

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



THE LEATHERHEAD COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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THE LEATHERHEAD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

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

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
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ADMINISTRATOR	Mrs R E Bates
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INDEPENDENT EXAMINER	Mr S P F Howell, FCCA T C Group Suite 13 The Granary Hones Yard 1 Waverley Lane Farnham GU9 8BB
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PRINCIPAL BANKERS	HSBC Bank PLC 18 North Street Leatherhead KT22 7AR
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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 1st 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

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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

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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.

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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

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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

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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	
	TOTAL		£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').

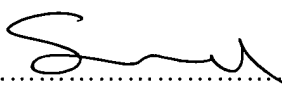
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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
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Surrey
GU9 8BB

THE LEATHERHEAD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2021

		Year to 31 March 2021			Year to 31 March 2020
		Unrestricted Funds	Restricted Fund	Total Funds	Total Funds
	Note	£	£	£	£
INCOME from					
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
TOTAL INCOME		<u>64,122</u>	<u>1,160</u>	<u>65,282</u>	<u>80,520</u>
EXPENDITURE on					
Raising funds	5	(979)	-	(979)	(2,375)
Charitable activities	6	(69,517)	(780)	(70,297)	(94,538)
TOTAL EXPENDITURE		<u>(70,496)</u>	<u>(780)</u>	<u>(71,276)</u>	<u>(96,913)</u>
NET (EXPENDITURE) / INCOME	9	<u>(6,374)</u>	380	<u>(5,994)</u>	<u>(16,393)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>154,592</u>	-	<u>154,592</u>	170,985
TOTAL FUNDS CARRIED FORWARD		<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 £
FIXED ASSETS			
Tangible assets	12	3,564	6,711
CURRENT ASSETS			
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>
CREDITORS: Amounts falling due within one year	15	<u>(12,557)</u>	<u>(15,059)</u>
NET CURRENT ASSETS		145,034	147,881
TOTAL ASSETS LESS CURRENT LIABILITIES		148,598	154,592
NET ASSETS		148,598	154,592
FUNDS			
Restricted Fund	17	380	-
Unrestricted Funds	16		
General	16	136,574	141,287
Designated	16	11,644	13,305
TOTAL FUNDS		148,598	154,592

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	1,601	2,201

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

5. EXPENDITURE ON RAISING FUNDS

	Year to 31 March 2021 £	Year to 31 March 2020 £
Membership expenses – newsletters and publicity	979	2,375

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	Year to 31 March 2021 £	Year to 31 March 2020 £
Community awards	100	2,030
Community centre expenditure	67,021	90,006
Grant for 'In Memoriam' bench	780	-
Governance Costs	2,396	2,502
	<u>70,297</u>	<u>94,538</u>

7. COMMUNITY CENTRE EXPENDITURE

	Year to 31 March 2021 £	Year to 31 March 2020 £
Salary and wages	14,450	16,510
Rent and rates	15,178	16,989
Licences	47	(96)
Insurance	6,117	6,000
Light and heat	4,904	7,103
Cleaning	4,820	16,923
Caretaker	7,964	10,320
Repairs and maintenance	4,058	4,606
Telephone	377	429
Printing, postage and stationery	270	608
Computer costs	3,326	1,236
General expenses	64	64
Payroll expenses	180	180
Sundry equipment	25	337
Depreciation of fixtures, fittings and equipment	3,445	5,764
Refurbishment fund expended	1,790	-
Joan Kirby bequest expended	-	2,978
Staff training	6	55
	<u>67,021</u>	<u>90,006</u>

THE LEATHERHEAD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

8. GOVERNANCE EXPENDITURE

	Year to 31 March 2021	Year to 31 March 2020
	£	£
Independent Examination Fee	1,896	1,932
Professional Fees	450	520
Subscriptions	50	50
	<u>2,396</u>	<u>2,502</u>

9. NET INCOME FOR THE YEAR

This is stated after charging:

	Year to 31 March 2021	Year to 31 March 2020
	£	£
Depreciation	3,445	5,764
Independent Examination Fee	1,896	1,932
Accountancy and Payroll Services	180	180
	<u>5,521</u>	<u>7,876</u>

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	Year to 31 March 2021	Year to 31 March 2020
	£	£
Wages and salaries	14,450	16,510
Social security costs #	-	-
	<u>14,450</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:

	2021	2020
	No	No
Number of administrative staff	1	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

	Fixtures & Fittings
	£
COST	
At 1 April 2020	103,895
Additions	298
At 31 March 2021	<u>104,193</u>
DEPRECIATION	
At 1 April 2020	97,184
Charge for the period	3,445
At 31 March 2021	<u>100,629</u>
NET BOOK VALUE	
At 31 March 2021	<u>3,564</u>
At 31 March 2020	<u>6,711</u>

13. DEBTORS

	At	At
	31 March 2021	31 March 2020
	£	£
Trade debtors	247	1,419
Prepayments and accrued income	8,206	8,338
	<u>8,453</u>	<u>9,757</u>

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	13,985	13,106
	<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	141,287	63,993	(68,706)	136,574
	<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	156,021	79,201	(93,935)	141,287
	<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
Total Funds	<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	-	-	-	-	-
Total Funds	<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)