

# THE LEATHERHEAD COMMUNITY ASSOCIATION

England & Wales · Charity number 1142164

## Details

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Other names	LCA
Status	Registered
Legal form	Charitable company
Company number	<a href="#">07608015</a>
Registered	2011-05-31
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	The Institute 67 High Street Leatherhead KT22 8AH
Phone	01372360508
Email	<a href="mailto:lca2@leatherheadca.org.uk">lca2@leatherheadca.org.uk</a>
Website	<a href="http://www.leatherheadca.org.uk">www.leatherheadca.org.uk</a>

## Activities

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**Objects:** (A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE TOWN OF LEATHERHEAD AND ITS SURROUNDING DISTRICTS (DEFINED AS THE AREA OF AUTHORITY OF THE MOLE VALLEY DISTRICT COUNCIL OR ANY SUCCESSOR BODY, TOGETHER WITH ANY OTHER AREA WITHIN 6 MILES OF THE CHARITY'S REGISTERED OFFICE AND HEREINAFTER CALLED THE "AREA OF BENEFIT") WITHOUT DISTINCTION OF GENDER, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE STATUTORY AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS IN LIFE FOR THE SAID INHABITANTS; (B) TO ESTABLISH, OR SECURE THE ESTABLISHMENT OF, A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE THE SAME (WHETHER ALONE OR IN CO-OPERATION WITH ANY STATUTORY AUTHORITY OR ANY OTHER PERSON OR BODY) IN FURTHERANCE OF THE OBJECTS; (C) TO PROMOTE SUCH OTHER CHARITABLE PURPOSES WITHIN THE AREA OF BENEFIT AS MAY FROM TIME TO TIME BE DETERMINED

**Activities:** Hiring rooms to 70+ organisations, for educational, recreational and social activities. Organising events and activities including visits to properties, gardens, museums, galleries and concerts. Lectures, coffee mornings, indoor games and a library are provided. For younger residents awards are made for educational purposes including participation in the Duke of Edinburgh Award Scheme.

## Classification

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- **How:** Makes Grants To Individuals, Provides Buildings/facilities/open Space
- **What:** Education/training, Recreation
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** SURREY
- Surrey

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£158,060	£140,248	-	-
2024-03-31	£138,522	£127,782	-	-
2023-03-31	£112,997	£112,293	-	-
2022-03-31	£90,001	£97,463	-	-
2021-03-31	£65,282	£71,276	-	-

## Trustees

Name	Role	Appointed
DAVID WILLIAM HANSON		2012-02-07
Irene Gawne		2021-07-30
James Falkner		2017-07-13
Joanna Alison Slater		2019-01-24
Kathryn Oakley		2022-02-07
Simon Ritchie		2021-07-30

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

England & Wales - Charity number 1142164

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# Accounts

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**THE LEATHERHEAD COMMUNITY ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**Company Number 07608015**

**Charity Number 1142164**



The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	<b>1</b>
Independent examiner's report to the Trustees	<b>12</b>
Statement of financial activities	<b>13</b>
Balance sheet	<b>14</b>
Notes to the financial statements	<b>15</b>

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Registered name</b>	The Leatherhead Community Association
<b>Registered number</b>	07608015
<b>Charity registration number</b>	1142164
<b>Registered Office and Operational Address</b>	Leatherhead Institute 67 High Street Leatherhead KT22 8AH

### DIRECTORS AND TRUSTEES

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are referred to collectively as the Trustees. The Trustees serving during the period and since the end of the period were as follows:

Mr S A Ritchie	Chairman
Mr D W Hanson	Treasurer
Mrs L J Coulton	(Retired July 2024)
Mr J Falkner	
Mrs F Fleming	(Retired July 2024)
Mrs I Gawne	
Mrs K Oakley	
Mrs M H Shiers	(Appointed July 2024)
Mrs J A Slater	

**COMPANY SECRETARY** Mrs J A Slater

**COORDINATOR** Mrs M H Shiers

**ADMINISTRATOR** Mrs L M Ager

**INDEPENDENT EXAMINER** Mr S P F Howell, FCCA  
TC Group  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
GU9 8BB

**PRINCIPAL BANKERS** HSBC Bank PLC

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

The Trustees present their report and examined accounts for the year ended 31 March 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative information set out above forms part of this report.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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) issued in October 2019.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### CONSTITUTION, OBJECTS, AIMS AND POLICIES

##### Governing Document

The Association is a company limited by guarantee and is a registered charity. It is governed by its Articles of Association, which were registered with Companies House at its incorporation on 18 April 2011 and registered with the Charity Commission on 31 May 2011. The company was dormant until 1 July 2011 when it took over the assets and activities of an unincorporated charity with the same name, charity number 277404.

##### Constitution

In accordance with its Articles the purpose of the Association shall be:

- a. to promote the benefit of the inhabitants of the town of Leatherhead and its surrounding districts (defined as the area of authority of the Mole Valley District Council or any successor body, together with any other area within 6 miles of the charity's registered office and hereinafter called the "area of benefit") without distinction of gender, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions in life for the said inhabitants;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes within the area of benefit as may from time to time be determined.

The Association shall be non-partisan in politics and non-sectarian in religion.

##### Aims and Policies

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. In particular, the Trustees have considered how planned activities will contribute to the charitable aims of the Association as follows:

Hiring rooms to over 70 organisations, for educational, recreational and social activities.

Organising events and activities including London Walks, Visits to Properties, Gardens, Museums, Galleries and Concerts.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

#### **Aims and Policies** *(continued)*

Providing Art Lectures, General Interest Lectures, Coffee Mornings, Indoor Games, Walks in the Surrey Area, Music Appreciation, Book Club and Guitar Lessons, Knitting and Crocheting for Charity and Sewing. There is a well-stocked free lending library, with a range of jigsaw puzzles, also available free of charge.

#### **CHAIRMAN'S STATEMENT**

The Leatherhead Community Association warmly welcomes members, members' groups, recreational and social hirers, together with all business hirers into the institute and continues to offer good facilities at the heart of Leatherhead Town Centre.

Our Annual Report covers the considerable contribution made jointly by the Trustees, Administrator, Coordinator and Volunteer Members to fulfil our charitable objects throughout the year.

Fran Fleming stood down as Chairman at the AGM in July 2024 and Simon Ritchie was elected to replace her.

#### **MEMBERSHIP**

Membership is open to anyone in the town of Leatherhead and its surrounding districts. This year there were 407 individual members.

We are always looking for new members and visitors to the Institute are encouraged to join the Association.

#### **DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

##### **COMMUNITY CENTRE**

The Letherhead Institute was given to the residents of Leatherhead by Abraham Dixon in 1892 for social, leisure and educational purposes. It is in the care of a registered charity – The Letherhead Institute, Charity Number 1185057.

The LCA Trustees work with the Trustees of the Institute building to fulfil the charitable objects of both organisations, which derive directly from the terms of the original gift by Abraham Dixon, made with no endowment or provision for maintenance. The Association contributes towards the cost of any appropriate capital expenditure as it arises, focussing always on improving the experience of members, hirers and visitors alike.

To deliver the charitable objects of the charities, the Association has leased from the Letherhead Institute ten rooms, two kitchens and ten parking spaces for a ten-year term from 17 May 2017, with a break clause after five years, at an annual rent of £15,000. At the five-year review in 2022 the LI and the LCA agreed to a rolling twelve-month break clause. The Association makes a substantial contribution towards the costs of building maintenance, insurance, caretaking and cleaning. A designated fund of £10,000 was established to cover refurbishments and maintenance required under the terms of the lease. As reported below a further £9,000 was designated during the past year for electrical improvements in the building.

The Institute is in a conservation area and our aim is to maximise the appearance and facilities for members and hirers, whilst maintaining the integrity and character of the outstanding Victorian building.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

#### **ADMINISTRATOR: Luisa Ager**

Louisa's remit includes the hiring of our leased rooms, dealing with all invoicing, together with organising requested set-up arrangements and any subsequent queries or concerns raised by hirers. Luisa also organises the electronic noticeboard, the inventory, use of the car park spaces leased to the LCA and maintains a good working relationship with the Institute Caretaker, for whom the LCA pays 70% of his salary, in line with the percentage of the building's rooms which it uses.

#### **COORDINATOR: Amy Rieley/Meredith Shiers**

The remit as Office Manager is wide-ranging, overseeing all areas of the day to day running of the LCA's portfolio at the Institute. They are solely responsible for the arrangements for membership renewal in March of each year and for the compiling, editing and publication of the LCA Newsletter, which is circulated three times a year. They support the volunteers at the Institute as they plan their various events and control the bookings and advertising for visits, events and lectures. The Coordinator is part of the Management Team to ensure good contact between the office and the Trustees.

Amy Rieley had to give up the post of Coordinator during the year due to family commitments. She still lives in Leatherhead and maintains a valuable relationship with the Association.

Meredith Shiers has taken on the post and has made good progress in getting to grips with the many tasks that the role involves.

Meredith and Luisa work well together. They jointly cover the numerous queries and concerns raised by members and visitors to the building and are competent in covering the other's role should the need arise.

#### **REFURBISHMENT AND FACILITIES**

The Institute Trustees continue to update the building with the steady replacement of the large windows of this Victorian building and the repair of the surrounding stonework.

The Coordinator reviews the rooms leased by the Association on a regular basis and reports to the Trustees as updating is required. Improvements have been made to the audio system in the Abraham Dixon Hall and there was significant expenditure on new carpets and chairs.

#### **RISK MANAGEMENT**

The Trustees regularly consider the major risks to which the charity is exposed, including those related to operational and financial matters and health and safety. Trustees together with the Administrator and Coordinator are encouraged to attend appropriate training courses as necessary.

#### **PUBLIC BENEFIT STATEMENT**

Section 4 of the Charities Act 2011 requires charity trustees to comply with their duty to have due regard to public benefit guidance published by the Charity Commission in exercising their powers or duties. As Trustees we are mindful of this obligation and have referred to the guidance when reviewing our aims, objectives and policies, and in plans for the future of the Association.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

#### COMMUNITY INVOLVEMENT

**External and Partnership Meetings:** The Association is not a political nor lobbying organisation, however, we continue to inform members of local issues when brought to our attention, on which they may wish to take a view. The Chairman or a designated Trustee will attend meetings of other community organisations when invited.

#### PUBLICITY AND COMMUNICATION

##### **Website**

The website [www.leatherheadca.org.uk](http://www.leatherheadca.org.uk) is updated regularly for members and the general public. The links directing potential hirers to information on the facilities we have to offer are straightforward and clear. Well-defined links to Upcoming Events, Activity Groups and the latest Newsletter are simple to use.

##### **High Street Notice Board**

Attractive posters advertise events planned by the Association. Contact details for the office are clearly displayed. An internal noticeboard advertises the Association's events and those of the groups which hire our rooms.

##### **Newsletters and Mailchimp messages**

The Newsletter is delivered electronically via Mailchimp, three times a year to a large percentage of our membership. The Trustees took the decision to change the method of distribution due to the sizeable increase in the cost of postage in recent years. Those members not on email receive a hard copy hand delivered or via collection from the office.

Mailchimp messages are sent regularly to members by the Coordinator, reminding them of forthcoming events and advising of recently added outings and activities.

#### ACTIVITIES

The Association organises a wide range of events and activities, notified to members via the Newsletter. News of late additions are circulated by Mailchimp, all supported by posters on the inside and outside notice boards. Activities are organised by our invaluable volunteer members and their contribution and support is immeasurable.

As our volunteers retire, having given tremendous support over many years, the challenge of finding members willing to replace them is difficult.

**Music Appreciation:** Diana Carr, former Trustee and long serving volunteer oversaw this group. Members took it in turn to present a programme of mainly classical music with the Hi-Fi equipment operated by volunteer David Bishop. David had to give up organising the group due to illness and unless a volunteer steps up, this activity will no longer take place.

**Book Club:** Organised by Kathy Bucknall, the group meets on a monthly basis in the Kirby Room to discuss a book chosen in turn by each member of the club and discussed in detail at the following meeting.

**Visits Programme:** The Chairman: Fran Fleming, Member of the Trustee Board: Irene Gawne and Volunteer Member: Janet Stokoe arranged a programme of visits during the year incorporating independent and coach travel which included: Fire and Iron Gallery (Leatherhead's iron foundry and art gallery), West Horsley Place (known as a film and TV location including the BBC comedy series *Ghosts*, the Regent's Canal, the Thames Southbank and the Spike (Guildford's workhouse).

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

**Visits Programme (continued):** Coach trips visited Shoreham Airport, Eastbourne, to see the musical Sister Act, Fishbourne Roman Palace and Chatham Dockyard. These were organised by Janet Stokoe, who has since retired from the role. We are looking for another volunteer to organise coach trips.

**Art History Lectures with a Difference:** Dorothy Stapleton and Vivien Pepino organised lectures by Art History experts in the autumn, winter and spring. The series is very popular and was extended by popular demand. Subjects included Van Gogh, Georgia O'Keefe, Barbara Hepworth, 'Vienna: Sex, Death and Design' and 'Skandi Design and IKEA'.

**Friday Talks:** During the period April to September Fran Fleming arranged a variety of talks on topics including: Crystal Palace, Pollinating Insects, Maria Bronte and 'Victorian Lady Poisoners'.

**Films:** Last year our Company Secretary, Joanna Slater, obtained a grant from Mole Valley District Council enabling us to offer three films free to members and the general public. This was a great success and we decided to continue the programme using our own funds. Leatherhead is a prosperous town but there are also areas of great poverty. The film shows provide free entertainment, a warm space and some sugary treats to families who can ill afford the commercial alternatives. Meredith Shiers organised the films as a volunteer and has continued to do so after becoming our Coordinator.

**Classical Guitar:** Terry Parfett offers informal and friendly sessions of learning how to play the guitar.

**Walks Programme:** The programme of walks arranged by Peter Humphreys and his team continues to be well supported by members with a choice of short walks lasting less than two hours or longer walks, normally incorporating a lunch stop. Non-members are welcome to all walks, the first being free, followed by a charge of £3 for each subsequent walk. Local beauty spots visited this year included Abinger Roughs, Ripley, Pyrford, Sheepleas, Holmwood Common, Box Hill, Banstead Heath and Bocketts Farm.

**Saturday Coffee Mornings:** Hosted by volunteer Hilary Porter, the Kirby Room is open to everyone for tea and coffee on the first Saturday of each month.

**Indoor Games:** Dave Lamb, former trustee and long serving volunteer, ensures the Tuesday table tennis afternoon is enjoyed by those members attending.

**Knitting and Crocheting for Charity:** An enthusiastic group organised by Fran Fleming meets once a month producing items which are distributed to hospital, homeless and cancer charities where they are gratefully received.

**Sewing Group:** Members meet weekly to work on their projects and support each other with any challenges.

**Music at the Institute:** Our Chairman, Simon Ritchie, has been working on a short series of live concerts by professional musicians to be held in the Abraham Dixon Hall, taking valuable advice from Peter Steadman of the Leatherhead Concert and Arts Society. The first series will run early in the new financial year.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

**Audio Visual:** For all these talks and more besides we are fortunate to have been assisted by volunteer Martin Hogg and his team. We are indebted to Martin for updating and organising clear instructions for our AV system and covering talks and events when requested. This year Martin also organised the replacement of various components in the sound system that were failing and investigated and resolved a problem with the wall heaters in the Abraham Dixon Hall.

The central recording unit of the closed circuit TV (CCTV) system developed a problem and the system was out of action for a few weeks. Fortunately our Chairman was able to find a suitable replacement and the system is working again.

**Concerts:** Eight visits have been arranged by Treasurer, David Hanson. For ease of travel the Royal Festival Hall continues to be the favoured London venue with composers ranging through Beethoven, Elgar, Haydn, Mozart, Rachmaninov, Schubert, Tchaikovsky and more. For three of the visits we enjoyed local concerts given by the talented pupils of the Yehudi Menuhin School, including a performance of Gershwin's Rhapsody in Blue.

**Christmas Events:** A Christmas Candle Workshop, two Christmas films (see above) and a talk, 'Unwrapping Christmas', were enjoyed by members and friends. One of our hirers ran their regular event, 'Santa's Sitting Room'.

#### SPECIAL EVENTS

**Heritage Open Days** take place every September. This year Roger Mendham gave an excellent talk, 'M25: Friend or Foe', supported by the Kirby Bequest. Our Chairman, Simon Ritchie gave a talk entitled 'Where Am I?' on accurate GPS systems. A number of our regular hirers also put on classes and exhibitions.

In September Amy Rieley, assisted by members, hosted a MacMillan Coffee Morning, open to all, which was well supported.

#### ACHIEVEMENTS

The Institute is a busy and lively centre. The Newsletter is full of events for members to join in, if they wish, and the variety on offer has been widely complimented. The office provides an excellent service to our hirers and members. The Trustees strive to continue the legacy of Abraham Dixon to provide social, educational and recreational opportunities.

**Hire Activity:** There has been an increase in hire activity during the year with new hirers enjoying the support offered by the office team. These organisations, between them, make a rich contribution to the delivery of our charitable objects of promoting education, social welfare and recreation for the benefit of the inhabitants of Leatherhead and surrounding districts.

These include Art Groups, bridge groups, the Leatherhead Orchestra and the Leatherhead History Society. Support services, including the Mary Frances Trust, Achieve Together, Barnardo's, the NCT, two 1-to-1 Counsellors, YMCA, Autism support in the workplace and Citizens Advice Drop In, regularly hire rooms. We also host groups including Children's Dance, Sing and Sign encouraging baby's communication, Pilates and Keep Fit. Church Groups and Community Interest Groups also use the accommodation. As mentioned above, Santa returned once again to his Sitting Room in December and had a very busy time meeting the children of the district.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

### FINANCIAL REVIEW

The accounts for the year show a strong financial outcome driven by continued good results from room hirings, by great support from members for our social activities, by a switch in bank deposit arrangements, which improved interest earnings and very specially by a bequest of £10,350 from a former member.

Our total hiring income of £130,514 showed an increase of 4%, which reflects the modest increase in charges in September 2024, with the usage of our rooms broadly unchanged.

Our membership participated with great enthusiasm in an increased range of activities and events, such that these contributed over £7,000 to the year's surplus. As noted at several points in this report, these activities are largely run by volunteers, whose contribution, supported by the office team, is invaluable.

The switch in our bank deposit from Metro Bank to United Trust Bank led to an increase of over £2,000 in our interest receipts.

On the expenditure front we were spared further rises in our utility costs and a small reduction in insurance costs was also welcome. However, our share of the repair and maintenance costs of the Institute building rose by nearly £7,000. Significant sums were spent on a new carpet in the most-used ground floor room and on new chairs.

During the year we set aside £9,000 from previous surpluses to carry out important work on the electrical circuit boards in the building, on health and safety grounds and also to provide a secure foundation for future improvements such as a further move to LED lighting. £3,900 was spent during the year with the remainder of the work being undertaken in the current year.

The latest surplus and the strong financial position at year end provide the scope to embark on further improvements to our facilities, in particular the refurbishment of the downstairs kitchen.

At the start of our new financial year there is uncertainty around the precise impact of various changes announced in the budget of October 2024. We are not directly affected by the increase in the National Minimum Wage, nor in Employers' National Insurance contributions, by reason of paying more than the former and being below the threshold for the latter. It is the indirect impact which is a concern; for example our cleaning costs are rising by 10% and our Business Rates by 140% (most fortunately the 'hit' from the latter is softened by the 80% discount that comes from our charitable status).

### INVESTMENT POLICY

The Trustees have power to make investments within the terms set out in the Association's Articles. In accordance with the policy set by the Trustees, the Association held no investments during the period covered by this report, retaining its liquid reserves in cash.

By further decision of the Trustees a low risk policy aimed at protecting its assets is applied in determining where the cash balances are held. One element of this policy is that the amount deposited with any bank or building society should not exceed the maximum sum covered by the Financial Services Compensation Scheme, £85,000 from 30 January 2017. Details of the cash balances held at 31 March 2025 are set out in Note 14.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2025**

**THE FUTURE**

Membership Renewals due on 31 March started encouragingly and have continued in the same vein.

The Newsletter published in mid-April showed a full programme of Events.

We continue to have a good working relationship with the Letherhead Institute Trustees, essential to the smooth running of the building.

