

REGISTERED COMPANY NUMBER: 04016718 (England and Wales)
REGISTERED CHARITY NUMBER: 1148009

**Report of the Trustees and
Financial Statements for the Year Ended 31 August 2020
for**

**Westfield Community Development
Association**

Geoff Cowley & Co Ltd
Willow Park
Upton Lane
Stoke Golding
Nuneaton
Warwickshire
CV13 6EU

**Westfield Community Development
Association**

**Report of the Trustees
for the Year Ended 31 August 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04016718 (England and Wales)

Registered Charity number

1148009

Registered office

Westfield Community Centre

Rosemary Way

Hinckley

Leicestershire

LE10 0LN

Trustees

N M Thornber

D R Peake

P M Adams

M A Hateley

W A Smith

Trustee

Company Secretary

M A Hateley

Independent examiner

David Preston

Chartered Certified Accountant

Geoff Cowley & Co Ltd

Willow Park

Upton Lane

Stoke Golding

Nuneaton

Warwickshire

CV13 6EU

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Where appropriate Trustees are drawn from the Association's membership, appointed or reappointed at the annual general meeting of the Association's membership and/or from time to time co-opted by the board of Trustees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Westfield Community Development
Association**

**Report of the Trustees
for the Year Ended 31 August 2020**

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity aims to benefit the residents of Hinckley & Bosworth Borough Council area and the neighbourhood, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of its charitable objectives but not otherwise, the trustees shall have the powers to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects. Association seeks to deliver a life-long community education curriculum which involves working with and delivering a broad range of services to Pre-school children and their families and carers, school age children their families and carers, young people and adults. The Association does this in a variety of ways providing some services directly and others in partnership with local voluntary or statutory organisations.

STRATEGIC REPORT

Achievement and performance

The Association Continues to successfully combine efficient business planning of its traded services and a comprehensive fund raising strategy involving appeals to national and local charitable trusts as well as tapping into local authority small grants to fund specific areas of work with the elderly and disabled.

FINANCIAL REVIEW

During the last 12 months The Association has continued to develop and roll out a sustainability plan aimed at improving financial performance and securing healthy budget surpluses in the coming years. However, the advent of the Covid 19 crisis presented an unprecedented and immediate challenge to the financial welcoming of the Association and a significant threat to the services we provide. During the 6th month of the accounting period, most of our traded services were curtailed or closed as many of our traditional client groups were instructed to socially isolate. We were initially requested to keep our childcare services open for children of NHS and key workers. With small grants from the local authority and a few local trusts we were quickly able to repurpose many of our day care services and take them out to the client groups rather than bring the clients in. An energetic fundraising strategy and recruitment of a team of Covid 19 support volunteers, meant we were able to tap into a number of national and local Covid 19 support funds. Simultaneously we were able to tap into local and national government financial support to offset our traded services losses.

At the time of writing, we are planning our emergence from Covid lockdown restrictions and are confident that the commitment shown by staff, volunteers and trustees throughout the emergency has left us in a position where we will be able to steadily build back our services, create new ones and maybe deliver existing ones in a new post Covid way.

Early identification of future financial risks to services have resulted in the Association securing Central and Local government Support for the business and charitable sector during the Covid 19 crisis and grants and a CBIL loan have been applied for and received.

Contingency plans are already formulated to sustain the staffing and premises infrastructure during an extended lockdown period. The Association remains confident that a return to normal levels of service delivery and trading can be achieved going forward.

The fiscal and social capital made by Volunteers who give their time and expertise to support the Association's programmes, or repair and maintain the Association's Premises continues to make a significant contribution to our financial stability and sustainability.

The Association has policy and a development plan aimed at achieving reserve funds equivalent to three months operating costs, and is working consistently towards this end. The Association has fixed assets valued in excess of £800,000.

**Westfield Community Development
Association**

**Report of the Trustees
for the Year Ended 31 August 2020**

As part of its' sustainability plan the Association has developed and continues to roll out a five year business sustainability plan, which involves restructuring a number of its services to improve income generation over the next five years and recruiting and appointing new trustees to the board.

Business and community development plans are reviewed on a regular basis to ensure that the Association continues to deliver its core mission and vision within the context of its charitable Aims and Objectives.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 17 May 2021 and signed on the board's behalf by:

P M Adams - Trustee

**Westfield Community Development
Association**

**Statement of Financial Activities
for the Year Ended 31 August 2020**

		Year Ended 31.8.20 Unrestricted fund £	Period 1.4.18 to 31.8.19 Total funds £
	Notes		
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income	2	253,542	448,281
Activities for generating funds	3	285,502	525,130
Total incoming resources		539,044	973,411
RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income		453	472
Fundraising trading: cost of goods sold and other costs	4	44,447	82,958
Governance costs	5	3,817	4,604
Other resources expended		471,723	949,652
Total resources expended		520,440	1,037,686
NET INCOMING/(OUTGOING) RESOURCES		18,604	(64,275)
RECONCILIATION OF FUNDS			
Total funds brought forward		649,913	714,188
TOTAL FUNDS CARRIED FORWARD		668,517	649,913

