creditors: amounts falling due within one year	13	(4,381)		(3,799)	
Net current assets			67,472		68,957
Total assets less current liabilities			68,958		69,871
Income funds					
Restricted funds	14		5,521		4,210
<u>Unrestricted funds</u>					
Designated funds	15	16,865		16,865	
General unrestricted funds		46,572		48,796	
			63,437		65,661
			68,958		69,871

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

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

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

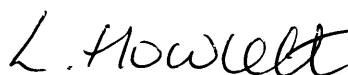
These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 11 September 2023



Peter Granger
Trustee

Lisa Howlett
Trustee



Company Registration No. 07386863

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

West Watford Community Association is a private company limited by guarantee incorporated in England and Wales. The registered office is 15 Harwoods Road, Watford, Hertfordshire, WD18 7RB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Donations and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants receivable are recognised in incoming resources when these are receivable except where donors have specified that grants given to the charity must be used in a future accounting period or donors have imposed conditions that have to be fulfilled before the charity is entitled to use that income.

Income is deferred where a donor has specified that the donation or grant is to be used in a future accounting period.

1.5 Expenditure

Expenditure is included in the Statement of Financial Activities when it is incurred.

The majority of costs are directly attributable to specific activities. Where they are material shared costs are apportioned to activities in furtherance of the objects of the charity.

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	25% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	290	1,514
Core grants	23,415	41,582
	<u>23,705</u>	<u>43,096</u>

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and legacies

(Continued)

Grants receivable for core activities

Watford Borough Council - core grant	23,415	23,415
Watford Borough Council - Omicron Hospitality & Leisure Grant	-	2,667
Watford Borough Council - Restart Grant	-	8,000
Watford & Three Rivers Trust - Community Grant	-	7,500
	<u>23,415</u>	<u>41,582</u>

4 Operation of Community Centre in West Watford

	2023 £	2022 £
Community Centre activities income	10,969	7,756
Grants receivable	11,427	6,908
	<u>22,396</u>	<u>14,664</u>
Analysis by fund		
Unrestricted funds	10,969	7,756
Restricted funds	11,427	6,908
	<u>22,396</u>	<u>14,664</u>
Grants receivable		
Watford Borough Council - Accommodation	4,300	4,300
Watford Borough Council - Locality Budgets	1,430	-
Hertfordshire Community Foundation	1,033	-
Watford & Three Rivers Trust	320	2,085
The National Lottery Community Fund	4,344	-
Asda Foundation	-	523
	<u>11,427</u>	<u>6,908</u>

5 Fundraising events and activities

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Fundraising events	<u>2,317</u>	<u>1,777</u>

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

6 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	95	194

7 Operation of Community Centre in West Watford

	2023	2022
	£	£
Staff costs	26,582	27,728
Depreciation and impairment	596	304
Tutors costs	1,946	1,554
Activities costs	571	475
Premises costs	7,439	7,461
Insurance costs	810	801
Repairs and maintenance costs	5,023	4,094
Office costs	1,666	2,344
Centre equipment costs	866	-
Publicity and promotion	1,485	1,515
General expenses	389	170
Legal and professional costs	943	351
Volunteer costs	-	48
Governance costs	1,110	1,110
	<u>49,426</u>	<u>47,955</u>
Analysis by fund		
Unrestricted funds	40,890	40,505
Restricted funds	8,536	7,450
	<u>49,426</u>	<u>47,955</u>

Governance costs comprise of independent examiners fees £1,110 (2022: £1,110). During the year, the independent examiners were also paid £288 (2022: £288) in respect of payroll services.

8 Trustees

One of the trustees was refunded the cost of computer equipment purchased on behalf of the centre (£1,168) and none received any remuneration during the year (2022: Nil).

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Activities	2	2

Employment costs

	2023 £	2022 £
Wages and salaries	26,116	27,285
Other pension costs	466	443
	<u>26,582</u>	<u>27,728</u>

There were no employees whose annual remuneration was £60,000 or more.