Our focus is to recruit more volunteers and widen the age of our member base – we need more younger members. A few more longstanding helpers have taken the decision to retire. Some new helpers have joined us recently and we welcome their contribution to the life of the LCA.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2025**

**RESERVES POLICY**

Council considers the level of unrestricted funds that it holds on an on-going basis, alongside its Risk Management Policy. At 31 March 2025, the Association held £154,384 of unrestricted funds, after deducting the following:

- 1 £11,148 of Designated Funds that the Trustees have voted to be set aside for the following particular purposes:

Joan Kirby Bequest	£1,041
Institute Dilapidations Fund	£10,107

- 2 £4,860 of net Fixed Assets which are central to the Association's running of the Community Centre.

Currently the Association considers the level of unrestricted funds to be held for the following purposes:

<b>IDENTIFIED EMERGENCY COVER</b>			
1	Departure of a major hirer	£15,000	
2	Temporary loss of premises - 6 months loss of hirings income - in the event of a fire, etc.	£60,000	
3	Relocation costs due to permanent loss of premises	£40,000	
4	Paid Officers-temporary cost of replacing current honorary officers with remunerated posts	£25,000	
	<b>TOTAL</b>		<b>£140,000</b>

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2025

### RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also directors of The Leatherhead Community Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires 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 that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting practices and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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 financial statements;
- 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 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 information of which the charitable company's Examiner 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 Examiner is aware of that information.

### INDEPENDENT EXAMINER

At the Annual General Meeting to be held on 4 July 2025 a resolution will be proposed to appoint Mr S P F Howell of TC Group, The Granary, Hones Yard, 1 Waverley Lane, Farnham, GU9 8BB as Independent Examiner for the year ending 31 March 2026.

Signed on behalf of the Trustees



Mr Simon Ritchie  
Chairman  
9 June 2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE LEATHERHEAD COMMUNITY ASSOCIATION  
A CHARITABLE COMPANY LIMITED BY GUARANTEE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025, which are set out on pages 13 to 22.

**RESPONSIBILITIES AND BASIS OF REPORT**

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

Having satisfied myself that the accounts of the company 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 your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Signed.....

Date.....12/06/2025

Mr S P F Howell, FCCA

TC Group  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2025**

	Note	Unrestricted Funds £	2025 Restricted Funds £	Total Funds £	2024 Total Funds £
<b>INCOME from</b>					
Legacy, Donations, and Subscriptions	2	14,234	-	14,234	3,709
Charitable Activities	3	137,735	-	137,735	131,201
Investments	4	6,091	-	6,091	3,612
<b>TOTAL INCOME</b>		<u>158,060</u>	<u>-</u>	<u>158,060</u>	<u>138,522</u>
<b>EXPENDITURE on</b>					
Raising funds	5	(1,197)	-	(1,197)	(968)
Charitable activities	6	(139,051)	-	(139,051)	(126,814)
<b>TOTAL EXPENDITURE</b>		<u>(140,248)</u>	<u>-</u>	<u>(140,248)</u>	<u>(127,782)</u>
<b>NET INCOME/(EXPENDITURE)</b>	9	17,812	-	17,812	10,740
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		152,580	-	152,580	141,840
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>170,392</u>	<u>-</u>	<u>170,392</u>	<u>152,580</u>

The Statement of Financial Activities includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 15 to 22 form part of these financial statements.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**BALANCE SHEET**

**31 MARCH 2025**

	Note	2025 £	2024 £
<b>FIXED ASSETS</b>			
Tangible assets	12	4,860	2,109
<b>CURRENT ASSETS</b>			
Debtors	13	14,730	11,993
Cash at bank and in hand	14	168,686	162,065
		<u>183,416</u>	<u>174,058</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(17,884)</u>	<u>(23,587)</u>
<b>NET CURRENT ASSETS</b>		<b>165,532</b>	150,471
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>170,392</b></u>	<u>152,580</u>
<b>NET ASSETS</b>		<u><b>170,392</b></u>	<u>152,580</u>
<b>FUNDS</b>			
Restricted Fund	17	-	-
Unrestricted Funds	16		
General	16	159,244	146,387
Designated	16	11,148	6,193
<b>TOTAL FUNDS</b>		<u><b>170,392</b></u>	<u>152,580</u>

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

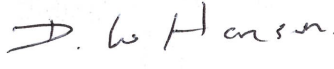
- The members have not required the company to obtain an audit in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

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

They were approved by the Trustees on the 9th June 2025 and are signed on their behalf by:



Mr S A Ritchie  
Chairman  
Company Registration No. 07608015



Mr D W Hanson  
Director

The notes on pages 15 to 22 form part of these financial statements.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The Leatherhead Community Association is a charitable company limited by guarantee incorporated in England and Wales. In the event of winding up, each member may be required to contribute an amount, not exceeding £10, towards the settlement of the company's liabilities. The registered office is Letherhead Institute, 67 High Street, Leatherhead, Surrey KT22 8AH.

The financial statements have been prepared in accordance with 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) (issued in October 2019) and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The Leatherhead Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Tangible Fixed assets

All fixed assets are initially recorded at cost. They are capitalised if they can be used for more than one year and cost more than £250.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows: Fixtures, Fittings & Equipment - 25% straight line.

#### Income

Income is included in the Statement of Financial Activities (SOFA) when

- The charity becomes entitled to the resource;
- It is more likely than not that the charity will receive the resource;
- The monetary value can be measured with sufficient reliability.

Members' subscriptions paid in advance are deferred to the relevant year. Income received in advance of an event is similarly deferred until the event date.

Gift Aid is included in income when there is a valid declaration from the donor and any Gift Aid recovered on a donation is considered to be part of that gift.

The value of volunteer help received is not included in the accounts but is described in the Trustees' Report.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

#### **Expenditure and Liabilities**

Expenditure is recognised in the year in which it is incurred. Payments made in advance of social events, for example advance payments for concert tickets, are deferred until the date of the event.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

#### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of twelve months or less.

#### **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. Financial assets classified as receivable within one year are not amortised.

#### **Classification of financial liabilities**

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

#### **Taxation**

The charitable company 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 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK tax purposes.

#### **Fund accounting**

- General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees at their discretion for a specific purpose.
- Restricted funds are monies given to the charity for a purpose specified by the donor(s).

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2025**

**2. INCOME FROM LEGACY, DONATIONS, AND SUBSCRIPTIONS**

	2025	2024
	£	£
Legacy	10,350	-
Donations	102	94
Members' subscriptions	3,233	3,070
Gift Aid	549	545
	<b>14,234</b>	<b>3,709</b>
	<b>14,234</b>	<b>3,709</b>

All the income from these sources in both years was unrestricted.

**3. INCOME FROM CHARITABLE ACTIVITIES**

	2025	2024
	£	£
Community Centre Room Hirings	124,065	119,600
Community Centre Parking Fees	6,449	6,226
Social Events and Outings	7,221	5,375
	<b>137,735</b>	<b>131,201</b>
	<b>137,735</b>	<b>131,201</b>

All income from charitable activities in both years was unrestricted.

**4. INCOME FROM INVESTMENTS**

	2025	2024
	£	£
Bank interest receivable	6,091	3,612
	<b>6,091</b>	<b>3,612</b>

**5. EXPENDITURE ON RAISING FUNDS**

	2025	2024
	£	£
Membership expenses – newsletters and publicity	1,197	968
	<b>1,197</b>	<b>968</b>

**6. EXPENDITURE ON CHARITABLE ACTIVITIES**

	2025	2024
	£	£
Community centre expenditure (see Note 7)	137,068	119,795
Grant for building improvement	-	5,000
Governance Costs	1,983	2,019
	<b>139,051</b>	<b>126,814</b>
	<b>139,051</b>	<b>126,814</b>

All expenditure on charitable activities in both years was unrestricted.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2025**

**7. COMMUNITY CENTRE EXPENDITURE**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Salary and wages	<b>34,156</b>	33,732
Rent and rates	<b>16,229</b>	16,252
Licences	<b>250</b>	511
Insurance	<b>7,488</b>	7,683
Light and heat	<b>14,328</b>	14,697
Cleaning	<b>20,736</b>	17,399
Caretaker	<b>16,832</b>	14,084
Repairs and maintenance	<b>14,971</b>	6,977
Telephone	<b>238</b>	172
Printing, postage and stationery	<b>461</b>	501
Computer costs	<b>2,519</b>	2,472
General expenses	<b>361</b>	352
Payroll expenses	<b>180</b>	180
Sundry equipment	<b>1,427</b>	600
Depreciation of fixtures, fitting and equipment	<b>2,692</b>	1,406
Refurbishment fund expended	<b>3,900</b>	870
Joan Kirby bequest expended	<b>300</b>	1,490
Staff training	<b>-</b>	417
	<b><u>137,068</u></b>	<b><u>119,795</u></b>

**8. GOVERNANCE EXPENDITURE**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Independent Examination Fee	<b>1,920</b>	1,956
Companies House Fee	<b>13</b>	13
Subscriptions	<b>50</b>	50
	<b><u>1,983</u></b>	<b><u>2,019</u></b>

**9. NET INCOME FOR THE YEAR**

This is stated after charging:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Depreciation	<b>2,692</b>	1,406
Independent Examination Fee	<b>1,920</b>	1,956
Accountancy and Payroll Services	<b>180</b>	180
	<b><u>4,792</u></b>	<b><u>3,542</u></b>

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	34,156	33,732
Social security costs #	-	-
	<u>34,156</u>	<u>33,732</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2025	2024
	No	No
Number of administrative staff	2	2

No employee received remuneration of more than £60,000 during the year (2024 - Nil).

# The National Insurance Contributions Employment Allowance reduces Employers' National Insurance Contributions by up to £5,000 for each tax year. For the Association this allowance offset the whole of the NIC charge in this year and the previous year.

11. TRUSTEE REMUNERATION

Mrs M Shiers, a trustee (2024 – nil), received remuneration from The Leatherhead Community Association totalling £3,982 (2024 – nil) during the year. Pensions contributions were made totalling £73 (2024 – nil). This is allowed by the Governing Document as they undertake the Coordinators role, alongside being a Trustee.

Amounts totalling £715 (2024 - £1,324) were reimbursed to one Trustee (2024 – two Trustees) for expenses in relation to postage, entertainment, travel and stationery paid by them on behalf of the Association.

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

12. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £
<b>COST</b>	
At 1 April 2024	96,696
Disposals	(2,844)
Additions	5,443
<b>At 31 March 2025</b>	<u>99,295</u>
<b>DEPRECIATION</b>	
At 1 April 2024	94,587
On Disposals	(2,844)
Charge for the period	2,692
<b>At 31 March 2025</b>	<u>94,435</u>
<b>NET BOOK VALUE</b>	
<b>At 31 March 2025</b>	<u>4,860</u>
At 31 March 2024	<u>2,109</u>

13. DEBTORS

	2025 £	2024 £
Trade debtors	3,529	3,063
Prepayments and accrued income	11,201	8,930
	<u>14,730</u>	<u>11,993</u>

14. CASH AT BANK

	2025 £	2024 £
Cambridge & Counties Bank (95 Day notice account @ 3.977%)	85,000	70,000
United Trust Bank (40 Day notice account @ 3.95%)	70,000	-
Metro Bank	-	80,481
HSBC current account	13,686	11,584
	<u>168,686</u>	<u>162,085</u>

15. CREDITORS: Amounts falling due within one year

	2025 £	2024 £
Accruals and deferred income	17,884	23,587

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2025**

**16. UNRESTRICTED INCOME FUNDS – Current year**

	Balance at 1 April 2024 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2025 £
Institute Dilapidations Fund	4,885	9,122	(3,900)	10,107
Joan Kirby Legacy Fund	1,308	33	(300)	1,041
General Fund	146,387	148,905	(136,048)	159,244
	<u>152,580</u>	<u>158,060</u>	<u>(140,248)</u>	<u>170,392</u>

**UNRESTRICTED INCOME FUNDS – Previous year**

	Balance at 1 April 2023 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2024 £
Institute Dilapidations Fund	5,642	113	(870)	4,885
Joan Kirby Legacy Fund	2,754	44	(1,490)	1,308
General Fund	133,444	138,365	(125,422)	146,387
	<u>141,840</u>	<u>138,522</u>	<u>(127,782)</u>	<u>152,580</u>

**PURPOSE OF UNRESTRICTED FUNDS**

The General Fund is an unrestricted fund used for the day to day running of the community centre and membership services.

The Dilapidations Fund is an unrestricted fund to be used to refurbish the community centre in accordance with the lease agreement. The Trustees decided to hold the sum of £10,000 in this fund at the start of the current lease in May 2017. During the year £9,000 was transferred to this Fund from the General Fund to cover the cost of significant electrical work. £3,900 had been spent by the year end.

The Joan Kirby legacy fund is an unrestricted fund, which is being held as a designated fund to support events in memory of the late Chairman.

**17. RESTRICTED INCOME FUND**

There is no restricted income for the current or the previous year.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS – Current year**

	Tangible fixed assets £	Current assets £	Cash £	Current liabilities £	Total Net Assets £
Unrestricted Income Funds	4,860	14,730	168,686	(17,884)	170,392
<b>Total Funds</b>	<u>4,860</u>	<u>14,730</u>	<u>168,686</u>	<u>(17,884)</u>	<u>170,392</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS – Previous year**

	Tangible fixed assets £	Current assets £	Cash £	Current liabilities £	Total Net Assets £
Unrestricted Income Funds	2,109	11,993	162,065	(23,587)	152,580
<b>Total Funds</b>	<u>2,109</u>	<u>11,993</u>	<u>162,065</u>	<u>(23,587)</u>	<u>152,580</u>

**19. INDEMNITY INSURANCE**

The charity paid for the insurance premiums to indemnify Trustees from any loss arising from neglect or defaults of Trustees and any consequent loss.

**20. LEASE COMMITMENTS**

The Association has a ten year lease from May 2017 at a rent of £15,000 per annum with inflation-linking every three years based on the Retail Prices Index. At the review dates in May 2020 and May 2023 there was no increase in the rent charged.

There is a break clause, exercisable at 12 months' notice.

**21. RELATED PARTY TRANSACTIONS**

During the year, one trustee (2024 - nil) received remuneration from the charity (this is fully disclosed in Note 11).

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

England & Wales - Charity number 1142164

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# Accounts

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**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**Company Number 07608015**

**Charity Number 1142164**

**tc** accounts - tax - legal - financial planning

The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	1
Independent examiner's report to the Trustees	11
Statement of financial activities	12
Balance sheet	13
Notes to the financial statements	14

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2024**

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered name</b>	The Leatherhead Community Association
<b>Registered number</b>	07608015
<b>Charity registration number</b>	1142164
<b>Registered Office and Operational Address</b>	Leatherhead Institute 67 High Street Leatherhead KT22 8AH

**DIRECTORS AND TRUSTEES**

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are referred to collectively as the Trustees. The Trustees serving during the period and since the end of the period were as follows:

Mrs F Fleming	Chairman
Mr D W Hanson	Treasurer
Mrs L J Coulton	
Mr J Falkner	
Mrs I Gawne	
Mrs K Oakley	
Mr S A Ritchie	
Mrs J A Slater	

**COMPANY SECRETARY** Mrs J A Slater

**COORDINATOR** Mrs A L Rieley

**ADMINISTRATOR** Mrs L M Ager

**INDEPENDENT EXAMINER** Mr S P F Howell, FCCA  
TC Group  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
GU9 8BB

**PRINCIPAL BANKERS** HSBC Bank PLC

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2024

The Trustees present their report and examined accounts for the year ended 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative information set out above forms part of this report.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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) issued in October 2019.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### CONSTITUTION, OBJECTS, AIMS AND POLICIES

#### Governing Document

The Association is a company limited by guarantee and is a registered charity. It is governed by its Articles of Association, which were registered with Companies House at its incorporation on 18 April 2011 and registered with the Charity Commission on 31 May 2011. The company was dormant until 1 July 2011 when it took over the assets and activities of an unincorporated charity with the same name, charity number 277404.

#### Constitution

In accordance with its Articles the purpose of the Association shall be:

- a. to promote the benefit of the inhabitants of the town of Leatherhead and its surrounding districts (defined as the area of authority of the Mole Valley District Council or any successor body, together with any other area within 6 miles of the charity's registered office and hereinafter called the "area of benefit") without distinction of gender, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions in life for the said inhabitants;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes within the area of benefit as may from time to time be determined.

The Association shall be non-partisan in politics and non-sectarian in religion.

#### Aims and Policies

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. In particular, the Trustees have considered how planned activities will contribute to the charitable aims of the Association as follows:

Hiring rooms to over 70 organisations, for educational, recreational and social activities.

Organising events and activities including London Walks, Visits to Properties, Gardens, Museums, Galleries and Concerts.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2024

Providing Art Lectures, General Interest Lectures, Coffee Mornings, Indoor Games, Walks in the Surrey Area, Music Appreciation, Book Club and Guitar Lessons. A Sewing Group and a Knitting and Crocheting for Charity Group have been introduced this year. There is a well-stocked free lending library, with a range of jigsaw puzzles, also available free of charge.

#### **CHAIRMAN'S STATEMENT**

The Leatherhead Community Association warmly welcomes members, members' groups, recreational and social hirers, together with all business hirers into the institute and continues to offer good facilities at the heart of Leatherhead Town Centre.

Our Annual Report covers the considerable contribution made jointly by the Trustees, Administrator, Coordinator and Volunteer Members to fulfil our charitable objects throughout the year.

It is with sadness that I report the passing of our President, and past Chairman (2010-2021), June Robinson, who was a driving force behind the updating and promoting of the Leatherhead Community Association.

An Honours Board has been purchased for the Kirby Room, donated by the Kirby Bequest, acknowledging the Chairmen of the LCA from its inception in 1977.

#### **MEMBERSHIP**

Membership is open to anyone in the town of Leatherhead and its surrounding districts. This year there were 387 individual members.

We are always looking for new members and visitors to the Institute are encouraged to join the Association.

#### **DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

##### **COMMUNITY CENTRE**

The Letherhead Institute was given to the residents of Leatherhead by Abraham Dixon in 1892 for social, leisure and educational purposes. It is in the care of a registered charity – The Letherhead Institute, Charity Number 1185057.

The LCA Trustees work with the Trustees of the Institute building to fulfil the charitable objects of both organisations, which derive directly from the terms of the original gift by Abraham Dixon, made with no endowment or provision for maintenance. The Association contributes towards the cost of any appropriate capital expenditure as it arises, focussing always on improving the experience of members, hirers and visitors alike.

To deliver the charitable objects of the charities, the Association has leased from the Letherhead Institute ten rooms, two kitchens and ten parking spaces for a ten-year term from 17 May 2017, with a break clause after five years, at an annual rent of £15,000. At the five-year review in 2022 the LI and the LCA agreed to a rolling twelve-month break clause. The Association makes a substantial contribution towards the costs of building maintenance, insurance, caretaking and cleaning. A designated fund of £10,000 was established to cover refurbishments and maintenance required under the terms of the lease. A new Caretaker was appointed in August 2023. The LCA contributed £5,000 towards the updating and refurbishment of the cottage which comes as part of the Caretaker's contract.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2024

The Institute is in a conservation area and our aim is to maximise the appearance and facilities for members and hirers, whilst maintaining the integrity and character of the outstanding Victorian building.

#### **ADMINISTRATOR: Ruth Bates/Luisa Ager**

Following the resignation of Ruth Bates, Luisa Ager was appointed Administrator in October 2023. Luisa has settled well into the role with the support of Amy Rieley, the Coordinator, and is covering the remit which includes the hire of our leased rooms, dealing with all invoicing, together with organising requested set-up arrangements and any subsequent queries and concerns raised by hirers. Luisa also organises the electronic noticeboard, the inventory, use of the car park spaces leased to the LCA and maintains a good working relationship with the Institute Caretaker, for whom the LCA pays 70% of his salary, in line with the percentage of the building's rooms which it uses.

#### **COORDINATOR: Amy Rieley**

Amy's remit as Office Manager is wide-ranging, overseeing all areas of the day to day running of the LCA's portfolio at the Institute. She is solely responsible for the arrangements for membership renewal in March of each year and for the compiling, editing and publication of the LCA Newsletter, which is circulated three times a year. Amy supports the volunteers at the Institute as they plan their various events and controls the bookings and advertising for visits, events and lectures. Amy is now part of the Management Team to ensure good contact between the office and the Trustees.

Amy and Luisa work well together. They jointly cover the numerous queries and concerns raised by members and visitors to the building and are competent in covering the other's role should the need arise.

