

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

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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
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The Granary
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1 Waverley Lane
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PRINCIPAL BANKERS HSBC Bank PLC
18 North Street
Leatherhead
KT22 7AR

THE LEATHERHEAD COMMUNITY ASSOCIATION

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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

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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

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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.

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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.

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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

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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.

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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 Leatherhead 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.

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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:

| | 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 |

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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').

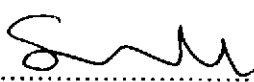
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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
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Hones Yard
1 Waverley Lane
Farnham
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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 | £ | £ | £ | £ |
| INCOME from | | | | | |
| 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 |
| TOTAL INCOME | | <u>89,784</u> | <u>217</u> | <u>90,001</u> | <u>65,282</u> |
| EXPENDITURE on | | | | | |
| Raising funds | 5 | (610) | - | (610) | (979) |
| Charitable activities | 6 | (96,256) | (597) | (96,853) | (70,297) |
| TOTAL EXPENDITURE | | <u>(96,866)</u> | <u>(597)</u> | <u>(97,463)</u> | <u>(71,276)</u> |
| NET (EXPENDITURE) / INCOME | 9 | <u>(7,082)</u> | <u>(380)</u> | <u>(7,462)</u> | <u>(5,994)</u> |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 148,218 | 380 | 148,598 | 154,592 |
| TOTAL FUNDS CARRIED FORWARD | | <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 £ |
|---|------|----------|----------------|----------------|
| FIXED ASSETS | | | | |
| Tangible assets | 12 | | 3,941 | 3,564 |
| CURRENT ASSETS | | | | |
| 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> |
| CREDITORS: Amounts falling due within one year | 15 | (19,383) | | (12,557) |
| NET CURRENT ASSETS | | | 137,195 | 145,034 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | <u>141,136</u> | <u>148,598</u> |
| NET ASSETS | | | <u>141,136</u> | <u>148,598</u> |
| FUNDS | | | | |
| Restricted Fund | 17 | | - | 380 |
| Unrestricted Funds | 16 | | | |
| General | 16 | | 130,550 | 136,574 |
| Designated | 16 | | 10,586 | 11,644 |
| TOTAL FUNDS | | | <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

| | 2022 | 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

| | 2022 | 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

| | 2022 | 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

| | 2022 | 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

| | 2022 | 2021 |
|---|-------------------|-------------------|
| | £ | £ |
| Membership expenses – newsletters and publicity | 610 | 979 |
| | <u> </u> | <u> </u> |

6. EXPENDITURE ON CHARITABLE ACTIVITIES

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

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

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

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 |
| | <u>2,018</u> | <u>2,396</u> |

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 |
| | <u>4,904</u> | <u>5,521</u> |

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

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

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

13. DEBTORS

| | 2022 | 2021 |
|--------------------------------|----------------------|---------------------|
| | £ | £ |
| Trade debtors | 2,669 | 247 |
| Prepayments and accrued income | 8,727 | 8,206 |
| | <u>11,396</u> | <u>8,453</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 |
| Total Funds | <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)