10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

11 Tangible fixed assets

	Computers £
Cost	
At 1 April 2022	3,738
Additions	1,168
At 31 March 2023	<u>4,906</u>
Depreciation and impairment	
At 1 April 2022	2,824
Depreciation charged in the year	596
At 31 March 2023	<u>3,420</u>
Carrying amount	
At 31 March 2023	<u>1,486</u>
At 31 March 2022	<u>914</u>

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

12 Debtors	2023	2022
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	1,702	689
	<u> </u>	<u> </u>
13 Creditors: amounts falling due within one year	2023	2022
	£	£
Accruals and deferred income	4,381	3,799
	<u> </u>	<u> </u>

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2021 £	Movement in funds		Balance at 1 April 2022 £	Movement in funds		Transfers	Balance at 31 March 2023 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	£	
Digital Inclusion (IT)	767	-	(355)	412	-	-	(412)	-
Watford Borough Council Annual Fund 2019	2	-	-	2	-	(1)	-	1
Westie LETS Allotment	815	-	(164)	651	-	-	-	651
WBC Accommodation Grant	-	4,300	(4,300)	-	4,300	(4,300)	-	-
Hertfordshire Community Foundation	542	-	(5)	537	-	(30)	-	507
Locality Budgets	215	-	(215)	-	-	-	-	-
The National Lottery Community Fund	2,411	-	(2,411)	-	-	-	-	-
Improvements grant	-	2,085	-	2,085	-	(653)	-	1,432
Asda Foundation Grant	-	523	-	523	-	(406)	-	117
Warm Places project	-	-	-	-	1,353	(1,353)	-	-
Social Creative Talks on Zoom	-	-	-	-	4,344	(1,793)	(1,168)	1,383
Board Games, equipment & refurbishment	-	-	-	-	1,430	-	-	1,430
	<u>4,752</u>	<u>6,908</u>	<u>(7,450)</u>	<u>4,210</u>	<u>11,427</u>	<u>(8,536)</u>	<u>(1,580)</u>	<u>5,521</u>

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

(Continued)

14 Restricted funds

Digital Inclusion (IT) is funding to promote digital inclusion in the locality. The transfer represents the purchase of capitalised assets that have been transferred to unrestricted funds after acquisition.

The Watford Borough Council Annual Fund is funding to buy sensory play equipment for Toddler Group.

Westie LETS allotment is funding from Tesco Bags of Help towards the costs of the West Watford Inclusive Allotment.

WBC accommodation grant is the provision of premises by Watford Borough Council.

Hertfordshire Community Foundation is funding for our Future in a Virtual World project to create interactive live classes and a good network of off premises social interactions via various application groups and support users to access them.

Locality Budgets is funding from Hertfordshire County Council and Watford Borough Council for building improvements and equipment for the Art Group.

The National Lottery Community Fund is funding for Virtual Social for Creative Time which is for older users to get together on Zoom and use their knowledge to prepare a creative session.

Improvements grant is funding from Watford & Three Rivers Trust to pay for improvements at the Centre.

Asda Foundation Grant is funding for our Bringing Communities Back Together project.

Warm Places is grant funding from Hertfordshire Community Foundation and Watford & Three Rivers Trust towards a project to provide a warm and welcoming space during the winter months.

Social Creative Talks on Zoom is a project to organise Zoom talks that give a warm socialising platform to all users. The project is funded by The National Lottery Community Fund. The transfer represents the purchase of capitalised assets that have been transferred to unrestricted funds now that they have been acquired.

Board Games, equipment & refurbishment is funding from Watford Borough Councillors towards the cost of board games, and equipment for the centre and towards the cost of painting and decorating the centre.

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021 £	Movement in funds Incoming resources £	Balance at 1 April 2022 £	Movement in funds Incoming resources £	Balance at 31 March 2023 £
Building repair and maintenance fund	16,666	-	16,666	-	16,666
Westie LETS	199	-	199	-	199
	<u>16,865</u>	<u>-</u>	<u>16,865</u>	<u>-</u>	<u>16,865</u>

The building repair and maintenance is a provision to cover future repairs and maintenance of the Community Association's premises.

Membership fees paid by the members of the Westie LETS Scheme are designated to fund future running costs of the scheme.

16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:					
Tangible assets	1,486	-	1,486	914	914
Current assets/(liabilities)	61,951	5,521	67,472	4,210	68,957
	<u>63,437</u>	<u>5,521</u>	<u>68,958</u>	<u>4,210</u>	<u>69,871</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).