A First Aid course was arranged in January for the Coordinator, Administrator, Caretaker and the volunteers who run the various activities.

#### **REFURBISHMENT AND FACILITIES**

The Institute Trustees continue to update the building with the steady replacement of the large windows of this Victorian building and the repair of the surrounding stonework.

The Coordinator reviews the rooms leased by the Association on a regular basis and reports to the Trustees as updating is required. Improvements have been made to the A/V system, the chairs, carpets and floor of the Abraham Dixon Hall have been cleaned professionally and orders placed for new heating in two rooms.

#### **RISK MANAGEMENT**

The Trustees regularly consider the major risks to which the charity is exposed, including those related to operational and financial matters and health and safety. Trustees together with the Administrator and Coordinator are encouraged to attend appropriate training courses as necessary.

#### **PUBLIC BENEFIT STATEMENT**

Section 4 of the Charities Act 2011 requires charity trustees to comply with their duty to have due regard to public benefit guidance published by the Charity Commission in exercising their powers or duties. As Trustees we are mindful of this obligation and have referred to the guidance when reviewing our aims, objectives and policies, and in plans for the future of the Association.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

### COMMUNITY INVOLVEMENT

**External and Partnership Meetings:** The Association is not a political nor lobbying organisation, however, we continue to inform members of local issues when brought to our attention, on which they may wish to take a view. The Chairman or a designated Trustee will attend meetings of other community organisations when invited.

### PUBLICITY AND COMMUNICATION

#### **Website**

The website [www.leatherheadca.org.uk](http://www.leatherheadca.org.uk) is updated regularly for members and the general public. The links directing potential hirers to information on the facilities we have to offer are straightforward and clear. Well-defined links to Upcoming Events, Activity Groups and the latest Newsletter are simple to use.

#### **High Street Notice Board**

Attractive posters advertise events planned by the Association and by our hirers. Contact details for the office are clearly displayed.

#### **Newsletters and Mailchimp messages**

The Newsletter is delivered electronically, via Mailchimp, three times a year to a large percentage of our membership. The Trustees took the decision to change the method of distribution due to the sizeable increase in the cost of postage in recent years. Those members not on email receive a hard copy hand delivered or via the post.

Mailchimp messages are sent regularly to members by the Coordinator, reminding them of forthcoming events and advising of recently added outings and activities.

### GRANTS

A decision was taken by the Trustees to suspend grant payments during this financial year.

### ACTIVITIES

The Association organises a wide range of events and activities, notified to members via the Newsletter. News of late additions are circulated by Mailchimp, all supported by posters on the inside and outside notice boards. Activities are organised by our invaluable volunteer members and their contribution and support is immeasurable.

As our volunteers retire, having given tremendous support over many years, the challenge of finding members willing to replace them is difficult.

**Music Appreciation:** Diana Carr, former Trustee and long serving volunteer oversees this group. Members take it in turn to present a programme of mainly classical music with the Hi-Fi equipment operated by volunteer David Bishop.

**Book Club:** Organised by Kathy Bucknall, the group meets on a monthly basis in the Kirby Room to discuss a book chosen in turn by each member of the club and discussed in detail at the following meeting.

**Visits Programme:** The Chairman: Fran Fleming, Member of the Trustee Board: Irene Gawne and Volunteer Member: Janet Stokoe arranged a programme of visits during the year incorporating independent and coach travel which included:

Visits in the local area: Deepdene Guided Walk, Painshill Park, Cobham, and a Ranger led walk on Ashted Common.

In London: Imperial War Museum, Freemason's Hall, Leighton House.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

#### YEAR ENDED 31 MARCH 2024

**Visits Programme (continued):** Walking Tours: 'London Spymasters', 'Grand Union Canal and little Venice', 'Unknown London – Bermondsey'.

Coach Trips: Historic Rochester, Midsomer Murders-Thame and Hellfire Caves, Walmer Castle and Gardens, Hughenden Manor.

**Art History Lectures with a Difference:** A new team of volunteer members, Dorothy Stapleton and Vivien Pepino took over the running of these very popular lectures. There were seven lectures in Autumn 2023 with titles including Botticelli, Art of the Inn signs and Eardley and Redpath – For the Love of Paint. The Winter months of 2024 also had a wide range with topics including The Art of Paul and John Nash, Caravaggio and Barbara Hepworth and the St Ives Colony.

**Friday Talks:** President: June Robinson and Chairman: Fran Fleming. During the period April to September a variety of talks were arranged for members including: 'A Coffee-Fuelled Revolution', 'Victorian Life Upstairs and Downstairs' and 'Westminster Detectives: Fact or Fiction'.

**Films:** Volunteer Meredith Shiers. Our Company Secretary, Joanna Slater, obtained a grant from Mole Valley District Council enabling us to offer three films free to members and the general public on winter Sunday afternoons together with tea and cake. 'Singing in the Rain; and 'Mrs Harris goes to Paris', with 'Wall-e' for younger members of the community, were chosen with great success.

**Audio Visual:** For all these talks and more besides we are fortunate to have been assisted by volunteer Martin Hogg and his team. We are indebted to Martin for updating and organising clear instructions for our AV system and covering talks and events when requested. Martin kindly donated four column speakers which have enhanced the sound quality in the ADH, particularly when our talks and lectures take place.

**Classical Guitar:** Terry Parfett offers informal and friendly sessions of learning how to play the guitar.

**Walks Programme:** The programme of walks arranged by Peter Humphreys and his team continues to be well supported by members with a choice of short walks lasting less than two hours or longer walks, normally incorporating a lunch stop. Non-members are welcome to all walks, the first being free followed by a charge of £3 for each subsequent walk.

**Saturday Coffee Mornings:** Hosted by volunteer Hilary Porter, the Kirby Room is open to everyone for tea and coffee on the first Saturday of each month.

**Indoor Games:** Dave Lamb. Former trustee and long serving volunteer, Dave, ensures the Tuesday table tennis afternoon is enjoyed by those members attending.

**Knitting and Crocheting for Charity:** Fran Fleming. An enthusiastic group meets once a month producing items for a designated charity. A new charity is chosen every three months.

**Sewing Group:** members meet weekly to work on their projects and support each other with any challenges.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

#### YEAR ENDED 31 MARCH 2024

**Concerts:** Ten concert visits have been arranged by Treasurer, David Hanson. For ease of travel the Royal Festival Hall continues to be favoured with composers ranging through Beethoven, Bartok, Prokofiev, Berlioz, Tchaikovsky and more. In February there was an outstanding performance by Pablo Fernandez performing Shostakovich's First Cello Concerto. In December we enjoyed a Christmas Showcase concert given by the talented pupils of the Yehudi Menuhin School.

**Christmas Event:** The Downsmen Barbershop Chorus entertained members followed by coffee and mince pies. The Chairman invited member volunteers for drinks in the Kirby Room as a 'thank you' for their support and enthusiasm in arranging activities at the LCA.

**Hire Activity:** There has been an increase in hire activity during the year with new hirers enjoying the support offered by the office team. These organisations, between them, make a rich contribution to the delivery of our charitable objects of promoting education, social welfare and recreation for the benefit of the inhabitants of Leatherhead and surrounding districts.

These include three Art Groups, two bridge groups, the Leatherhead Orchestra and the Vaughan Williams singers. Support services including the Mary Frances Trust, Achieve Together, Barnardo's, the NCT, two 1-to-1 Counsellors, YMCA, Autism support in the workplace and Citizens Advice Drop In regularly hire rooms. We also host groups including Children's Dance, Sing and Sign encouraging baby's communication, Pilates, Keep Fit and the Leatherhead History Society. In December Santa returned once again and welcomed over 800 visitors to his Sitting Room. Church Groups, Local Residents Associations and Community Interest Groups also use the accommodation.

#### SPECIAL EVENTS

**Heritage Open Days** took place in September with the theme 'Creativity Unwrapped'. Mark Hill from BBC's Antiques Roadshow gave a very well received lecture entitled 'Undressing Antiques' which was supported by the Kirby Bequest.

In September Amy, assisted by members, hosted a MacMillan Coffee Morning, open to all, which was well supported.

As part of the Mole Valley Arts Alive Festival in October, Cynthia Coleman Sparke gave a fascinating lecture entitled, 'A celebration of Ukrainian Heritage: Ilya Repin'.

#### ACHIEVEMENTS

The Institute is a busy and lively centre. The Newsletter is full of events for members to join in, if they wish, and the variety on offer has been widely complimented. The office provides an excellent service to our hirers and members. The Trustees strive to continue the legacy of Abraham Dixon to provide social, educational and recreational opportunities.

#### FINANCIAL REVIEW

In every respect, except for the close to 70% increase in our utility bills, it was an excellent year.

Our membership participated with enthusiasm in an increased range of activities and events, such that these contributed over £5,000 to the year's surplus. As noted at several points in this report, these activities are almost entirely run by volunteers, whose contribution, supported by the office team, is invaluable.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

### **FINANCIAL REVIEW (*continued*)**

Our total Hiring Income exceeded £125,000, a 20% increase on the splendid result of the previous year. Around 5% was due to increased hire charges while 15% resulted from greater usage of our rooms. This in turn reflects the excellent service the team of two in our office, plus the building's caretaker, provide to existing and new hirers, of which there have been several during the year.

In addition to refreshing and renewing the rooms we lease, we were pleased to be able to contribute £5,000 towards the refitting of the onsite accommodation for the new caretaker prior to his arrival last August.

We ended the year with a very strong cash position that enables us to start the new financial year with further improvements, beginning with new heaters in two of our rooms and with more to follow.

### **INVESTMENT POLICY**

The Trustees have power to make investments within the terms set out in the Association's Articles. In accordance with the policy set by the Trustees, the Association held no investments during the period covered by this report, retaining its liquid reserves in cash.

By further decision of the Trustees a low risk policy aimed at protecting its assets is applied in determining where the cash balances are held. One element of this policy is that the amount deposited with any bank or building society should not exceed the maximum sum covered by the Financial Services Compensation Scheme, £85,000 from 30 January 2017. Details of the cash balances held at 31 March 2024 are set out in Note 14.

### **THE FUTURE**

Membership Renewals due 31 March started encouragingly, and have continued in the same vein.

The Newsletter published in mid-April showed a full programme of Events together with the return of coach outings.

We continue to have a good working relationship with the Letherhead Institute Trustees, essential to the smooth running of the building.

Our focus is to recruit more volunteers. Many of our longstanding helpers have taken the decision to retire, prompted principally by the long period of lockdown giving them time to reflect. Some have joined us recently and we welcome their contribution to the life of the LCA.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

### RESERVES POLICY

Council considers the level of unrestricted funds that it holds on an on-going basis, alongside its Risk Management Policy. At 31 March 2024, the Association held £144,278 of unrestricted funds, after deducting the following:

- 1 £6,193 of Designated Funds that the Trustees have voted to be set aside for the following particular purposes:

Joan Kirby Bequest	£1,308
Institute Dilapidations Fund	£4,885

- 2 £2,109 of net Fixed Assets which are central to the Association's running of the Community Centre.

Currently the Association considers the level of unrestricted funds to be held for the following purposes:

IDENTIFIED EMERGENCY COVER			
1	Departure of a major hirer	£15,000	
2	Temporary loss of premises - 6 months loss of hirings income - in the event of a fire, etc.	£60,000	
3	Relocation costs due to permanent loss of premises	£40,000	
4	Paid Officers-temporary cost of replacing current honorary officers with remunerated posts	£25,000	
	<b>TOTAL</b>		£140,000

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

### RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also directors of The Leatherhead Community Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires 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 that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting practices and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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 financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the n/;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 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 information of which the charitable company's Examiner 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 Examiner is aware of that information.

### INDEPENDENT EXAMINER

At the Annual General Meeting to be held on 5 July 2024 a resolution will be proposed to appoint Mr S P F Howell of TC Group, The Granary, Hones Yard, 1 Waverley Lane, Farnham, GU9 8BB as Independent Examiner for the year ending 31 March 2025.

Signed on behalf of the Trustees



Mrs Frances Fleming  
Chairman  
10 June 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE LEATHERHEAD COMMUNITY ASSOCIATION  
A CHARITABLE COMPANY LIMITED BY GUARANTEE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024, which are set out on pages 12 to 21.

**RESPONSIBILITIES AND BASIS OF REPORT**

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

Having satisfied myself that the accounts of the company 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 your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Signed.....

Date.....26/06/2024.....

Mr S P F Howell, FCCA

TC Group  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2024**

		Unrestricted Funds	2024 Restricted Fund	Total Funds	2023 Total Funds
	Note	£	£	£	£
<b>INCOME from</b>					
Donations, Subscriptions and Grants	2	3,709	-	3,709	3,649
Charitable Activities	3	131,201	-	131,201	107,788
Investments	4	3,612	-	3,612	1,560
<b>TOTAL INCOME</b>		<u>138,522</u>	<u>-</u>	<u>138,522</u>	<u>112,997</u>
<b>EXPENDITURE on</b>					
Raising funds	5	(968)	-	(968)	(886)
Charitable activities	6	(126,814)	-	(126,814)	(111,407)
<b>TOTAL EXPENDITURE</b>		<u>(127,782)</u>	<u>-</u>	<u>(127,782)</u>	<u>(112,293)</u>
<b>NET INCOME/(EXPENDITURE)</b>	9	<u>10,740</u>	<u>-</u>	<u>10,740</u>	704
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>141,840</u>	<u>-</u>	<u>141,840</u>	141,136
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>152,580</u>	<u>-</u>	<u>152,580</u>	<u>141,840</u>

The Statement of Financial Activities includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**BALANCE SHEET**

**31 MARCH 2024**

	Note	£	2024 £	2023 £
<b>FIXED ASSETS</b>				
Tangible assets	12		2,109	2,594
<b>CURRENT ASSETS</b>				
Debtors	13	11,993		11,968
Cash at bank and in hand	14	162,065		147,385
			<u>174,058</u>	<u>159,353</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(23,587)</u>		<u>(20,107)</u>
<b>NET CURRENT ASSETS</b>			<u>150,471</u>	139,246
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>152,580</u>	<u>141,840</u>
<b>NET ASSETS</b>			<u>152,580</u>	<u>141,840</u>
<b>FUNDS</b>				
Restricted Fund	17		-	-
Unrestricted Funds	16			
General	16		146,387	133,444
Designated	16		6,193	8,396
<b>TOTAL FUNDS</b>			<u>152,580</u>	<u>141,840</u>

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

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

They were approved by the Trustees on the 10th of June and are signed on their behalf by:



Mrs F Fleming  
Chairman  
Company Registration No. 07608015



Mr D W Hanson  
Director

The notes on pages 14 to 21 form part of these financial statements.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The Leatherhead Community Association is a charitable company limited by guarantee incorporated in England and Wales. In the event of winding up, each member may be required to contribute an amount, not exceeding £10, towards the settlement of the company's liabilities. The registered office is Letherhead Institute, 67 High Street, Leatherhead, Surrey KT22 8AH.

The financial statements have been prepared in accordance with 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) (issued in October 2019) and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The Leatherhead Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **Tangible Fixed assets**

All fixed assets are initially recorded at cost. They are capitalised if they can be used for more than one year and cost more than £250.

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows: Fixtures, Fittings & Equipment - 25% straight line.

#### **Income**

Income is included in the Statement of Financial Activities (SOFA) when

- The charity becomes entitled to the resource;
- It is more likely than not that the charity will receive the resource;
- The monetary value can be measured with sufficient reliability.

Members' subscriptions paid in advance are deferred to the relevant year. Income received in advance of an event is similarly deferred until the event date.

Gift Aid is included in income when there is a valid declaration from the donor and any Gift Aid recovered on a donation is considered to be part of that gift.

The value of volunteer help received is not included in the accounts but is described in the Trustees' Report.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

### **Expenditure and Liabilities**

Expenditure is recognised in the year in which it is incurred. Payments made in advance of social events, for example advance payments for concert tickets, are deferred until the date of the event.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of twelve months or less.

### **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. Financial assets classified as receivable within one year are not amortised.

### **Classification of financial liabilities**

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

### **Basic financial liabilities**

Basic financial liabilities, including creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

### **Taxation**

The charitable company 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 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK tax purposes.

### **Fund accounting**

- General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees at their discretion for a specific purpose.
- Restricted funds are monies given to the charity for a purpose specified by the donor(s).

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**2. INCOME FROM DONATIONS, SUBSCRIPTIONS AND GRANTS**

	2024	2023
	£	£
Donations	94	49
Members' subscriptions	3,070	3,057
Gift Aid	545	543
	<b>3,709</b>	<b>3,649</b>
	<b>3,709</b>	<b>3,649</b>

All the income from these sources in both years was unrestricted.

**3. INCOME FROM CHARITABLE ACTIVITIES**

	2024	2023
	£	£
Community Centre Room Hirings	119,600	100,098
Community Centre Parking Fees	6,226	4,541
Social Events and Outings	5,375	3,149
	<b>131,201</b>	<b>107,788</b>
	<b>131,201</b>	<b>107,788</b>

All income from charitable activities in both years was unrestricted.

**4. INCOME FROM INVESTMENTS**

	2024	2023
	£	£
Bank interest receivable	3,612	1,560
	<b>3,612</b>	<b>1,560</b>
	<b>3,612</b>	<b>1,560</b>

**5. EXPENDITURE ON RAISING FUNDS**

	2024	2023
	£	£
Membership expenses – newsletters and publicity	968	886
	<b>968</b>	<b>886</b>
	<b>968</b>	<b>886</b>

**6. EXPENDITURE ON CHARITABLE ACTIVITIES**

	2024	2023
	£	£
Community centre expenditure	119,795	109,437
Grant for building improvement	5,000	-
Governance Costs	2,019	1,970
	<b>126,814</b>	<b>111,407</b>
	<b>126,814</b>	<b>111,407</b>

All expenditure on charitable activities in both years was unrestricted.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**7. COMMUNITY CENTRE EXPENDITURE**

	2024	2023
	£	£
Salary and wages	33,732	30,621
Rent and rates	16,252	16,679
Licences	511	23
Insurance	7,683	7,599
Light and heat	14,697	8,787
Cleaning	17,399	16,805
Caretaker	14,084	13,187
Repairs and maintenance	6,977	6,847
Telephone	172	106
Printing, postage and stationery	501	275
Computer costs	2,472	2,758
General expenses	352	247
Payroll expenses	180	180
Sundry equipment	600	380
Depreciation of fixtures, fitting and equipment	1,406	2,617
Refurbishment fund expended	870	2,296
Joan Kirby bequest expended	1,490	-
Staff training	417	30
	<b>119,795</b>	<b>109,437</b>
	<b>119,795</b>	<b>109,437</b>

**8. GOVERNANCE EXPENDITURE**

	2024	2023
	£	£
Independent Examination Fee	1,956	1,920
Companies House Fee	13	-
Subscriptions	50	50
	<b>2,019</b>	<b>1,970</b>
	<b>2,019</b>	<b>1,970</b>

**9. NET INCOME FOR THE YEAR**

This is stated after charging:

	2024	2023
	£	£
Depreciation	1,406	2,617
Independent Examination Fee	1,956	1,920
Accountancy and Payroll Services	180	180
	<b>3,542</b>	<b>5,117</b>
	<b>3,542</b>	<b>5,117</b>

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2024	2023
	£	£
Wages and salaries	33,732	30,621
Social security costs #	-	-
	<u>33,732</u>	<u>30,621</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2024	2023
	No	No
Number of administrative staff	2	2

No employee received remuneration of more than £60,000 during the year (2023 - Nil).

# The National Insurance Contributions Employment Allowance reduces Employers' National Insurance Contributions by up to £5,000 for each tax year. For the Association this allowance offset the whole of the NIC charge in this year and the previous year.

11. TRUSTEE REMUNERATION

The Trustees, or any person connected with them, have not received any remuneration from The Leatherhead Community Association during the year.

