

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

**Company Number 07608015**

**Charity Number 1142164**

**tc** accounts • tax • legal • financial planning

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**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

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# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### REFERENCE AND ADMINISTRATIVE DETAILS

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

<b>PRESIDENT</b>	Mrs J Robinson
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### DIRECTORS AND TRUSTEES

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

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

<b>COMPANY SECRETARY</b>	Mrs J A Slater
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<b>COORDINATOR</b>	Mrs A L Rieley
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<b>ADMINISTRATOR</b>	Mrs R E Bates
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<b>INDEPENDENT EXAMINER</b>	Mr S P F Howell, FCCA T C Group The Granary Hones Yard 1 Waverley Lane Farnham GU9 8BB
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<b>PRINCIPAL BANKERS</b>	HSBC Bank PLC 18 North Street Leatherhead KT22 7AR
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# **THE LEATHERHEAD COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT**

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

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

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; RFS 102) issued in October 2019.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **CONSTITUTION, OBJECTS, AIMS AND POLICIES**

#### **Governing Document**

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

#### **Constitution**

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

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

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

#### **Aims and Policies**

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

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

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



# **THE LEATHERHEAD COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT**

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

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

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

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

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

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

#### **MEMBERSHIP**

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

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

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

##### **COMMUNITY CENTRE**

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

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

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

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

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### **ADMINISTRATOR: Ruth Bates**

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

### **COORDINATOR: Amy Rieley**

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

### **REFURBISHMENT AND FACILITIES**

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

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

### **RISK MANAGEMENT**

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

### **PUBLIC BENEFIT STATEMENT**

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

### **COMMUNITY INVOLVEMENT**

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



# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### PUBLICITY AND COMMUNICATION

#### **Website**

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

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

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

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

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

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

### GRANTS

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

### ACTIVITIES

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

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

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

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

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

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

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

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

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

Theatre Visit: An Inspector Calls.

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2023

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

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

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

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

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

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

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

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

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

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

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

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



# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### SPECIAL EVENTS

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

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

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

### ACHIEVEMENTS

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

### FINANCIAL REVIEW

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

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

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

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

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

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

# **THE LEATHERHEAD COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2023**

### **INVESTMENT POLICY**

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

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

### **THE FUTURE**

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

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

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

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

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

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### RESERVES POLICY

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

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

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

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

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

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



# THE LEATHERHEAD COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

### RESPONSIBILITIES OF THE TRUSTEES

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

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting practices and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

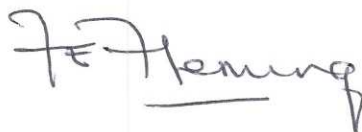
In so far as the Trustees are aware:

- there is no relevant information of which the charitable company's Examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the Examiner is aware of that information.

### INDEPENDENT EXAMINER

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

Signed on behalf of the Trustees



Mrs Frances Fleming  
Chairman  
12 June 2023

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

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

**RESPONSIBILITIES AND BASIS OF REPORT**

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

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

**INDEPENDENT EXAMINER'S STATEMENT**

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed.....

Date.....21/06/2023

Mr S P F Howell, FCCA

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

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2023**

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

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



# THE LEATHERHEAD COMMUNITY ASSOCIATION

## BALANCE SHEET

31 MARCH 2023

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

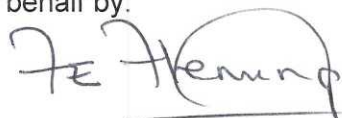
For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

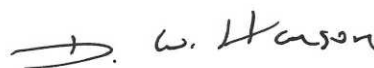
- The members have not required the company to obtain an audit in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

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

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



Mrs F Fleming  
Chairman  
Company Registration No. 07608015



Mr D W Hanson  
Director

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

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

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

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

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

#### **Tangible Fixed assets**

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

#### **Depreciation**

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

#### **Income**

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

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

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

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

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

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

# **THE LEATHERHEAD COMMUNITY ASSOCIATION**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

### **Expenditure and Liabilities**

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

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

### **Cash and cash equivalents**

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

### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost. Financial assets classified as receivable within one year are not amortised.

### **Classification of financial liabilities**

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

### **Basic financial liabilities**

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

### **Taxation**

The charitable company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK tax purposes.

### **Fund accounting**

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



**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

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

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

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

**# GOVERNMENT GRANTS**

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

**3. INCOME FROM CHARITABLE ACTIVITIES**

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

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

**4. INCOME FROM INVESTMENTS**

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

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**5. EXPENDITURE ON RAISING FUNDS**

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

**6. EXPENDITURE ON CHARITABLE ACTIVITIES**

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

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

**7. COMMUNITY CENTRE EXPENDITURE**

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

# THE LEATHERHEAD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

### 8. GOVERNANCE EXPENDITURE

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

### 9. NET INCOME FOR THE YEAR

This is stated after charging:

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

### 10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

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

#### Particulars of employees:

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

	2023	2022
	No	No
Number of administrative staff	2	2

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

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



**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**11. TRUSTEE REMUNERATION**

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

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

**12. TANGIBLE FIXED ASSETS**

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

**13. DEBTORS**

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

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**14. CASH AT BANK**

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

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

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

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

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

**UNRESTRICTED INCOME FUNDS – Previous year**

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

**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

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

There is no restricted income for the year.

**RESTRICTED INCOME FUND – Previous year**

	Balance at 1 April 2021	Incoming resources	Outgoing resources	Balance at 31 March 2022
	£	£	£	£
In Memoriam fund	380	217	(597)	-
	<u>380</u>	<u>217</u>	<u>(597)</u>	<u>-</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. The Fund closed during the previous year.

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

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

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



**THE LEATHERHEAD COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

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

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

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

**19. INDEMNITY INSURANCE**

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

**20. LEASE COMMITMENTS**

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

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

**21. RELATED PARTY TRANSACTIONS**

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