Amounts totalling £1,324 (2023 - £1,241) were reimbursed to two Trustees (2023 – two) for expenses in relation to postage, entertainment, travel and stationery paid by them on behalf of the Association.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**12. TANGIBLE FIXED ASSETS**

	<b>Fixtures &amp; Fittings</b> £
<b>COST</b>	
At 1 April 2023	108,596
Disposals	(12,821)
Additions	921
<b>At 31 March 2024</b>	<u><u>96,696</u></u>
<b>DEPRECIATION</b>	
At 1 April 2023	106,002
On Disposals	(12,821)
Charge for the period	1,406
<b>At 31 March 2024</b>	<u><u>94,587</u></u>
<b>NET BOOK VALUE</b>	
<b>At 31 March 2024</b>	<u><u>2,109</u></u>
At 31 March 2023	<u><u>2,594</u></u>

**13. DEBTORS**

	<b>2024</b> £	2023 £
Trade debtors	3,063	3,656
Prepayments and accrued income	8,930	8,312
	<u><u>11,993</u></u>	<u><u>11,968</u></u>

**14. CASH AT BANK**

	<b>2024</b> £	2023 £
Cambridge & Counties Bank (95 Day notice account @ 4.41%)	70,000	65,000
Metro Bank (Instant Access account @ 1.20%)	80,481	68,697
HSBC current account	11,584	13,688
	<u><u>162,065</u></u>	<u><u>147,385</u></u>

**15. CREDITORS: Amounts falling due within one year**

	<b>2024</b> £	2023 £
Accruals and deferred income	<u><u>23,587</u></u>	<u><u>20,107</u></u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**16. UNRESTRICTED INCOME FUNDS – Current year**

	Balance at 1 April 2023 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2024 £
Institute Dilapidations Fund	5,642	113	(870)	4,885
Joan Kirby Legacy Fund	2,754	44	(1,490)	1,308
General Fund	133,444	138,365	(125,422)	146,387
	<u>141,840</u>	<u>138,522</u>	<u>(127,782)</u>	<u>152,580</u>

**UNRESTRICTED INCOME FUNDS – Previous year**

	Balance at 1 April 2022 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2023 £
Institute Dilapidations Fund	7,859	79	(2,296)	5,642
Joan Kirby Legacy Fund	2,727	27	-	2,754
General Fund	130,550	112,891	(109,997)	133,444
	<u>141,136</u>	<u>112,997</u>	<u>(112,293)</u>	<u>141,840</u>

**PURPOSE OF UNRESTRICTED FUNDS**

The General fund is an unrestricted fund used for the day to day running of the community centre and membership services.

The dilapidations fund is an unrestricted fund to be used to refurbish the community centre in accordance with the lease agreement. The Trustees decided to hold the sum of £10,000 in this fund at the start of the current lease in May 2017.

The Joan Kirby legacy fund is an unrestricted fund, which is being held as a designated fund to support events in memory of the late Chairman.

**17. RESTRICTED INCOME FUND**

There is no restricted income for the current or the previous year.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS – Current year**

	Tangible fixed assets £	Current assets £	Cash £	Current liabilities £	Total Net Assets £
Unrestricted Income Funds	2,109	11,393	162,065	(22,987)	152,580
<b>Total Funds</b>	<u>2,109</u>	<u>11,393</u>	<u>162,065</u>	<u>(22,987)</u>	<u>152,580</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS – Previous year**

	Tangible fixed assets £	Current assets £	Cash £	Current liabilities £	Total Net Assets £
Unrestricted Income Funds	2,594	11,968	147,385	(20,107)	141,840
<b>Total Funds</b>	<u>2,594</u>	<u>11,968</u>	<u>147,385</u>	<u>(20,107)</u>	<u>141,840</u>

**19. INDEMNITY INSURANCE**

The charity paid for the insurance premiums to indemnify Trustees from any loss arising from neglect or defaults of Trustees and any consequent loss.

**20. LEASE COMMITMENTS**

The Association has a ten year lease from May 2017 at a rent of £15,000 per annum with inflation-linking every three years based on the Retail Prices Index. At the review dates in May 2020 and May 2023 there was no increase in the rent charged.

There is a break clause, exercisable at 12 months' notice.

**21. RELATED PARTY TRANSACTIONS**

There are no related party transactions during the year (2023 - nil)

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

England & Wales - Charity number 1142164

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# Accounts

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**THE LEATHERHEAD COMMUNITY ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**Company Number 07608015**

**Charity Number 1142164**

**tc** accounts · tax · legal · financial planning

Suite 13  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	<b>1</b>
Independent examiner's report to the Trustees	<b>11</b>
Statement of financial activities	<b>12</b>
Balance sheet	<b>13</b>
Notes to the financial statements	<b>14</b>

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Registered name</b>	The Leatherhead Community Association
<b>Registered number</b>	07608015
<b>Charity registration number</b>	1142164
<b>Registered Office and Operational Address</b>	Leatherhead Institute 67 High Street Leatherhead KT22 8AH

**PRESIDENT** Mrs J Robinson

### DIRECTORS AND TRUSTEES

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are referred to collectively as the Trustees. The Trustees serving during the period and since the end of the period were as follows:

Mrs F Fleming	Chairman
Mr D W Hanson	Treasurer
Mrs L J Coulton	
Mr J Falkner	
Mrs I Gawne	
Mr D Lamb	(retired July 2022)
Mr T A McMurray	(retired July 2022)
Mrs K Oakley	
Mr S A Ritchie	
Mrs J A Slater	

**COMPANY SECRETARY** Mrs J A Slater

**COORDINATOR** Mrs A L Rieley

**ADMINISTRATOR** Mrs R E Bates

**INDEPENDENT EXAMINER** Mr S P F Howell, FCCA  
T C Group  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
GU9 8BB

**PRINCIPAL BANKERS** HSBC Bank PLC  
18 North Street  
Leatherhead  
KT22 7AR

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2023

The Trustees present their report and examined accounts for the year ended 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative information set out above forms part of this report.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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; RFS 102) issued in October 2019.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### CONSTITUTION, OBJECTS, AIMS AND POLICIES

#### Governing Document

The Association is a company limited by guarantee and is a registered charity. It is governed by its Articles of Association, which were registered with Companies House at its incorporation on 18 April 2011 and registered with the Charity Commission on 31 May 2011. The company was dormant until 1 July 2011 when it took over the assets and activities of an unincorporated charity with the same name, charity number 277404.

#### Constitution

In accordance with its Articles the purpose of the Association shall be:

- a. to promote the benefit of the inhabitants of the town of Leatherhead and its surrounding districts (defined as the area of authority of the Mole Valley District Council or any successor body, together with any other area within 6 miles of the charity's registered office and hereinafter called the "area of benefit") without distinction of gender, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions in life for the said inhabitants;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes within the area of benefit as may from time to time be determined.

The Association shall be non-partisan in politics and non-sectarian in religion.

#### Aims and Policies

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. In particular, the Trustees have considered how planned activities will contribute to the charitable aims of the Association as follows:

Hiring rooms to over 70 organisations, for educational, recreational and social activities.

Organising events and activities including visits to properties, gardens, museums, galleries and concerts.

## **THE LEATHERHEAD COMMUNITY ASSOCIATION**

### **TRUSTEES ANNUAL REPORT**

#### **YEAR ENDED 31 MARCH 2023**

Providing lectures, coffee mornings, indoor games, organised walks, music appreciation and a book club. A jigsaw group and guitar lessons have been introduced this year. The fully stocked library is available free of charge. Jigsaw puzzles are also now available to borrow.

Making awards to younger residents for social and educational purposes when funds permit.

#### **CHAIRMAN'S STATEMENT**

The Leatherhead Community Association warmly welcomes members, members' groups, recreational and social hires, together with a wide range of other hirers into the institute and continues to offer good facilities at the heart of Leatherhead Town Centre.

Our Annual Report covers the considerable contribution made jointly by the Trustees, Administrator, Coordinator and Volunteers to fulfil our charitable objects in challenging times throughout the year.

#### **MEMBERSHIP**

Membership is open to anyone in the town of Leatherhead and its surrounding districts. This year there were 385 individual members.

We are always looking for new members and visitors to the Institute are encouraged to join the Association.

#### **DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

##### **COMMUNITY CENTRE**

The Letherhead Institute was given to the residents of Leatherhead by Abraham Dixon in 1892 for social, leisure and educational purposes. It is in the care of a registered charity – The Letherhead Institute, Charity Number 1185057.

The LCA Trustees work with the Trustees of the Institute building to fulfil the charitable objects of both organisations, which derive directly from the terms of the original gift by Abraham Dixon, made with no endowment or provision for maintenance. The Association contributes towards the cost of any appropriate capital expenditure as it arises, focussing always on improving the experience of members, hirers and visitors alike.

To deliver the charitable objects of the charities, the Association has leased from the Letherhead Institute ten rooms, two kitchens and ten parking spaces for a ten-year term from 17 May 2017, with a break clause after five years, at an annual rent of £15,000. At the five-year review in 2022 the LI and the LCA agreed to a rolling 12 month break clause. In addition, the Association makes a substantial contribution towards the costs of building maintenance, insurance, caretaking and cleaning. A designated fund of £10,000 was established to cover refurbishments and maintenance required under the terms of the lease.

The Institute is in a conservation area and our aim is to maximise the appearance and facilities for members and hirers, whilst maintaining the integrity and character of the outstanding Victorian building.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

#### **ADMINISTRATOR: Ruth Bates**

The Administrator's remit covers the hire of our leased rooms together with organising all invoicing, coordinating requested set-up arrangements and managing any subsequent queries and concerns raised by hirers. Ruth also organises the electronic noticeboard, the inventory, use of the car park spaces leased to the LCA and maintains a good working relationship with the Institute Caretaker, for whom the LCA pays 70% of his salary, in line with the percentage of the building's rooms which it uses.

#### **COORDINATOR: Amy Rieley**

Amy's remit as Office Manager is wide-ranging, overseeing all areas of the day to day running of the LCA's portfolio at the Institute. She is solely responsible for the arrangements for membership renewal in March each year and for the compiling, editing and publication of the LCA Newsletter, which is circulated three times a year. Bookings for lectures and activities are arranged via Amy and she also gives support to the volunteers as they plan their various events. Amy is now part of the Management Team to ensure good contact between the office and the Trustees.

#### **REFURBISHMENT AND FACILITIES**

The Institute Trustees continue to update the building with the steady replacement of the large windows of this Victorian building and the repair of the surrounding stonework.

The Coordinator reviews the rooms leased by the Association on a regular basis and reports to the Trustees as updating is required. Blinds, where an area is very open to public gaze, have been fitted and improved heating in a further room is now in position. New for old carpet is on order, arrangements for carpet cleaning and upholstery cleaning of chairs are in place.

#### **RISK MANAGEMENT**

The Trustees regularly consider the major risks to which the charity is exposed, including those related to operational and financial matters and health and safety. Trustees together with the Administrator and Coordinator are encouraged to attend appropriate training courses as necessary.

#### **PUBLIC BENEFIT STATEMENT**

Section 4 of the Charities Act 2011 requires charity trustees to comply with their duty to have due regard to public benefit guidance published by the Charity Commission in exercising their powers or duties. As Trustees we are mindful of this obligation and have referred to the guidance when reviewing our aims, objectives and policies, and in plans for the future of the Association.

#### **COMMUNITY INVOLVEMENT**

**External and Partnership Meetings:** The Association is not a political nor lobbying organisation, however, we continue to inform members of local issues when brought to our attention, on which they may wish to take a view. The Chairman or a designated Trustee will attend meetings of other community organisations when invited.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### PUBLICITY AND COMMUNICATION

#### **Website**

The website has been further updated for hirers, members and the general public. The links directing potential hirers to information on the facilities the Association offers are straightforward and clear. Well-defined links to Upcoming Events, Activity Groups and the latest Newsletter are simple to use.

#### **High Street Notice Board**

Attractive posters advertise events planned by the Association and by our hirers. Contact details for the office are clearly displayed.

#### **Newsletters and Mailchimp messages**

The Newsletter is delivered electronically, via Mailchimp, three times a year to a large percentage of our membership. The Trustees took the decision to change the method of distribution due to the sizeable increase in the cost of postage in recent years. Those members not on email receive a hard copy via the post.

Mailchimp messages are sent regularly to members by the Coordinator, reminding them of forthcoming events and advising of recently added outings and activities.

### GRANTS

A decision was taken by the Trustees to suspend grant payments during this financial year and no grants will be made in the foreseeable future.

### ACTIVITIES

The Association organises a range of events and activities, notified to members via the Newsletter. News of late additions are circulated by Mailchimp, all supported by posters on the inside and outside notice boards. Activities are organised by our invaluable volunteer members and their contribution and support is immeasurable.

As our volunteers retire, having given tremendous support over many years, the challenge of finding members willing to replace them is difficult.

**Music Appreciation:** Diana Carr, former Trustee and long serving Volunteer has stepped in to oversee this group. Some members take it in turn to present a programme of mainly classical music with the Hi-Fi equipment operated by volunteer David Bishop.

**Book Club:** Organised by Kathy Bucknall, the group meets in the Kirby Library to discuss a book chosen in turn by each member of the club and discussed in detail at the following meeting.

**Visits Programme:** The President, Chairman, Trustee and Volunteer Member have arranged a programme of visits during the year incorporating independent and coach travel and have included:

Visits in the local area: The Grange, Bookham, Leatherhead Museum, West Horsley Place, Watts Gallery, Silent Pool Gin Distillery Tour

In London: Royal Albert Hall Tour, Superbloom at the Tower, Charterhouse Almshouse.

Walking Tours: 'The Famous Square Mile' and 'The Unknown East End'

Coach Trips: Lullingstone Castle and the World Garden, Chilterns Open Air Museum, Frogmore House.

Theatre Visit: An Inspector Calls.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

**Art History Lectures with a Difference:** Lectures are arranged from October to March by Volunteer Liz Meikle who is retiring after ten years. There were five lectures in Autumn 2022 with titles ranging from 'Artists and their Muses' to 'Paul Cezanne'. A further five lectures in the Winter months of 2023 also had a wide range with topics including 'The Bloomsbury Group and Omega Workshop' and 'Danish Art of the Nineteenth and Twentieth Century'.

It is hoped an Art Lecture Team consisting of volunteers supported by a Trustee will continue to arrange these talks.

**Friday Talks:** Our President June Robinson continues to arrange an eclectic mix, appreciated by our members, including 'Women Gardeners of the Twentieth Century' and 'Seaside Piers'.

**Films:** Volunteer Meredith Shiers arranged film afternoons during school holidays. Although there was extensive advertising, these were not as well supported as we had hoped. The decision was taken to change to showing a well-loved film one Sunday afternoon in November, (High Society) and February (Breakfast at Tiffany's) to include tea and cake. These have proved popular.

**Audio Visual:** For all these talks and more besides we are fortunate to have been assisted by volunteer Martin Hogg and his team. We are indebted to Martin for updating and organising clear instructions for our AV system and covering talks and events when requested.

**Classical Guitar:** Terry Parfett offers informal and friendly sessions of learning how to play the guitar.

**Walks Programme:** The programme of walks arranged by Peter Humphreys and his team continues to be well supported by members with a choice of short walks lasting less than two hours or longer walks, normally incorporating a lunch stop. Non-members are welcome to all walks, the first being free followed by a charge of £3 for each subsequent walk.

**Jigsaw Club:** A new venture by Hilary Porter.

**Saturday Coffee Mornings:** Hosted by volunteer Hilary Porter, the Kirby Library is open to everyone for tea and coffee on the first Saturday of each month.

**Concerts:** Seven concerts have been arranged by David Hanson. For ease of travel the Royal Festival Hall continues to be favoured. One of the highlights in 2022 was 'The Last Night of the Spring Proms' a jubilant afternoon of classics with a flag-waving finale.

**Hire Activity:** There has been a significant increase in hire activity during the year with new hirers enjoying the support offered by the office team. These organisations, between them, make a rich contribution to the delivery of our charitable objects of promoting education, social welfare and recreation for the benefit of the inhabitants of Leatherhead and surrounding districts.

These include an Italian Class, three Art Groups, two bridge groups and a bridge tuition class. Support services including Accordia Health, the Mary Frances Trust, Achieve Together, Barnardo's, the NCT and two 1-to-1 Counsellors regularly hiring rooms. We also host groups including Children's Dance, Pilates, Keep Fit, the Leatherhead Orchestra and the Leatherhead History Society. In December Santa returned to the Kirby Library and welcomed over 800 visitors to his Sitting Room. Church Groups, Local Residents Associations and Community Interest Groups also use the accommodation.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### SPECIAL EVENTS

**Heritage Open Days** took place in September with the theme 'Astounding Inventions'. We hosted a talk on 'Ada Lovelace: Countess who invented Computer Programming' by Trustee Simon Ritchie and also included a talk on 'Romany Life' which had to be postponed from the previous January due to lockdown issues.

Also in September Amy and Ruth once again hosted a MacMillan Coffee Morning, open to all, which was well supported.

As part of the Mole Valley Arts Alive Festival in October, Fenella Harrison gave a talk on 'Beatrix Potter: Artist and Scientist in Surrey'.

### ACHIEVEMENTS

The Institute is a busy and lively centre. The Newsletter is full of events for members to join in, if they wish, and the variety on offer has been widely complimented. The office provides an excellent service to our hirers and members. The Trustees strive to continue the legacy of Abraham Dixon to provide social, educational and recreational opportunities.

### FINANCIAL REVIEW

As reported a year ago, we entered the 2022/23 financial year with positive momentum in both our membership and hiring activities. It is a pleasure to report that this momentum continued throughout the year.

We aimed to secure an increase in membership from the previous year's total of 363, set a target of 375 and achieved 385. This was due in large measure to the attractive and expanded offering of activities described in this report. Trustees are grateful to all the volunteers who created and delivered these events and for the invaluable support they received from Amy and Ruth in the office.

Our aim overall was to achieve a break-even result for the year. Having made estimates and set budgets for all items except the largest, Hiring Income, it was apparent that the total for this item would need to be around £100,000 if the break-even objective was to be met. A very stretching target, which was achieved.

The total Hiring Income is reported in Note 3 on page 16 as £100,098. This did enable us to record a fractionally better than break-even result, with a surplus of £704 shown in the Statement of Financial Activities on page 12, and reflected in the increased cash balance shown in the Balance Sheet on page 13.

In looking ahead we are aware that much of the effect of the current high level of inflation is only now starting to impact our costs. For example from 1<sup>st</sup> April one major outlay has risen by 10% and our, fortunately modest, gas bill has more than trebled.

We have announced new hiring rates from 1<sup>st</sup> September, which show an increase of around 5%, which we believe will be viewed as reasonable by our hirers in the light of the published level of inflation, while providing a reasonable outlook for the new year's financial result. This will build on the very successful result for 2022/23, which is recorded in these accounts.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### INVESTMENT POLICY

The Trustees have power to make investments within the terms set out in the Association's Articles. In accordance with the policy set by the Trustees, the Association held no investments during the period covered by this report, retaining its liquid reserves in cash.

By further decision of the Trustees a low risk policy aimed at protecting its assets is applied in determining where the cash balances are held. One element of this policy is that the amount deposited with any bank or building society should not exceed the maximum sum covered by the Financial Services Compensation Scheme, £85,000 from 30 January 2017. Details of the cash balances held at 31 March 2023 are set out in Note 14.

### THE FUTURE

Membership Renewals due 31 March have started encouragingly and the outlook is very positive,

The Newsletter published in mid-April showed a full programme of Events together with the return of coach outings.

We continue to have a good working relationship with the Letherhead Institute Trustees, essential to the smooth running of the building.

New Trustees have been appointed during the year, each contributing strongly; we continue the search.

Our focus is to recruit more volunteers. Many of our longstanding members have taken the decision to retire, prompted principally by the long period of lockdown giving them time to reflect. However, we are welcoming new members whose contribution in supporting the LCA Trustees is invaluable.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### RESERVES POLICY

Council considers the level of unrestricted funds that it holds on an on-going basis, alongside its Risk Management Policy. At 31 March 2023, the Association held £130,850 of unrestricted funds, after deducting the following:

- 1 £8,396 of Designated Funds that the Trustees have voted to be set aside for the following particular purposes:

Joan Kirby Bequest	£2,754
Institute Dilapidations Fund	£5,642

- 2 £2,594 of net Fixed Assets which are central to the Association's running of the Community Centre.

Currently the Association considers the level of unrestricted funds to be held for the following purposes:

IDENTIFIED EMERGENCY COVER		
1	Departure of a major hirer	£10,000
2	Temporary loss of premises - 6 months loss of hirings income - in the event of a fire, etc.	£50,000
3	Relocation costs due to permanent loss of premises	£40,000
4	Paid Officers-temporary cost of replacing current honorary officers with remunerated posts	£25,000
	<b>TOTAL</b>	<b>£125,000</b>

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

#### RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also directors of The Leatherhead Community Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires 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 that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting practices and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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 financial statements;
- 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 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.

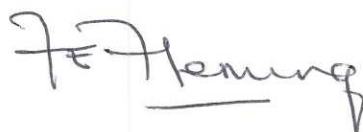
In so far as the Trustees are aware:

- there is no relevant information of which the charitable company's Examiner 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 Examiner is aware of that information.

#### INDEPENDENT EXAMINER

At the Annual General Meeting to be held on 7 July 2023 a resolution will be proposed to appoint Mr S P F Howell of T C Group, Suite 13, The Granary, Hones Yard, 1 Waverley Lane, Farnham, GU9 8BB as Independent Examiner for the year ending 31 March 2024.

Signed on behalf of the Trustees



Mrs Frances Fleming  
Chairman  
12 June 2023

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE LEATHERHEAD COMMUNITY ASSOCIATION  
A CHARITABLE COMPANY LIMITED BY GUARANTEE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023, which are set out on pages 12 to 22.

**RESPONSIBILITIES AND BASIS OF REPORT**

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


Having satisfied myself that the accounts of the company 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 your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Signed.....  .....

Date..... 21/06/2023 .....

Mr S P F Howell, FCCA

T C Group  
Suite 13  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2023**

		Unrestricted Funds	2023 Restricted Fund	Total Funds	2022 Total Funds
	Note	£	£	£	£
<b>INCOME from</b>					
Donations, Subscriptions and Grants	2	3,649	-	3,649	22,827
Charitable Activities	3	107,788	-	107,788	66,340
Investments	4	1,560	-	1,560	834
<b>TOTAL INCOME</b>		<u>112,997</u>	<u>-</u>	<u>112,997</u>	<u>90,001</u>
<b>EXPENDITURE on</b>					
Raising funds	5	(886)	-	(886)	(610)
Charitable activities	6	(111,407)	-	(111,407)	(96,853)
<b>TOTAL EXPENDITURE</b>		<u>(112,293)</u>	<u>-</u>	<u>(112,293)</u>	<u>(97,463)</u>
<b>NET INCOME/(EXPENDITURE)</b>	9	704	-	704	(7,462)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		141,136	-	141,136	148,598
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>141,840</u>	<u>-</u>	<u>141,840</u>	<u>141,136</u>

The Statement of Financial Activities includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 14 to 22 form part of these financial statements.

THE LEATHERHEAD COMMUNITY ASSOCIATION

BALANCE SHEET

31 MARCH 2023

	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	12	2,594	3,941
<b>CURRENT ASSETS</b>			
Debtors	13	11,968	11,396
Cash at bank and in hand	14	147,385	145,182
		<u>159,353</u>	<u>156,578</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(20,107)</u>	<u>(19,383)</u>
<b>NET CURRENT ASSETS</b>		<b>139,246</b>	137,195
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>141,840</b></u>	<u>141,136</u>
<b>NET ASSETS</b>		<u><b>141,840</b></u>	<u>141,136</u>
<b>FUNDS</b>			
Restricted Fund	17	-	-
Unrestricted Funds	16		
General	16	133,444	130,550
Designated	16	8,396	10,586
<b>TOTAL FUNDS</b>		<u><b>141,840</b></u>	<u>141,136</u>

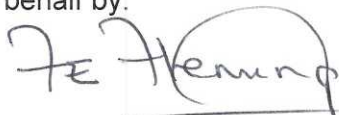
For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

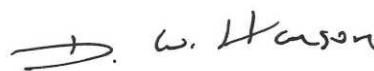
- The members have not required the company to obtain an audit in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

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

They were approved by the Trustees on the 12th June 2023 and are signed on their behalf by:



Mrs F Fleming  
Chairman  
Company Registration No. 07608015



Mr D W Hanson  
Director

The notes on pages 14 to 22 form part of these financial statements.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The Leatherhead Community Association is a charitable company limited by guarantee incorporated in England and Wales. In the event of winding up, each member may be required to contribute an amount, not exceeding £10, towards the settlement of the company's liabilities. The registered office is Letherhead Institute, 67 High Street, Leatherhead, Surrey KT22 8AH.

The financial statements have been prepared in accordance with 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) (issued in October 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The Leatherhead Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **Tangible Fixed assets**

All fixed assets are initially recorded at cost. They are capitalised if they can be used for more than one year and cost more than £100.

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows: Fixtures, Fittings & Equipment - 25% straight line.

#### **Income**

Income is included in the Statement of Financial Activities (SOFA) when

- The charity becomes entitled to the resource;
- It is more likely than not that the charity will receive the resource;
- The monetary value can be measured with sufficient reliability.

Members' subscriptions paid in advance are deferred to the relevant year. Income received in advance of an event is similarly deferred until the event date.

Gift Aid is included in income when there is a valid declaration from the donor and any Gift Aid recovered on a donation is considered to be part of that gift.

The value of volunteer help received is not included in the accounts but is described in the Trustees' Report.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

### **Expenditure and Liabilities**

Expenditure is recognised in the year in which it is incurred. Payments made in advance of social events, for example advance payments for concert tickets, are deferred until the date of the event.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of twelve months or less.

### **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. Financial assets classified as receivable within one year are not amortised.

### **Classification of financial liabilities**

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

### **Basic financial liabilities**

Basic financial liabilities, including creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

### **Taxation**

The charitable company 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 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK tax purposes.

### **Fund accounting**

- General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees at their discretion for a specific purpose.
- Restricted funds are monies given to the charity for a purpose specified by the donor(s).

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**2. INCOME FROM DONATIONS, SUBSCRIPTIONS AND GRANTS**

	<b>2023</b>	2022
	£	£
Donations	49	610
Members' subscriptions	3,057	1,821
Gift Aid	543	396
Grants #	-	20,000
	<b>3,649</b>	<b>22,827</b>
	<b>3,649</b>	<b>22,827</b>

All the income from these sources in both years was unrestricted.

**# GOVERNMENT GRANTS**

	<b>2023</b>	2022
	£	£
Restart Grant	-	12,000
Omicron Hospitality & Leisure Grant	-	8,000
	-	20,000
	-	20,000

**3. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2023</b>	2022
	£	£
Community Centre Room Hirings	100,098	60,563
Community Centre Parking Fees	4,541	3,805
Social Events and Outings	3,149	1,733
Ticket sales for Kirby Lecture	-	22
Ticket sales for 'In Memoriam' Lecture	-	217
	<b>107,788</b>	<b>66,340</b>
	<b>107,788</b>	<b>66,340</b>

Income from charitable activities was £107,788 (2022 - £66,340) of which £107,788 was unrestricted (2022 - £66,123) and £Nil was restricted (2022 - £217)

**4. INCOME FROM INVESTMENTS**

	<b>2023</b>	2022
	£	£
Bank interest receivable	1,560	834
	<b>1,560</b>	<b>834</b>
	<b>1,560</b>	<b>834</b>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**5. EXPENDITURE ON RAISING FUNDS**

	<b>2023</b>	2022
	£	£
Membership expenses – newsletters and publicity	<b>886</b>	610
	<u>          </u>	<u>          </u>

**6. EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>2023</b>	2022
	£	£
Community centre expenditure	<b>109,437</b>	94,238
Cost of 'In Memoriam' lecture	-	597
Governance Costs	<b>1,970</b>	2,018
	<u>          </u>	<u>          </u>
	<b>111,407</b>	96,853
	<u>          </u>	<u>          </u>

Expenditure on charitable activities was £111,407 (2022 - £96,853) of which £111,407 was unrestricted (2022 - £96,256) and £Nil was restricted (2022 - £597)

**7. COMMUNITY CENTRE EXPENDITURE**

	<b>2023</b>	2022
	£	£
Salary and wages	<b>30,621</b>	24,569
Rent and rates	<b>16,679</b>	15,787
Licences	<b>23</b>	(159)
Insurance	<b>7,599</b>	6,614
Light and heat	<b>8,787</b>	6,784
Cleaning	<b>16,805</b>	13,753
Caretaker	<b>13,187</b>	11,879
Repairs and maintenance	<b>6,847</b>	6,343
Telephone	<b>106</b>	280
Printing, postage and stationery	<b>275</b>	443
Computer costs	<b>2,758</b>	3,470
General expenses	<b>247</b>	70
Payroll expenses	<b>180</b>	180
Sundry equipment	<b>380</b>	334
Depreciation of fixtures, fitting and equipment	<b>2,617</b>	2,756
Refurbishment fund expended	<b>2,296</b>	-
Joan Kirby bequest expended	-	1,135
Staff training	<b>30</b>	-
	<u>          </u>	<u>          </u>
	<b>109,437</b>	94,238
	<u>          </u>	<u>          </u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**8. GOVERNANCE EXPENDITURE**

	2023	2022
	£	£
Independent Examination Fee	1,920	1,968
Professional Fees	-	-
Subscriptions	50	50
	<b>1,970</b>	<b>2,018</b>
	<b>1,970</b>	<b>2,018</b>

**9. NET INCOME FOR THE YEAR**

This is stated after charging:

	2023	2022
	£	£
Depreciation	2,617	2,756
Independent Examination Fee	1,920	1,968
Accountancy and Payroll Services	180	180
	<b>4,717</b>	<b>4,904</b>
	<b>4,717</b>	<b>4,904</b>

**10. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	2023	2022
	£	£
Wages and salaries	30,621	24,569
Social security costs #	-	-
	<b>30,621</b>	<b>24,569</b>
	<b>30,621</b>	<b>24,569</b>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2023	2022
	No	No
Number of administrative staff	2	2

No employee received remuneration of more than £60,000 during the year (2022 - Nil).

# The National Insurance Contributions Employment Allowance reduces Employers' National Insurance Contributions by up to £5,000 for each tax year. For the Association this allowance offset the whole of the NIC charge in this year and the previous year.

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

11. TRUSTEE REMUNERATION

The Trustees, or any person connected with them, have not received any remuneration from The Leatherhead Community Association during the year.

Amounts totalling £1,241 (2022 - £3,175) were reimbursed to two Trustees (2022 – two) for expenses in relation to postage, entertainment, travel and stationery paid by them on behalf of the Association.

12. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £
<b>COST</b>	
At 1 April 2022	107,326
Additions	1,270
<b>At 31 March 2023</b>	<u>108,596</u>
<b>DEPRECIATION</b>	
At 1 April 2022	103,385
Charge for the period	2,617
<b>At 31 March 2023</b>	<u>106,002</u>
<b>NET BOOK VALUE</b>	
<b>At 31 March 2023</b>	<u>2,594</u>
At 31 March 2022	<u>3,941</u>

13. DEBTORS

	2023 £	2022 £
Trade debtors	3,656	2,669
Prepayments and accrued income	8,312	8,727
	<u>11,968</u>	<u>11,396</u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**14. CASH AT BANK**

	<b>2023</b>	2022
	£	£
Cambridge & Counties Bank (95 Day notice account @ 3.45%)	<b>65,000</b>	65,000
Metro Bank (Instant Access account @ 0.70%)	<b>68,697</b>	68,518
HSBC current account	<b>13,688</b>	11,664
	<b><u>147,385</u></b>	<u>145,182</u>

**15. CREDITORS: Amounts falling due within one year**

	<b>2023</b>	2022
	£	£
Accruals and deferred income	<b><u>20,107</u></b>	<u>19,383</u>

**16. UNRESTRICTED INCOME FUNDS – Current year**

	<b>Balance at 1 April 2022</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Balance at 31 March 2023</b>
	£	£	£	£
Institute Dilapidations Fund	7,859	79	(2,296)	5,642
Joan Kirby Legacy Fund	2,727	27	-	2,754
General Fund	<b>130,550</b>	<b>112,891</b>	<b>(109,997)</b>	<b>133,444</b>
	<b><u>141,136</u></b>	<b><u>112,997</u></b>	<b><u>(112,293)</u></b>	<b><u>141,840</u></b>

**UNRESTRICTED INCOME FUNDS – Previous year**

	<b>Balance at 1 April 2021</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Balance at 31 March 2022</b>
	£	£	£	£
Institute Dilapidations Fund	7,820	39	-	7,859
Joan Kirby Legacy Fund	3,824	38	(1,135)	2,727
General Fund	<b>136,574</b>	<b>89,707</b>	<b>(95,731)</b>	<b>130,550</b>
	<b><u>148,218</u></b>	<b><u>89,784</u></b>	<b><u>(96,866)</u></b>	<b><u>141,136</u></b>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**17. RESTRICTED INCOME FUND – Current year**

There is no restricted income for the year.

**RESTRICTED INCOME FUND – Previous year**

	Balance at 1 April 2021	Incoming resources	Outgoing resources	Balance at 31 March 2022
	£	£	£	£
In Memoriam fund	380	217	(597)	-
	380	217	(597)	-
	380	217	(597)	-

**PURPOSE OF UNRESTRICTED FUNDS**

The General fund is an unrestricted fund used for the day to day running of the community centre and membership services.

The dilapidations fund is an unrestricted fund to be used to refurbish the community centre in accordance with the lease agreement. The Trustees decided to hold the sum of £10,000 in this fund at the start of the current lease in May 2017.

The Joan Kirby legacy fund is an unrestricted fund, which is being held as a designated fund to support events in memory of the late Chairman.

**PURPOSE OF RESTRICTED FUND**

To receive donations in memory of founding member Mrs Mollie Canning who died in 2020 at the age of 100, such donations to be used to provide a public bench and a lecture in her memory, with any surplus to be divided equally between the Association and the Friends of Leatherhead Parish Church. The Fund closed during the previous year.

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS – Current year**

	Tangible fixed assets	Current assets	Cash	Current liabilities	Total Net Assets
	£	£	£	£	£
Unrestricted Income Funds	2,594	11,968	147,385	(20,107)	141,840
<b>Total Funds</b>	2,594	11,968	147,385	(20,107)	141,840
	2,594	11,968	147,385	(20,107)	141,840

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS *(continued)*

ANALYSIS OF NET ASSETS BETWEEN FUNDS – Previous year

	Tangible fixed assets £	Current assets £	Cash £	Current liabilities £	Total Net Assets £
Unrestricted Income Funds	3,941	11,396	145,182	(19,383)	141,136
Restricted Fund	-	-	-	-	-
<b>Total Funds</b>	<u>3,941</u>	<u>11,396</u>	<u>145,182</u>	<u>(19,383)</u>	<u>141,136</u>

19. INDEMNITY INSURANCE

The charity paid for the insurance premiums to indemnify Trustees from any loss arising from neglect or defaults of Trustees and any consequent loss.

20. LEASE COMMITMENTS

The Association has a ten year lease from May 2017 at a rent of £15,000 per annum with inflation-linking every three years based on the Retail Prices Index. At the review date in May 2020 there was no increase in the rent charged.

There is a five year break clause, exercisable at 12 months' notice.

21. RELATED PARTY TRANSACTIONS

There are no related party transactions during the year (2022 - nil)

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

England & Wales - Charity number 1142164

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# Accounts

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**THE LEATHERHEAD COMMUNITY ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**Company Number 07608015**

**Charity Number 1142164**

**tc** accounts · tax · legal · financial planning

Suite 13  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	<b>1</b>
Independent examiner's report to the Trustees	<b>11</b>
Statement of financial activities	<b>12</b>
Balance sheet	<b>13</b>
Notes to the financial statements	<b>14</b>

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered name** The Leatherhead Community Association  
**Registered number** 07608015  
**Charity registration number** 1142164  
**Registered Office and Operational Address** Leatherhead Institute  
67 High Street  
Leatherhead  
KT22 8AH

**PRESIDENT** Mrs J Robinson

### DIRECTORS AND TRUSTEES

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are referred to collectively as the Trustees. The Trustees serving during the period and since the end of the period were as follows:

Mrs F Fleming	Chairman
Mr D W Hanson	Treasurer
Mrs L J Coulton	(elected July 2021)
Mr J Falkner	(elected July 2021)
Mrs I Gawne	(retired April 2021)
Mr D H Jackman	
Mr D Lamb	
Mr T A McMurray	(co-opted February 2022)
Mrs K Oakley	(elected July 2021)
Mr S A Ritchie	(retired July 2021)
Mrs J Robinson	(retired July 2021)
Mr B A Salsbury	
Mrs J A Slater	

**COMPANY SECRETARY** Mrs J A Slater

**COORDINATOR** Mrs A L Rieley

**ADMINISTRATOR** Mrs R E Bates

**INDEPENDENT EXAMINER** Mr S P F Howell, FCCA  
T C Group  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
GU9 8BB

**PRINCIPAL BANKERS** HSBC Bank PLC  
18 North Street  
Leatherhead  
KT22 7AR

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

The Trustees present their report and examined accounts for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative information set out above forms part of this report.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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; RFS 102) issued in October 2019.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### CONSTITUTION, OBJECTS, AIMS AND POLICIES

##### Governing Document

The Association is a company limited by guarantee and is a registered charity. It is governed by its Articles of Association, which were registered with Companies House at its incorporation on 18 April 2011 and registered with the Charity Commission on 31 May 2011. The company was dormant until 1 July 2011 when it took over the assets and activities of an unincorporated charity with the same name, charity number 277404.

##### Constitution

In accordance with its Articles the purpose of the Association shall be:

- a. to promote the benefit of the inhabitants of the town of Leatherhead and its surrounding districts (defined as the area of authority of the Mole Valley District Council or any successor body, together with any other area within 6 miles of the charity's registered office and hereinafter called the "area of benefit") without distinction of gender, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions in life for the said inhabitants;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes within the area of benefit as may from time to time be determined.

The Association shall be non-partisan in politics and non-sectarian in religion.

##### Aims and Policies

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. In particular, the Trustees have considered how planned activities will contribute to the charitable aims of the Association as follows:

Hiring rooms to over 70 organisations, for educational, recreational and social activities.

Organising events and activities including visits to properties, gardens, museums, galleries and concerts.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

Providing lectures, coffee mornings, indoor games, organised walks, music appreciation, a book club and a library.

Making awards to younger residents for social and educational purposes.

### CHAIRMAN'S STATEMENT

There had been a careful and gradual return to the Institute by Members and Hirers in the summer months of 2021, however, the arrival of the Omicron variant caused further cancellations to planned events, activities and room hirings.

Our Annual Report covers the considerable contribution made jointly by the Trustees, Administrator, Coordinator and Volunteers to fulfil our charitable objects in challenging times throughout the year. I am pleased to report that members are now, once again, returning to enjoy Visits, Events and Group Activities.

### MEMBERSHIP

Membership is open to anyone in the town of Leatherhead and its surrounding districts. This year there were 363 individual members.

We are always looking for new members and to this end every visitor to the Institute is encouraged to join the Association.

### DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

#### COMMUNITY CENTRE

The Letherhead Institute was given to the residents of Leatherhead by Abraham Dixon in 1892 for social, leisure and educational purposes. It is in the care of a registered charity – The Letherhead Institute, Charity Number 1185057.

The LCA Trustees work with the Trustees of the Institute building to fulfil the charitable objects of both organisations, which derive directly from the terms of the original gift by Abraham Dixon, made with no endowment or provision for maintenance. The Association contributes towards the cost of any appropriate capital expenditure as it arises, focussing always on improving the experience of members, hirers and visitors alike.

To deliver the charitable objects of the charities, the Association has leased from the Letherhead Institute ten rooms, two kitchens and ten parking spaces for a ten-year term from 17 May 2017, with a break clause after five years, at an annual rent of £15,000. In addition, the Association makes a substantial contribution towards the costs of building maintenance, insurance, caretaking and cleaning. A designated fund of £10,000 was established to cover refurbishments and maintenance required under the terms of the lease.

The Institute is in a conservation area and our aim is to maximise the appearance and facilities for members and hirers, whilst maintaining the integrity and character of the outstanding Victorian building.

#### ADMINISTRATOR

Ruth is an asset to the office. Her considerate, confident and helpful manner has been praised regularly by hirers, members and the general public passing through the building. The office is well run and enquiries from hirers are increasing. Ruth also controls other areas including the invoicing, electronic noticeboard and car park and maintains a good working relationship with the Institute Caretaker, for whom the Association pays 70% of his salary, in line with the percentage of the building's rooms which it uses.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

### COORDINATOR

In the summer of 2021 with the retirement of the Chairman imminent, a decision was taken by the Trustees to create the new paid post of Coordinator (Office Manager), to oversee various duties previously undertaken by both the Chairman and Deputy Chairman. The agreed remit also included the editing and distribution of the Newsletter and overseeing Membership Renewal. The role, wide-ranging and diverse, would require an independent-minded person, willing to work on their own. We were delighted to recruit Amy to fill this role and she has proved an enthusiastic addition to the team. She and Ruth work well together and they are both a great support to Trustees as required.

### REFURBISHMENT AND FACILITIES

The Institute Trustees continue to update the building with the steady replacement of the large windows of this Victorian building and the repair of the surrounding stonework. The replacement of the floor in the Hall at the start of the year has proved a great success and has helped us to secure a ballroom dance group as a hirer.

We review the rooms leased to the Association on a regular basis and a programme of refurbishment is underway. This includes repainting where required, the addition of blinds where an area is very open to public gaze and some improved heating.

### RISK MANAGEMENT

The Trustees regularly consider the major risks to which the charity is exposed, including those related to operational and financial matters and health and safety. Trustees together with the Administrator and Coordinator are encouraged to attend appropriate training courses as necessary.

During the pandemic Government guidelines have been followed assiduously by the Trustees of both the Institute, our landlord, and the Association. Information has been clearly posted at all entrances to the building, on the external notice board and communicated to hirers and members on a regular basis.

### PUBLIC BENEFIT STATEMENT

Section 4 of the Charities Act 2011 requires charity trustees to comply with their duty to have due regard to public benefit guidance published by the Charity Commission in exercising their powers or duties. As Trustees we are mindful of this obligation and have referred to the guidance when reviewing our aims, objectives and policies, and in plans for the future of the Association.

### COMMUNITY INVOLVEMENT

**External and Partnership Meetings:** The Association is not a political nor lobbying organisation, however, we continue to inform members of local issues when brought to our attention, on which they may wish to take a view. When the Covid-19 situation allows, the Chairman or a designated Trustee will return to attending meetings of other community organisations when invited.

**The Joan Kirby Lecture:** A former Chairman, Joan Kirby, kindly bequeathed a legacy to the Association and it was decided to commemorate this generous gift by holding an annual event in her name. Starting in September 2009 these events have been lectures, each judged to have been a great success. The speaker is chosen by Jane Kirby, the Founder Chairman's daughter. The event was cancelled in 2021, primarily as a result of Covid-19 still causing anxiety, with members and the local community being unwilling to attend large group events.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

### PUBLICITY AND COMMUNICATION

#### **Website**

The website has been further updated for hirers, members and the general public. The links directing potential hirers to information on the facilities we have to offer are straightforward and clear. Well-defined links to Upcoming Events, Activity Groups and the latest Newsletter are simple to use.

#### **High Street Notice Board**

Attractive posters advertise events planned by the Association and by our hirers. Contact details for the office and any change to Government Covid guidelines are also displayed.

#### **Newsletters and Mailchimp messages**

The Newsletter is now delivered electronically via Mailchimp three times a year to a large percentage of our membership. The Trustees took the decision to change the method of distribution due to the sizeable increase in the cost of postage in recent years. Those members not on email receive a hard copy via the post. The Newsletter is now compiled and edited by the Coordinator.

Mailchimp messages are sent regularly to members by the Coordinator, reminding them of forthcoming events and advising of recently added outings and activities.

### GRANTS

A decision was taken by the Trustees to suspend grant payments during this financial year.

### ACTIVITIES

The Association organises a range of events and activities notified to members via the Newsletter with news of late additions circulated by Mailchimp, all supported by posters on the inside and outside notice boards. Activities are organised by our invaluable volunteer members and their contribution and support is greatly appreciated by the Trustees.

The activities have, again this year, been curtailed by Covid-19, however, plans were prepared by our volunteers to restart the groups as soon as was possible and when members felt ready to return.

**Music Appreciation:** Following the death of long-term volunteer and Trustee, Gwen Hoad, we were delighted when Jan and Ron Heasman took over the group which, once restarted, has gone from strength to strength. Members take it in turn to present a programme of mainly classical music with the Hi-Fi equipment operated by volunteer David Bishop.

**Book Club:** Organised by Kathy Bucknall, the group is meeting once again in the Kirby Library to discuss a book chosen in turn by each member of the club and discussed in detail at the following meeting.

**Visits Programme:** Suspended due to Covid until the summer of 2021. Various Trustees as well as the President and Visits Organiser arranged a programme jointly as Government guidelines were relaxed.

Henry Moore Studio and Gardens – this visit, postponed by lockdown from 2020 was enjoyed by a full complement of members.

Guided Walks to Guildford and London were fully subscribed.

A four-day break to Somerset was organised by June Robinson and enjoyed by 19 members. Included in the itinerary were visits to Lacock Abbey, Stourhead and Wells Cathedral.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

**Art History Lectures with a Difference:** Lectures are arranged from October to March by Liz Meikle. There were six lectures in Autumn 2021 with titles ranging from 'Art Nouveau' to 'Divine Comedy in Art'. A further four lectures in the Winter months of 2022 also had a wide range with topics including 'Van Gogh and his Letters' and 'You are what you Wear - the Role of Clothing in Art'.

**Friday Talks** After the retirement of long-term volunteer Diana Carr, the organisation was taken over by our President June Robinson. These have been well supported, in particular two given by Dr Anne Anderson, 'Deck the Halls, A Victorian Christmas' and on 'Ashted Pottery'.

**Audio Visual:** For all these talks and more besides we are fortunate to have been assisted by volunteer Martin Hogg. We are indebted to him for updating and organising clear instructions for our AV system and covering talks and events when requested.

**Classical Guitar:** A new initiative by one of our members introducing informal and friendly sessions of learning how to play the guitar.

**Walks Programme:** The programme of walks arranged by Peter Humphreys and his team did not restart until Autumn 2021 with strict adherence to Government guidelines, numbers restricted and advance booking essential. There was no programme in January but from February onwards the selection of walks increased with a choice of short walks lasting less than two hours or longer walks, normally incorporating a lunch stop. Non-members are welcome to all walks, the first being free followed by a charge of £3 for each subsequent walk.

**Saturday Coffee Mornings:** Hosted by volunteer Hilary Porter, the Kirby Library is open to everyone for tea and coffee on the first Saturday of each month.

**Concerts:** For ease of travel arrangements, we continued to favour the Royal Festival Hall, where we took advantage of significant group discounts for two concerts. In November we ventured to St Paul's Cathedral where John Rutter conducted Mozart's Requiem and in December stayed locally at the Yehudi Menuhin Hall in Stoke D'Abernon for a Christmas concert featuring The Grange Choir, both in different ways wonderfully uplifting events.

### HIRING ACTIVITY

Covid restrictions again limited room hire in the Spring and early Summer with hirers unwilling to commit in advance, often then hiring at short notice. However, as the year progressed hirers returned with some new groups also being welcomed to the Institute. These organisations, between them, make a rich contribution to the delivery of our charitable objects of promoting education, social welfare and recreation for the benefit of the inhabitants of Leatherhead and surrounding districts.

The Association hosts language classes in French and Italian and a law course run by the WEA proved very popular. Our facilities are also used by groups including Art History, Wildlife Aid and Dorking Climate Emergency. Support services including Accordia Health, the Mary Frances Trust, Achieve Together, Barnardo's, Carers Together and two 1-to-1 counsellors regularly hire rooms.

On the recreation theme, we host groups including Children's Dance, Ballroom Dancing, Pilates, Keep Fit, Bridge Clubs, various painting courses and the Leatherhead History Society. In December Santa returned to the Kirby Library and welcomed over 800 visitors to his Sitting Room.

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

#### SPECIAL EVENTS

**Heritage Open Days** took place in September with the theme 'Edible England'. We hosted a talk on 'The Art of Fine Chocolate Making' by Natasha Sutton and 'Chips with Everything' by Bill Whitman.

Also in September Amy and Ruth hosted a MacMillan Coffee Morning, open to all, which was well supported.

In October we presented for the second year an online lecture as part of the Mole Valley Arts Alive Festival, again by Dr Anne Anderson, this time on 'Arts and Crafts Houses in Surrey'.

In November a commemorative lecture by Mark Hill entitled, "Curves, Colours and Cool: An Introduction to Mid-Century Modern", was held in memory of Mollie Canning, a founder member of the LCA.

The Chairman held a small 'thank you' for volunteers in December; they are the backbone of the Association and their support is invaluable.

In February a special coffee morning was held to mark the 130 years since the memorial stone was laid at the Institute by Letitia and Winifred Dixon, daughters of Abraham Dixon.

#### ACHIEVEMENTS

It is rewarding to see the Institute as a busy and lively centre once again. Members have accepted Covid-19 will be a part of life now and are returning to enjoy the programme of arranged activities, as described in this report, and to re-establish friendships in the way Abraham Dixon, our benefactor, would have wished.

#### FINANCIAL REVIEW

As the financial year began in April 2021 activity in society generally was just reopening cautiously after the lockdown related to the Delta variant of Covid-19. We were grateful to receive a 'Restart' Grant of £12,000 from the Government to assist us in this process.

Recognising the restricted nature of the programme of activities we had been able to offer our members in the previous year, we reduced our membership subscription to £5 and were cautious in our budgeting estimate of the number of members who would re-join. In the event, all the efforts made in 2020 and 2021 to maintain contact with members, and to offer online and live events to the maximum possible extent, proved their value and membership rose.

Our total hiring income had collapsed in the previous year to just over £15,000. Estimating in April 2021 the likely income for 2021/22 was little more than a guess with a wide range of possibilities on either side, but a figure was felt to be essential, if only as a benchmark against which to measure progress as the year unfolded.

The initial benchmark figures we adopted were £50,000 for room hires and £4,000 for parking. Despite some interruption to the recovery process in the Winter due to the Omicron variant, the pleasing outcomes were £60,503 for room hire and £3,805 for parking. As in the membership side of our lives, the ability to work helpfully and flexibly with our hirers stood us in good stead. We understood that all hirers were juggling with the same issues of government and medical constraints on the one hand and varying degrees of caution and concern of their members/customers on the other hand, and tried hard to offer a room size and set-up to meet changing needs

## **THE LEATHERHEAD COMMUNITY ASSOCIATION**

### **TRUSTEES ANNUAL REPORT**

#### **YEAR ENDED 31 MARCH 2022**

Having received the 'Restart' Grant at the start of the year, no expectation of any further Grant had been included in our financial planning, so we were surprised and grateful to receive an 'Omicron' Grant of £8,000 in the final quarter.

At the start of the financial year, the estimates and guesses we made for key items such as Membership and Hiring income, alongside judged budgets for all other income and expenditure items, showed a likely deficit in the year of just over £26,000. That the reported result is around £20,000 better than this is due very largely to three things:

Better than expected income from Hirers	£10,400
An unexpected second Government Grant	£ 8,000
Higher than expected Membership Income	£ 1,400

As we enter the new financial year there is positive momentum under the first and third of these headings, which we will need as we face the immediate challenges of post-pandemic times, starting with inflation. We may once again be grateful for the strength of our financial reserves but the main line of confidence today is not in money but in people, the office team and our volunteers.

#### **INVESTMENT POLICY**

The Trustees have power to make investments within the terms set out in the Association's Articles. In accordance with the policy set by the Trustees, the Association held no investments during the period covered by this report, retaining its liquid reserves in cash.

By further decision of the Trustees a low risk policy aimed at protecting its assets is applied in determining where the cash balances are held. One element of this policy is that the amount deposited with any bank or building society should not exceed the maximum sum covered by the Financial Services Compensation Scheme, £85,000 from 30 January 2017. Details of the cash balances held at 31 March 2022 are set out in Note 14.

#### **THE FUTURE**

Membership Renewals due 31 March have started well and the outlook is very positive,

The Newsletter published in mid-April showed a full programme of Events together with the return of coach outings.

We continue to have a good working relationship with the Letherhead Institute Trustees, essential to the smooth running of the building.

New Trustees have been appointed during the year, each contributing strongly; we continue the search.

Our focus is to recruit more volunteers. Many of our longstanding helpers have taken the decision to retire, prompted principally by the long period of lockdown giving them time to reflect. Some have joined us recently and we welcome their contribution to the life of the LCA.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2022**

**RESERVES POLICY**

Council considers the level of unrestricted funds that it holds on an on-going basis, alongside its Risk Management Policy. At 31 March 2022, the Association held £126,609 of unrestricted funds, after deducting the following:

- 1 £10,586 of Designated Funds that the Trustees have voted to be set aside for the following particular purposes:

Joan Kirby Bequest	£2,727
Institute Dilapidations Fund	£7,859

- 2 £3,941 of net Fixed Assets which are central to the Association's running of the Community Centre.

Currently the Association considers the level of unrestricted funds to be held for the following purposes:

<b>IDENTIFIED EMERGENCY COVER</b>		
1	Departure of a major hirer	£8,000
2	Temporary loss of premises - 6 months loss of hirings income - in the event of a fire, etc.	£35,000
3	Relocation costs due to permanent loss of premises	£50,000
4	Paid Officers-temporary cost of replacing current honorary officers with remunerated posts	£35,000
	<b>TOTAL</b>	<b>£128,000</b>

## THE LEATHERHEAD COMMUNITY ASSOCIATION

### TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

#### RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also directors of The Leatherhead Community Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires 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 that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting practices and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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 financial statements;
- 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 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 information of which the charitable company's Examiner 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 Examiner is aware of that information.

#### INDEPENDENT EXAMINER

At the Annual General Meeting to be held on 8 July 2022 a resolution will be proposed to appoint Mr S P F Howell of T C Group, Suite 13, The Granary, Hones Yard, 1 Waverley Lane, Farnham, GU9 8BB as Independent Examiner for the year ending 31 March 2023.

Signed on behalf of the Trustees



Mrs Frances Fleming, Chairman  
14 June 2022

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE LEATHERHEAD COMMUNITY ASSOCIATION**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022, which are set out on pages 14 to 22.

**RESPONSIBILITIES AND BASIS OF REPORT**

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

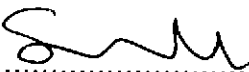
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Signed.....

Date.....20/06/2022.....

Mr S P F Howell, FCCA

T C Group  
Suite 13  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2022**

		Unrestricted Funds	2022 Restricted Fund	Total Funds	2021 Total Funds
	Note	£	£	£	£
<b>INCOME from</b>					
Donations, Subscriptions and Grants	2	22,827		22,827	48,196
Charitable Activities	3	66,123	217	66,340	15,485
Investments	4	834	-	834	1,601
<b>TOTAL INCOME</b>		<u>89,784</u>	<u>217</u>	<u>90,001</u>	<u>65,282</u>
<b>EXPENDITURE on</b>					
Raising funds	5	(610)	-	(610)	(979)
Charitable activities	6	(96,256)	(597)	(96,853)	(70,297)
<b>TOTAL EXPENDITURE</b>		<u>(96,866)</u>	<u>(597)</u>	<u>(97,463)</u>	<u>(71,276)</u>
<b>NET (EXPENDITURE) / INCOME</b>	9	<u>(7,082)</u>	<u>(380)</u>	<u>(7,462)</u>	<u>(5,994)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		148,218	380	148,598	154,592
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>141,136</u>	<u>-</u>	<u>141,136</u>	<u>148,598</u>

The Statement of Financial Activities includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 14 to 22 form part of these financial statements.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**BALANCE SHEET**

**31 MARCH 2022**

	Note	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible assets	12	3,941	3,564
<b>CURRENT ASSETS</b>			
Debtors	13	11,396	8,453
Cash at bank and in hand	14	145,182	149,138
		<u>156,578</u>	<u>157,591</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(19,383)</u>	<u>(12,557)</u>
<b>NET CURRENT ASSETS</b>		137,195	145,034
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>141,136</u>	<u>148,598</u>
<b>NET ASSETS</b>		<u>141,136</u>	<u>148,598</u>
<b>FUNDS</b>			
Restricted Fund	17	-	380
Unrestricted Funds	16		
General	16	130,550	136,574
Designated	16	10,586	11,644
<b>TOTAL FUNDS</b>		<u>141,136</u>	<u>148,598</u>


For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

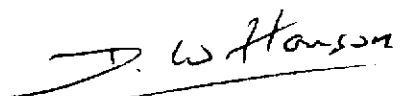
- The members have not required the company to obtain an audit in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

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

They were approved by the Trustees on the 14th June 2022 and are signed on their behalf by:



Mrs F Fleming  
Chairman  
Company Registration No. 07608015



Mr D W Hanson  
Director

The notes on pages 14 to 22 form part of these financial statements.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The Leatherhead Community Association is a charitable company limited by guarantee incorporated in England and Wales. In the event of winding up, each member may be required to contribute an amount, not exceeding £10, towards the settlement of the company's liabilities. The registered office is Letherhead Institute, 67 High Street, Leatherhead, Surrey KT22 8AH.

The financial statements have been prepared in accordance with 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) (issued in October 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The Leatherhead Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **Tangible Fixed assets**

All fixed assets are initially recorded at cost. They are capitalised if they can be used for more than one year and cost more than £100.

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows: Fixtures, Fittings & Equipment - 25% straight line.

#### **Income**

Income is included in the Statement of Financial Activities (SOFA) when

- The charity becomes entitled to the resource;
- It is more likely than not that the charity will receive the resource;
- The monetary value can be measured with sufficient reliability.

Members' subscriptions paid in advance are deferred to the relevant year. Income received in advance of an event is similarly deferred until the event date.

Gift Aid is included in income when there is a valid declaration from the donor and any Gift Aid recovered on a donation is considered to be part of that gift.

The value of volunteer help received is not included in the accounts but is described in the Trustees' Report.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

### **Expenditure and Liabilities**

Expenditure is recognised in the year in which it is incurred. Payments made in advance of social events, for example advance payments for concert tickets, are deferred until the date of the event.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of twelve months or less.

### **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. Financial assets classified as receivable within one year are not amortised.

### **Classification of financial liabilities**

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

### **Basic financial liabilities**

Basic financial liabilities, including creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

### **Taxation**

The charitable company 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 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK tax purposes.

### **Fund accounting**

- General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees at their discretion for a specific purpose.
- Restricted funds are monies given to the charity for a purpose specified by the donor(s).

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

**2. INCOME FROM DONATIONS, SUBSCRIPTIONS AND GRANTS**

	<b>2022</b>	2021
	£	£
Donations	610	1,606
Members' subscriptions	1,821	2,743
Gift Aid	396	583
Grants #	20,000	43,264
	<u>22,827</u>	<u>48,196</u>

Income from donations, subscriptions and grants was £22,827 (2021 - £48,196) of which £22,827 was unrestricted (2021 - £47,036) and £nil was restricted (2021 - £1,160)

**# GOVERNMENT GRANTS**

	<b>2022</b>	2021
	£	£
Restart Grant	12,000	-
Omicron Hospitality & Leisure Grant	8,000	-
Retail, Hospitality & Leisure Grant	-	38,429
CJRS income	-	4,835
	<u>20,000</u>	<u>43,264</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2022</b>	2021
	£	£
Community Centre Room Hirings	60,563	13,141
Community Centre Parking Fees	3,805	2,282
Social Events and Outings	1,733	62
Ticket sales for Kirby Lecture	22	-
Ticket sales for 'In Memoriam' Lecture	217	-
	<u>66,340</u>	<u>15,485</u>

Income from charitable activities was £66,340 (2021 - £15,485) of which £66,123 was unrestricted (2021 - £15,485) and £217 was restricted (2021 - £nil)

**4. INCOME FROM INVESTMENTS**

	<b>2022</b>	2021
	£	£
Bank interest receivable	834	1,601
	<u>834</u>	<u>1,601</u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

**5. EXPENDITURE ON RAISING FUNDS**

	<b>2022</b>	<b>2021</b>
	£	£
Membership expenses – newsletters and publicity	<b>610</b>	979

**6. EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>2022</b>	<b>2021</b>
	£	£
Community awards	-	100
Community centre expenditure	<b>94,238</b>	67,021
Grant for 'In Memoriam' bench	-	780
Cost of 'In Memoriam' lecture	<b>597</b>	-
Governance Costs	<b>2,018</b>	2,396
	<b>96,853</b>	70,297

Expenditure on charitable activities was £96,853 (2021 - £70,297) of which £96,256 was unrestricted (2021 - £69,517) and £597 was restricted (2021 - £780)

**7. COMMUNITY CENTRE EXPENDITURE**

	<b>2022</b>	<b>2021</b>
	£	£
Salary and wages	<b>24,569</b>	14,450
Rent and rates	<b>15,787</b>	15,178
Licences	(159)	47
Insurance	<b>6,614</b>	6,117
Light and heat	<b>6,784</b>	4,904
Cleaning	<b>13,753</b>	4,820
Caretaker	<b>11,879</b>	7,964
Repairs and maintenance	<b>6,343</b>	4,058
Telephone	<b>280</b>	377
Printing, postage and stationery	<b>443</b>	270
Computer costs	<b>3,470</b>	3,326
General expenses	<b>70</b>	64
Payroll expenses	<b>180</b>	180
Sundry equipment	<b>334</b>	25
Depreciation of fixtures, fitting and equipment	<b>2,756</b>	3,445
Refurbishment fund expended	-	1,790
Joan Kirby bequest expended	<b>1,135</b>	-
Staff training	-	6
	<b>94,238</b>	67,021

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

**8. GOVERNANCE EXPENDITURE**

	2022	2021
	£	£
Independent Examination Fee	1,968	1,896
Professional Fees	-	450
Subscriptions	50	50
	<b>2,018</b>	<b>2,396</b>

**9. NET INCOME FOR THE YEAR**

This is stated after charging:

	2022	2021
	£	£
Depreciation	2,756	3,445
Independent Examination Fee	1,968	1,896
Accountancy and Payroll Services	180	180
	<b>4,904</b>	<b>5,561</b>

**10. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	2022	2021
	£	£
Wages and salaries	24,569	14,450
Social security costs #	-	-
	<b>24,569</b>	<b>14,450</b>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2022	2021
	No	No
Number of administrative staff	2	1

No employee received remuneration of more than £60,000 during the year (2021 - Nil).

# The National Insurance Contributions Employment Allowance reduces Employers' National Insurance Contributions by up to £4,000 for each tax year. For the Association this allowance offset the whole of the NIC charge in this year and the previous year.

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

11. TRUSTEE REMUNERATION

The Trustees, or any person connected with them, have not received any remuneration from The Leatherhead Community Association during the year.

Amounts totalling £3,175 (2021 - £334) were reimbursed to two Trustees (2021 – four) for expenses in relation to postage, entertainment, travel and stationery paid by them on behalf of the Association.

12. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £
<b>COST</b>	
At 1 April 2021	104,193
Additions	<u>3,133</u>
<b>At 31 March 2022</b>	<u><b>107,326</b></u>
<b>DEPRECIATION</b>	
At 1 April 2021	100,629
Charge for the period	<u>2,756</u>
<b>At 31 March 2022</b>	<u><b>103,385</b></u>
<b>NET BOOK VALUE</b>	
<b>At 31 March 2022</b>	<u><b>3,941</b></u>
At 31 March 2021	<u>3,564</u>

13. DEBTORS

	2022	2021
	£	£
Trade debtors	2,669	247
Prepayments and accrued income	<u>8,727</u>	<u>8,206</u>
	<u><b>11,396</b></u>	<u><b>8,453</b></u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

**14. CASH AT BANK**

	2022	2021
	£	£
Cambridge & Counties Bank (95 Day notice account at 1.00%)	65,000	65,000
Clydesdale Bank 12 Month Deposit (matured 06.05.21)	-	33,748
Metro Bank (Instant Access account @ 0.10%)	68,518	36,405
HSBC current accounts	11,664	13,985
	<u>145,182</u>	<u>149,138</u>

**15. CREDITORS: Amounts falling due within one year**

	2022	2021
	£	£
Accruals and deferred income	<u>19,383</u>	<u>12,557</u>

**16. UNRESTRICTED INCOME FUNDS – Current year**

	Balance at 1 April 2021	Incoming resources	Outgoing resources	Balance at 31 March 2022
	£	£	£	£
Institute Dilapidations Fund	7,820	39	-	7,859
Joan Kirby Legacy Fund	3,824	38	(1,135)	2,727
General Fund	136,574	89,707	(95,731)	130,550
	<u>148,218</u>	<u>89,784</u>	<u>(96,866)</u>	<u>141,136</u>

**UNRESTRICTED INCOME FUNDS – Previous year**

	Balance at 1 April 2020	Incoming resources	Outgoing resources	Balance at 31 March 2021
	£	£	£	£
Institute Dilapidations Fund	9,519	91	(1,790)	7,820
Joan Kirby Legacy Fund	3,786	38	-	3,824
General Fund	141,287	63,993	(68,706)	136,574
	<u>154,592</u>	<u>64,122</u>	<u>(70,496)</u>	<u>148,218</u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

**17. RESTRICTED INCOME FUND – Current year**

	Balance at 1 April 2021	Incoming resources	Outgoing resources	Balance at 31 March 2022
	£	£	£	£
In Memoriam fund	380	217	(597)	-
	<u>380</u>	<u>217</u>	<u>(597)</u>	<u>-</u>

**RESTRICTED INCOME FUND – Previous year**

	Balance at 1 April 2020	Incoming resources	Outgoing resources	Balance at 31 March 2021
	£	£	£	£
In Memoriam fund	-	1,160	(780)	380
	<u>-</u>	<u>1,160</u>	<u>(780)</u>	<u>380</u>

**PURPOSE OF UNRESTRICTED FUNDS**

The General fund is an unrestricted fund used for the day to day running of the community centre and membership services.

The dilapidations fund is an unrestricted fund to be used to refurbish the community centre in accordance with the lease agreement. The Trustees decided to hold the sum of £10,000 in this fund at the start of the current lease in May 2017.

The Joan Kirby legacy fund is an unrestricted fund, which is being held as a designated fund to support events in memory of the late Chairman.

**PURPOSE OF RESTRICTED FUND**

To receive donations in memory of founding member Mrs Mollie Canning who died in 2020 at the age of 100, such donations to be used to provide a public bench and a lecture in her memory, with any surplus to be divided equally between the Association and the Friends of Leatherhead Parish Church.

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS – Current year**

	Tangible fixed assets	Current assets	Cash	Current liabilities	Total Net Assets
	£	£	£	£	£
Unrestricted Income Funds	3,941	11,396	145,182	(19,383)	141,136
Total Funds	<u>3,941</u>	<u>11,396</u>	<u>145,182</u>	<u>(19,383)</u>	<u>141,136</u>

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS *(continued)*

ANALYSIS OF NET ASSETS BETWEEN FUNDS – Previous year

	Tangible fixed assets £	Current assets £	Cash £	Current liabilities £	Total Net Assets £
Unrestricted Income Funds	3,564	8,453	148,758	(12,557)	148,218
Restricted Fund	-	-	380	-	380
<b>Total Funds</b>	<u>3,564</u>	<u>8,453</u>	<u>149,138</u>	<u>(12,557)</u>	<u>148,598</u>

19. INDEMNITY INSURANCE

The charity paid for the insurance premiums to indemnify Trustees from any loss arising from neglect or defaults of Trustees and any consequent loss.

20. LEASE COMMITMENTS

The Association has a ten year lease from May 2017 at a rent of £15,000 per annum with inflation-linking every three years based on the Retail Prices Index. At the review date in May 2020 there was no increase in the rent charged.

There is a five year break clause, exercisable at 12 months' notice.

21. RELATED PARTY TRANSACTIONS

There are no related party transactions during the year (2021 - nil)

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

England & Wales - Charity number 1142164

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# Accounts

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**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Company Number 07608015**

**Charity Number 1142164**

**tc** accounts · tax · legal · financial planning

Suite 13  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**WEDNESDAY**



\*AA79SKY8\*

A11 23/06/2021 #139  
COMPANIES HOUSE

**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	3
Independent examiner's report to the Trustees	13
Statement of financial activities	14
Balance sheet	15
Notes to the financial statements	16

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Registered name</b>	The Leatherhead Community Association
<b>Registered number</b>	07608015
<b>Charity registration number</b>	1142164
<b>Registered Office and Operational Address</b>	Leatherhead Institute 67 High Street Leatherhead KT22 8AH

### DIRECTORS AND TRUSTEES

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are referred to collectively as the Trustees. The Trustees serving during the period and since the end of the period were as follows:

Mrs J Robinson	Chairman
Mrs F Fleming	Deputy Chairman and Secretary
Mr D W Hanson	Treasurer
Mr J Falkner	
Mr D H Jackman	(Resigned April 2021)
Mr D Lamb	
Mrs S E Lawrence	(Resigned March 2021)
Mr T A McMurray	
Mrs F Presley	(Retired July 2020)
Mr B A Salisbury	
Mr G C Sevenoaks	(Resigned January 2021)
Mrs J A Slater	

**COMPANY SECRETARY** Mrs J A Slater

**ADMINISTRATOR** Mrs R E Bates

**INDEPENDENT EXAMINER** Mr S P F Howell, FCCA  
T C Group  
Suite 13  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
GU9 8BB

**PRINCIPAL BANKERS** HSBC Bank PLC  
18 North Street  
Leatherhead  
KT22 7AR

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

The Trustees present their report and examined accounts for the year ended 31 March 2021. The reference and administrative information set out above forms part of this report. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charitable company. The financial statements comply with current statutory requirements and the Articles of Association.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### CONSTITUTION, OBJECTS, AIMS AND POLICIES

##### Governing Document

The Association is a company limited by guarantee and is a registered charity. It is governed by its Articles of Association, which were registered with Companies House at its incorporation on 18 April 2011 and registered with the Charity Commission on 31 May 2011. The company was dormant until 1 July 2011 when it took over the assets and activities of an unincorporated charity with the same name, charity number 277404.

##### Constitution

In accordance with its Articles the purpose of the Association shall be:

- a. to promote the benefit of the inhabitants of the town of Leatherhead and its surrounding districts (defined as the area of authority of the Mole Valley District Council or any successor body, together with any other area within 6 miles of the charity's registered office and hereinafter called the "area of benefit") without distinction of gender, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions in life for the said inhabitants;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes within the area of benefit as may from time to time be determined.

The Association shall be non-partisan in politics and non-sectarian in religion.

##### Aims and Policies

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. In particular, the Trustees have considered how planned activities will contribute to the charitable aims of the Association as follows:

Hiring rooms to over 70 organisations, for educational, recreational and social activities.

Organising events and activities including visits to properties, gardens, museums, galleries and concerts.

Providing lectures, coffee mornings, indoor games, organised walks, music appreciation, a book club and a library.

Making awards to younger residents for social and educational purposes.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

### CHAIRMAN'S STATEMENT

In our Annual Report we would usually be reporting on a full range of Membership activities, community projects and hire of rooms within the Institute to fulfil our charitable objects. Unfortunately, last March Coronavirus brought the Institute to a close and many of our hopes and plans came to nought.

After 11 years in post, the Chairman, June Robinson, had given 18 months' notice of her retirement at the AGM in July 2021. As no other Trustee was willing to take over, the Deputy Chairman has agreed to become Acting Chairman for a period of one year.

### MEMBERSHIP

Membership is open to anyone in the town of Leatherhead and its surrounding districts. This year there were 344 individual members, and 1 affiliated association.

We are always looking for new members and to this end every visitor to the Institute is encouraged to join the Association.

### DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

#### COMMUNITY CENTRE

The Letherhead Institute was given to the residents of Leatherhead by Abraham Dixon in 1892 for social, leisure and educational purposes. It is in the care of a registered charity – The Letherhead Institute, Charity Number 1185057.

The LCA Trustees work with the Trustees of the Institute building to fulfil the charitable objects of both organisations, which derive directly from the terms of the original gift by Abraham Dixon, made with no endowment or provision for maintenance. The Association contributes towards the cost of any appropriate capital expenditure as it arises, focussing always on improving the experience of members, hirers and visitors alike.

To deliver the charitable objects of the charities, the Association has leased from the Letherhead Institute ten rooms, two kitchens and ten parking spaces for a ten-year term from 17 May 2017, with a break clause after five years, at an annual rent of £15,000. In addition, the Association makes a substantial contribution towards the costs of building maintenance, insurance, caretaking and cleaning. A designated fund of £10,000 was established to cover refurbishments and maintenance required under the terms of the lease.

The Institute is in a conservation area and our aim is to maximise the appearance and facilities for members and hirers, whilst maintaining the integrity and character of the outstanding Victorian building.

#### ADMINISTRATOR

The first Covid-related action in March 2020 was to close the Institute's front doors to the public and make arrangements for our part-time Administrator, the only staff member of the LCA, to work from home. Subsequently, from 1<sup>st</sup> April, Trudy was furloughed under the Government's Job Retention Scheme. We were extremely grateful that LCA Trustees took over the monitoring of the office work, responding to enquiries from members and hirers.

Unfortunately, by the time she was able to return, Trudy and her husband had decided to relocate to a more rural life – exactly as her predecessor had done! She left us in October and they are now re-settled comfortably in Devon. We recruited Ruth as her replacement, aware of the challenges of taking over a position where all existing processes were in a state of flux. However, the office is functioning well and enquiries from hirers are increasing.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

### REFURBISHMENT AND FACILITIES

Following the huge programme of conservation and improvement of the structure and facilities of the Institute in the previous year, 2020 had been envisaged as a period of consolidation. However, with the absence of members and hirers, we are grateful that the Institute Trustees have taken the opportunity to undertake a complete redecoration of all the common parts.

We have reviewed the rooms leased to the Association, replacing a dishwasher in the upstairs kitchen and undertaking a complete refit of the Wi-Fi system so there is again Wi-Fi access throughout the building. The password is available to all members and hirers on request.

A volunteer who has an expertise in sound systems, reordered the Audio equipment in the Abraham Dixon Hall, including replacement microphones, and re-set the loop for those with hearing loss.

An unexpected issue was damage to the wooden floor in the Hall, which was repaired, re-sanded and sealed in January. Unfortunately, the damage was subsequently identified as age-related and our landlords, the Institute Trustees, are now in the process of undertaking an extremely costly complete replacement.

### RISK MANAGEMENT

The Trustees regularly consider the major risks to which the charity is exposed, including those related to operational and financial matters and health and safety. Trustees and the Administrator are encouraged to attend appropriate training courses as necessary.

The pandemic raised Risk Management to a whole new level. A Trustee took on the responsibility for Risk Management policies, with special focus on updates regarding the restrictions imposed in response to the virus. The Treasurer reports further below on successful applications for financial support and grants.

### PUBLIC BENEFIT STATEMENT

Section 4 of the Charities Act 2011 requires charity trustees to comply with their duty to have due regard to public benefit guidance published by the Charity Commission in exercising their powers or duties. As Trustees we are mindful of this obligation and have referred to the guidance when reviewing our aims, objectives and policies, and in plans for the future of the Association.

### COMMUNITY INVOLVEMENT

**External and Partnership Meetings:** The Chairman of the Association or a designated representative has previously attended meetings of other relevant community organisations, by invitation. These have been suspended during the pandemic. The Association is not a political nor lobbying organisation but we continue to advise members of local issues on which they may wish to take a view. For example, we circulated Mole Valley District Council's request for public engagement on the Green Spaces issue.

**Heritage Open Days:** We had a number of live presentations and performances in preparation but, in the event, Government guidance did not allow us to welcome people to the Institute. Mole Valley's contribution was delivered electronically and we promoted those events which would have been live at the Institute, had circumstances allowed. Details are given below.

**The Joan Kirby Lecture:** A former Chairman, Joan Kirby, kindly bequeathed a legacy to the Association and it was decided to commemorate this generous gift by holding an annual event in her name. Starting in September 2009 these events have been lectures, each judged to have been a great success. The speaker is chosen by Jane Kirby, the Founder Chairman's daughter. This event also had to be cancelled in 2020.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

**Friday Talks:** The Friday afternoon talks followed by refreshments have been popular with a core audience, including non-members, who attended regularly. We were very disappointed not to be able to offer these to the wider community as we would in 'normal' times. However, one of our popular speakers, Ian Bevan, conducted a virtual walk around Tudor London, which many joined by Zoom.

### PUBLICITY AND COMMUNICATION

#### **Website**

This year has highlighted the need for, and success of, the newly-launched LCA website. It has been invaluable in enabling us to keep members and hirers aware of the changing pattern of restrictions. Current data suggests excellent Search Engine Optimisation.

#### **High Street Notice Board**

Similarly, we have been able to display posters with up-to-date Government virus advice; also contact details for the office, plus details of our online events and the one 'live' event that survived.

#### **Newsletters and MailChimp messages**

With no possibility of taking advantage of our team who usually hand-deliver the Members' Newsletters, wherever possible we have communicated electronically. A printed copy was mailed to those without e-mail access.

We have been determined to stay connected to our Members and regular MailChimps have been sent by the Chairman, covering a variety of subjects both recreational and advisory. For example, Art exhibitions, the Restoration of Big Ben, seasonal recipes, Local Authority and Government updates and Christmas and New Year greetings. We have also shared online events offered by other local organisations, which has widened our community engagement.

### GRANTS

The organisations to whom we have previously awarded support grants, have themselves remained in abeyance during the lockdowns. Only one small grant was made during the year, to the Leatherhead Theatre.

### ACTIVITIES

In previous years the Association has organised a range of events and activities. All events and activities are organised by our volunteer members, requiring a considerable amount of time and dedication. We could not operate without their invaluable support and they have our sincere appreciation and gratitude.

**Games Sessions:** Temporarily suspended.

**Walks Programme:** Temporarily suspended. The Walking Group did undertake some successful walks in February and March 2020, then the first lockdown intervened and all ceased. Since then Covid Regulations and Risk Management have made it very difficult to plan a 2021 Programme with confidence. This has been exacerbated while the UK infection rate remained high. We hope to arrange a limited programme in Autumn 2021 when risks of Covid are expected to be less severe and vaccination comprehensive.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

**Art History Lectures with a Difference:** Temporarily suspended but the MailChimps have signposted a number of Art lectures and exhibitions.

**Music Appreciation:** Temporarily suspended but the volunteer organisers have stayed in contact with their pre-Covid audience, offering Musical Quizzes. One quiz was featured for all Members in the latest Newsletter

**Free Lending Library and Club Room:** Temporarily suspended.

**Visits and Events Programme:** Temporarily suspended.

**Concerts:** Concert tickets are usually organised to take advantage of group discounts. With concert halls remaining closed during the pandemic, the volunteer has circulated details of online concerts; these have been well received.

**Friday Scrabble Group:** Temporarily suspended.

### HIRING ACTIVITY

We would usually hire our rooms to over 70 organisations which between them make a rich contribution to the delivery of our charitable objects of promoting education, social welfare and recreation for the benefit of the inhabitants of Leatherhead and surrounding districts.

With Covid restrictions making room hire impossible, or not financially viable with social distancing, there has only been a handful of hirers in the Institute since March 2020. The Treasurer focuses on the impact in his financial report.

### ACHIEVEMENTS

Despite all the restrictions and limitations caused by Covid-19, we have been able to maintain a rewarding interface with our Members and with the local community.

In September we took part again in Mole Valley's Heritage Open Days Festival. We promoted an online Art exhibition on Mole Valley's Hidden Treasures by Leatherhead Art Club and online talks by the Leatherhead History Society on Rail Travel History and the Industrial Archaeology of Ordnance Survey Trig Points. Additionally, Simon Cowell MBE, the founder of the Wildlife Aid Foundation, gave an online talk about the charity, which deals with over 20,000 wildlife emergencies every year. All these events were without charge.

In October, we presented an online lecture on Arts and Crafts Gardens in Surrey as part of the Mole Valley Arts E-Live Festival – on a 'donations requested' basis with no fixed charge. The lecture given by Dr Anne Anderson of Southampton University, an accredited lecturer of the Arts Society, was offered online for the two weeks' duration of the Festival and was viewed by people from throughout Surrey and beyond.

In December, after negotiating many virus-related obstacles, we were able to stage a socially-distanced Christmas presentation live at Leatherhead Theatre. This was open to all, including non-members, with surplus funds donated to the Theatre. *A Very Ceremonial Christmas* was presented by Dr Graham Jones MBE, who retired recently as the Senior Director of Music, Household Division and Director of Music, Coldstream Guards. Graham described the various ceremonial events around Christmas, Changing the Guard at Windsor and how the Chelsea Pensioners prepare for and celebrate the festive season. This proved very popular.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2021

When the Covid regulations allowed, the LCA explored creative ways to accommodate hirers by introducing a one-way system in the Institute, combining rooms to allow social distancing and installing sanitising facilities at every opportunity.

#### FINANCIAL REVIEW

A year like no other as so many organisations and individuals have experienced and reported.

On the membership side of our life, there was an understandable fall in renewals in April 2020 with the first lockdown just started and total uncertainty about when any membership activities might resume. As reported above there were virtually no such events this year and the absence of the usual modest surplus on these, taken with the slight decline in membership, cost us around £2,500.

The far, far greater financial impact fell, of course, on our hiring income and these accounts record a decline of £57,000 from just over £72,000 to just over £15,000.

As may also be seen, there are some savings arising from closing a building, such as in heating, lighting and cleaning costs, while other items such as rent and insurance provide no such relief. That the situation was alleviated substantially was largely down to the Government Grants which are set out on page 18. A swift application by a Trustee for a 'Retail, Hospitality and Leisure Grant', was processed with equal speed by Mole Valley Council as Agent for Central Government and it was extremely reassuring to see £25,000 in our account as early as 9 April 2020. Having qualified and benefitted from this grant in the first lockdown, it was very welcome to see further grants in each of the two further lockdowns.

In the first and third lockdowns we took advantage of the official furlough scheme with the benefits also set out on page 18. In total for six months of the financial year we had no Administrator in the office, while we were saving 80% of salary. Particularly in the first lockdown we are very grateful to the volunteers who handled enquiries and refunds to many hirers, some in more straitened circumstances than ourselves, as well as making close to a hundred refunds to members who had booked for various outings and concerts, all of which were cancelled.

Thanks are due also to our landlord for waiving a quarter's Service Charge (c£5k), to the Government for waiving our Business Rates (c£1k) and to donations from members and a hirer totalling £600. Without all this support it would have been as dreadful a year in financial terms as it was in every other way; with all this support the financial damage has been minimal.

It is not just the typical caution of a Treasurer to end by saying that as spirits rise with the worst of the pandemic seeming over, but the substantial support received this year falling away, the financial result in the current year may be less satisfactory as activity rebuilds cautiously.

#### INVESTMENT POLICY

The Trustees have power to make investments within the terms set out in the Association's Articles. In accordance with the policy set by the Trustees, the Association held no investments during the period covered by this report, retaining its liquid reserves in cash.

By further decision of the Trustees a low risk policy aimed at protecting its assets is applied in determining where the cash balances are held. One element of this policy is that the amount deposited with any bank or building society should not exceed the maximum sum covered by the Financial Services Compensation Scheme, £85,000 from 30 January 2017. Details of the cash balances held at 31 March 2021 are set out in Note 14.

# **THE LEATHERHEAD COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2021**

### **THE FUTURE**

With Membership Renewals due on 31 March, we have already seen an encouraging number of returning members. Reassuringly, the renewal rate is higher than we would usually expect at this stage.

A Newsletter was published in mid-April and showed how our volunteers are planning a full programme of events, visits and a short breakaway to take place as soon as Covid restrictions allow.

We are grateful to the Institute Trustees for their supportive waiver of one quarter's service charge. By being alert to the various support grants available and with successful applications and careful financial management by the Treasurer and Trustees, the Leatherhead Community Association remains optimistic for the financial future of the charity.

An important challenge for the coming year is to restore pre-Covid confidence in Members and Hirers to return to the Institute. Alongside this, there will be a concerted effort to attract more volunteers, who are so necessary to deliver the membership experience to which we aspire. A number of long-term volunteers have told us that the imposed lockdown has caused them to review their priorities and they have got used to a quieter, more retiring, way of life. They will not be volunteering in the future. We will be initiating a drive to encourage more volunteers.

We shall also be engaging in a high-profile search for new Trustees, using social media and other appropriate websites. We have lost access to the expertise of a number of Trustees, who have felt it necessary to review and prioritise their time commitments.

### **THANKS**

As noted at the start of this report, the Association's Chairman, June Robinson, retires at the AGM in July after 11 years in the post. Council records its immense gratitude for the dedicated and creative attention she has paid to the interests of the Association and its members over this period. Whether dealing with the issues surrounding the governing document that required attention at the outset, or developing the facilities of the Institute building and its fittings, or arranging interesting events and activities for members, the time, attention and imagination applied has been outstanding.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

### RESERVES POLICY

Council considers the level of unrestricted funds that it holds on an on-going basis, alongside its Risk Management Policy. At 31 March 2021, the Association held £133,010 of unrestricted funds, after deducting the following:

1. £380 of Restricted Funds raised in the memory of founding member, Mrs Mollie Canning, to be used in holding a lecture in her memory.
2. £11,645 of Designated Funds that the Trustees have voted to be set aside for the following particular purposes:

Joan Kirby Bequest	£3,825
Institute Dilapidations Fund	£7,820

3. £3,564 of net Fixed Assets which are central to the Association's running of the Community Centre.

Currently the Association considers the level of unrestricted funds to be held for the following purposes:

	IDENTIFIED EMERGENCY COVER		
1	Departure of a major hirer	£8,000	
2	Temporary loss of premises - 6 months loss of hirings income - in the event of a fire, etc.	£35,000	
3	Relocation costs due to permanent loss of premises	£50,000	
4	Paid Officers-temporary cost of replacing current honorary officers with remunerated posts	£35,000	
	<b>TOTAL</b>		£128,000

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2021**

**RESPONSIBILITIES OF THE TRUSTEES**

The Trustees (who are also directors of The Leatherhead Community Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires 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 that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting practices and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (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 financial statements;
- 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 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 information of which the charitable company's Examiner 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 Examiner is aware of that information.

**INDEPENDENT EXAMINER**

At the Annual General Meeting to be held on 30 July 2021 a resolution will be proposed to appoint Mr S P F Howell of T C Group, Suite 13, The Granary, Hones Yard, 1 Waverley Lane, Farnham, GU9 8BB as Independent Examiner for the year ending 31 March 2022.

Signed on behalf of the Trustees



Mrs June Robinson, Chairman  
10 June 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE LEATHERHEAD COMMUNITY ASSOCIATION  
A CHARITABLE COMPANY LIMITED BY GUARANTEE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021, which are set out on pages 14 to 24

**RESPONSIBILITIES AND BASIS OF REPORT**

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

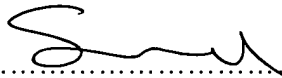
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Signed.....

Date..... 22/06/2021

Mr S P F Howell, FCCA

T C Group  
Suite 13  
The Granary  
Hones Yard  
1 Waverley Lane  
Farnham  
Surrey  
GU9 8BB

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2021**

	Note	Year to 31 March 2021			Year to 31 March 2020
		Unrestricted Funds	Restricted Fund	Total Funds	Total Funds
		£	£	£	£
<b>INCOME from</b>					
Donations, Subscriptions and Grants	2	47,036	1,160	48,196	2,442
Charitable Activities	3	15,485	-	15,485	75,877
Investments	4	1,601	-	1,601	2,201
<b>TOTAL INCOME</b>		<u>64,122</u>	<u>1,160</u>	<u>65,282</u>	<u>80,520</u>
<b>EXPENDITURE on</b>					
Raising funds	5	(979)	-	(979)	(2,375)
Charitable activities	6	(69,517)	(780)	(70,297)	(94,538)
<b>TOTAL EXPENDITURE</b>		<u>(70,496)</u>	<u>(780)</u>	<u>(71,276)</u>	<u>(96,913)</u>
<b>NET (EXPENDITURE) / INCOME</b>	9	<u>(6,374)</u>	<u>380</u>	<u>(5,994)</u>	<u>(16,393)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>154,592</u>	-	<u>154,592</u>	<u>170,985</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>148,218</u></u>	<u><u>380</u></u>	<u><u>148,598</u></u>	<u><u>154,592</u></u>

The Statement of Financial Activities includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

There was no Restricted Fund in the year to 31 March 2020.

The notes on pages 16 to 24 form part of these financial statements.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**BALANCE SHEET**

**31 MARCH 2021**

	Note	31 March 2021		31 March 2020
		£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	12		3,564	6,711
<b>CURRENT ASSETS</b>				
Debtors	13	8,453		9,757
Cash at bank and in hand	14	149,138		153,183
			<u>157,591</u>	<u>162,940</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(12,557)</u>		<u>(15,059)</u>
<b>NET CURRENT ASSETS</b>			<b>145,034</b>	147,881
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>148,598</b></u>	<u>154,592</u>
<b>NET ASSETS</b>			<u><b>148,598</b></u>	<u>154,592</u>
<b>FUNDS</b>				
Restricted Fund	17		380	-
Unrestricted Funds	16			
General	16		136,574	141,287
Designated	16		11,644	13,305
<b>TOTAL FUNDS</b>			<u><b>148,598</b></u>	<u>154,592</u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

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

They were approved by the Trustees on the 10th June 2021 and are signed on their behalf by:



Mrs J Robinson  
Chairman



Mr D W Hanson  
Director

Company Registration No. 07608015

The notes on pages 16 to 24 form part of these financial statements.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The Leatherhead Community Association is a charitable company limited by guarantee incorporated in England and Wales. In the event of winding up, each member may be required to contribute an amount, not exceeding £10, towards the settlement of the company's liabilities. The registered office is Letherhead Institute, 67 High Street, Leatherhead, Surrey KT22 8AH.

The financial statements have been prepared in accordance with 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) (issued in October 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The Leatherhead Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **Tangible Fixed assets**

All fixed assets are initially recorded at cost. They are capitalised if they can be used for more than one year and cost more than £100.

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows: Fixtures, Fittings & Equipment - 25% straight line.

#### **Income**

Income is included in the Statement of Financial Activities (SOFA) when

- The charity becomes entitled to the resource;
- It is more likely than not that the charity will receive the resource;
- The monetary value can be measured with sufficient reliability.

Members' subscriptions paid in advance are deferred to the relevant year. Income received in advance of an event is similarly deferred until the event date.

Gift Aid is included in income when there is a valid declaration from the donor and any Gift Aid recovered on a donation is considered to be part of that gift.

The value of volunteer help received is not included in the accounts but is described in the Trustees' Report.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

### **Expenditure and Liabilities**

Expenditure is recognised in the year in which it is incurred. Payments made in advance of social events, for example advance payments for concert tickets, are deferred until the date of the event.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of twelve months or less.

### **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. Financial assets classified as receivable within one year are not amortised.

### **Classification of financial liabilities**

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

### **Basic financial liabilities**

Basic financial liabilities, including creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

### **Taxation**

The charitable company 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 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK tax purposes.

### **Fund accounting**

- General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees at their discretion for a specific purpose.
- Restricted funds are monies given to the charity for a purpose specified by the donor(s).

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**2. INCOME FROM DONATIONS, SUBSCRIPTIONS AND GRANTS**

	Year to 31 March 2021			Year to 31 March 2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Donations	576	1,030	1,606	59
Members' subscriptions	2,743	-	2,743	2,035
Affiliation fees	-	-	-	10
Gift Aid	453	130	583	338
Grants #	43,264	-	43,264	-
	<u>47,036</u>	<u>1,160</u>	<u>48,196</u>	<u>2,442</u>

There were no Restricted Donations in the year to 31 March 2020.

**Government Grants received in the year to 31 March 2021**

	RHL and similar	CJRS (Furlough)	Total
	£	£	£
Lockdown 1	25,000	4,185	29,185
Lockdown 2	1,286	-	1,286
Lockdown 3	12,143	650	12,793
	<u>38,429</u>	<u>4,835</u>	<u>43,264</u>

RHL = Retail, Hospitality and Leisure

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Year to 31 March 2021	Year to 31 March 2020
	£	£
Community Centre Room Hirings	13,141	67,842
Community Centre Parking Fees	2,282	4,782
Community Centre Miscellaneous	-	-
Ticket sales for Kirby Lecture	-	1,180
Social Events and Outings	62	2,073
	<u>15,485</u>	<u>75,877</u>

**4. INCOME FROM INVESTMENTS**

	Year to 31 March 2021	Year to 31 March 2020
	£	£
Bank interest receivable	<u>1,601</u>	<u>2,201</u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**5. EXPENDITURE ON RAISING FUNDS**

	<b>Year to 31 March 2021 £</b>	<b>Year to 31 March 2020 £</b>
Membership expenses – newsletters and publicity	<b>979</b>	<b>2,375</b>
	<u>          </u>	<u>          </u>

**6. EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Year to 31 March 2021 £</b>	<b>Year to 31 March 2020 £</b>
Community awards	<b>100</b>	2,030
Community centre expenditure	<b>67,021</b>	90,006
Grant for 'In Memoriam' bench	<b>780</b>	-
Governance Costs	<b>2,396</b>	2,502
	<u>          </u>	<u>          </u>
	<b>70,297</b>	<b>94,538</b>
	<u>          </u>	<u>          </u>

**7. COMMUNITY CENTRE EXPENDITURE**

	<b>Year to 31 March 2021 £</b>	<b>Year to 31 March 2020 £</b>
Salary and wages	<b>14,450</b>	16,510
Rent and rates	<b>15,178</b>	16,989
Licences	<b>47</b>	(96)
Insurance	<b>6,117</b>	6,000
Light and heat	<b>4,904</b>	7,103
Cleaning	<b>4,820</b>	16,923
Caretaker	<b>7,964</b>	10,320
Repairs and maintenance	<b>4,058</b>	4,606
Telephone	<b>377</b>	429
Printing, postage and stationery	<b>270</b>	608
Computer costs	<b>3,326</b>	1,236
General expenses	<b>64</b>	64
Payroll expenses	<b>180</b>	180
Sundry equipment	<b>25</b>	337
Depreciation of fixtures, fittings and equipment	<b>3,445</b>	5,764
Refurbishment fund expended	<b>1,790</b>	-
Joan Kirby bequest expended	-	2,978
Staff training	<b>6</b>	55
	<u>          </u>	<u>          </u>
	<b>67,021</b>	<b>90,006</b>
	<u>          </u>	<u>          </u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**8. GOVERNANCE EXPENDITURE**

	<b>Year to 31 March 2021</b>	<b>Year to 31 March 2020</b>
	<b>£</b>	<b>£</b>
Independent Examination Fee	<b>1,896</b>	1,932
Professional Fees	<b>450</b>	520
Subscriptions	<b>50</b>	50
	<u><b>2,396</b></u>	<u>2,502</u>

**9. NET INCOME FOR THE YEAR**

This is stated after charging:

	<b>Year to 31 March 2021</b>	<b>Year to 31 March 2020</b>
	<b>£</b>	<b>£</b>
Depreciation	<b>3,445</b>	5,764
Independent Examination Fee	<b>1,896</b>	1,932
Accountancy and Payroll Services	<b>180</b>	180
	<u><b>5,521</b></u>	<u>7,876</u>

**10. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>Year to 31 March 2021</b>	<b>Year to 31 March 2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>14,450</b>	16,510
Social security costs #	<b>-</b>	-
	<u><b>14,450</b></u>	<u>16,510</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	<b>2021</b>	<b>2020</b>
	<b>No</b>	<b>No</b>
Number of administrative staff	<b>1</b>	1

No employee received remuneration of more than £60,000 during the year (2020 - Nil).

# The National Insurance Contributions Employment Allowance reduces Employers' National Insurance Contributions by up to £4,000 for each tax year. For the Association this allowance offset the whole of the NIC charge in this year and the previous year.

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**11. TRUSTEE REMUNERATION**

The Trustees, or any person connected with them, have not received any remuneration from The Leatherhead Community Association during the year.

Amounts totalling £334 (2020 - £6,572) were reimbursed to four Trustees (2020 – six) for expenses in relation to postage, entertainment, travel and stationery paid by them on behalf of the Association.

**12. TANGIBLE FIXED ASSETS**

	<b>Fixtures &amp; Fittings</b>
	<b>£</b>
<b>COST</b>	
At 1 April 2020	103,895
Additions	<u>298</u>
<b>At 31 March 2021</b>	<b><u>104,193</u></b>
<b>DEPRECIATION</b>	
At 1 April 2020	97,184
Charge for the period	<u>3,445</u>
<b>At 31 March 2021</b>	<b><u>100,629</u></b>
<b>NET BOOK VALUE</b>	
<b>At 31 March 2021</b>	<b><u>3,564</u></b>
At 31 March 2020	<u>6,711</u>

**13. DEBTORS**

	<b>At</b>	<b>At</b>
	<b>31 March 2021</b>	<b>31 March 2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	247	1,419
Prepayments and accrued income	<u>8,206</u>	<u>8,338</u>
	<b><u>8,453</u></b>	<b><u>9,757</u></b>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**14. CASH AT BANK**

	At 31 March 2021 £	At 31 March 2020 £
Cambridge & Counties Bank (95 Day notice account at 1.00%)	65,000	85,000
Clydesdale Bank 12 Month Deposit (@1.40% from 12.05.19)	33,748	33,281
Metro Bank (Instant Access account @ 0.30%)	36,405	21,796
HSBC current accounts	<u>13,985</u>	<u>13,106</u>
	<u>149,138</u>	<u>153,183</u>

**15. CREDITORS: Amounts falling due within one year**

	At 31 March 2021 £	At 31 March 2020 £
Accruals and deferred income	<u>12,557</u>	<u>15,059</u>
	<u>12,557</u>	<u>15,059</u>

**16. UNRESTRICTED INCOME FUNDS – Current year**

	Balance at 1 April 2020 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2021 £
Institute dilapidations fund	9,519	91	(1,790)	7,820
Joan Kirby legacy fund	3,786	38	-	3,824
General Fund	<u>141,287</u>	<u>63,993</u>	<u>(68,706)</u>	<u>136,574</u>
	<u>154,592</u>	<u>64,122</u>	<u>(70,496)</u>	<u>148,218</u>

**UNRESTRICTED INCOME FUNDS – Previous year**

	Balance at 1 April 2019 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2020 £
Institute dilapidations fund	9,425	94	-	9,519
Joan Kirby legacy fund	5,539	1,225	(2,978)	3,786
General Fund	<u>156,021</u>	<u>79,201</u>	<u>(93,935)</u>	<u>141,287</u>
	<u>170,985</u>	<u>80,520</u>	<u>(96,913)</u>	<u>154,592</u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**17. RESTRICTED INCOME FUND – Current year**

	Balance at 1 April 2020	Incoming resources	Outgoing resources	Balance at 31 March 2021
	£	£	£	£
In Memoriam fund	-	1,160	(780)	380
	<u>-</u>	<u>1,160</u>	<u>(780)</u>	<u>380</u>

**RESTRICTED INCOME FUND – Previous year**

There was no Restricted Fund in existence in the year to 31 March 2020.

**PURPOSE OF UNRESTRICTED FUNDS**

The General fund is an unrestricted fund used for the day to day running of the community centre and membership services.

The dilapidations fund is an unrestricted fund to be used to refurbish the community centre in accordance with the lease agreement. The Trustees decided to hold the sum of £10,000 in this fund at the start of the current lease in May 2017.

The Joan Kirby legacy fund is an unrestricted fund, which is being held as a designated fund to support events in memory of the late Chairman.

**PURPOSE OF RESTRICTED FUND**

To receive donations in memory of founding member Mrs Mollie Canning who died in 2020 at the age of 100, such donations to be used to provide a public bench and a lecture in her memory.

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS – Current year**

	Tangible fixed assets	Current assets	Cash	Current liabilities	Total Net Assets
	£	£	£	£	£
Unrestricted Income Funds	3,564	8,453	148,758	(12,557)	148,218
Restricted Fund	-	-	380	-	380
<b>Total Funds</b>	<u>3,564</u>	<u>8,453</u>	<u>149,138</u>	<u>(12,557)</u>	<u>148,598</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS – Previous year**

	Tangible fixed assets	Current assets	Cash	Current liabilities	Total Net Assets
	£	£	£	£	£
Unrestricted Income Funds	6,711	9,757	153,183	(15,059)	154,592
Restricted Fund	-	-	-	-	-
<b>Total Funds</b>	<u>6,711</u>	<u>9,757</u>	<u>153,183</u>	<u>(15,059)</u>	<u>154,592</u>

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**19. INDEMNITY INSURANCE**

The charity paid for the insurance premiums to indemnify Trustees from any loss arising from neglect or defaults of Trustees and any consequent loss.

**20. LEASE COMMITMENTS**

The Association has a ten year lease from May 2017 at a rent of £15,000 per annum with inflation-linking every three years based on the Retail Prices Index. At the review date in May 2020 there was no increase in the rent charged.

There is a five year break clause, exercisable at 12 months' notice.

**21. RELATED PARTY TRANSACTIONS**

There are no related party transactions during the year (2020 - nil)