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statements

**Westfield Community Development
Association**

**Balance Sheet
At 31 August 2020**

		31.8.20	31.8.19
		Unrestricted	Total
		fund	funds
	Notes	£	£
FIXED ASSETS			
Tangible assets	9	854,410	855,219
CURRENT ASSETS			
Stocks	10	500	780
Debtors	11	86,342	56,471
Cash at bank and in hand		74,339	12,440
		161,181	69,691
CREDITORS			
Amounts falling due within one year	12	(53,803)	(137,801)
NET CURRENT ASSETS/(LIABILITIES)		107,378	(68,110)
TOTAL ASSETS LESS CURRENT LIABILITIES		961,788	787,109
CREDITORS			
Amounts falling due after more than one year	13	(293,271)	(137,196)
NET ASSETS		668,517	649,913
FUNDS	16		
Unrestricted funds		668,517	649,913
TOTAL FUNDS		668,517	649,913

The notes form part of these financial statements

**Westfield Community Development
Association**

**Balance Sheet - continued
At 31 August 2020**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees on 17 May 2021 and were signed on its behalf by:

P M Adams -Trustee

The notes form part of these financial statements

**Westfield Community Development
Association**

**Notes to the Financial Statements
for the Year Ended 31 August 2020**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Financial reporting standard number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the parent company includes the subsidiary in its published financial statements.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- not provided
Plant and machinery	- 20% on cost
Motor vehicles	- 25% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation while he or she is a member within one year after he or she ceases to be a member, for payment of the company's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up and for the adjustment of the right of the contributions among themselves.

**Westfield Community Development
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2020**

2. VOLUNTARY INCOME

	Year Ended 31.8.20 £	Period 1.4.18 to 31.8.19 £
Donations including Gift Aid	17,226	21,540
Grants	236,316	426,741
	<u>253,542</u>	<u>448,281</u>

Grants received, included in the above, are as follows:

	Year Ended 31.8.20 £	Period 1.4.18 to 31.8.19 £
Other grants	236,316	426,741

3. ACTIVITIES FOR GENERATING FUNDS

	Year Ended 31.8.20 £	Period 1.4.18 to 31.8.19 £
Kids Club and Nursery	267,610	465,892
Social lotteries	341	846
Canteen	4,958	13,312
Club and Social Courses	2,700	6,771
Minibus and Room Hire	9,893	38,309
	<u>285,502</u>	<u>525,130</u>

4. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Year Ended 31.8.20 £	Period 1.4.18 to 31.8.19 £
Purchases	31,415	54,394
Staff costs	3,174	10,635
Motor Minibus Expenses	6,180	10,280
Uniforms	1,047	2,069
Labour & DBS Expenses	2,631	5,580
	<u>44,447</u>	<u>82,958</u>

**Westfield Community Development
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2020**

5. GOVERNANCE COSTS

	Year Ended	Period
	31.8.20	1.4.18 to 31.8.19
	£	£
Accountancy	3,457	3,620
Professional Fees	-	624
Auditors' remuneration	360	360
	<u>3,817</u>	<u>4,604</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	Year Ended	Period
	31.8.20	1.4.18 to 31.8.19
	£	£
Auditors' remuneration	360	360
Depreciation - owned assets	1,469	2,862
	<u>1,829</u>	<u>3,222</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the period ended 31 August 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2020 nor for the period ended 31 August 2019.

**Westfield Community Development
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2020**

8. STAFF COSTS

	Year Ended 31.8.20 £	Period 1.4.18 to 31.8.19 £
Wages and salaries	373,994	831,932
Social security costs	18,365	33,649
Other pension costs	7,086	4,153
	<u>399,445</u>	<u>869,734</u>

The average monthly number of employees during the year was as follows:

	Year Ended 31.8.20	Period 1.4.18 to 31.8.19
General	<u>36</u>	<u>37</u>

No employees received emoluments in excess of £60,000.

9. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Motor vehicles £	Totals £
COST OR VALUATION				
At 1 September 2019	850,000	60,463	23,431	933,894
Additions	<u>-</u>	<u>660</u>	<u>-</u>	<u>660</u>
At 31 August 2020	<u>850,000</u>	<u>61,123</u>	<u>23,431</u>	<u>934,554</u>
DEPRECIATION				
At 1 September 2019	-	58,727	19,948	78,675
Charge for year	<u>-</u>	<u>599</u>	<u>870</u>	<u>1,469</u>
At 31 August 2020	<u>-</u>	<u>59,326</u>	<u>20,818</u>	<u>80,144</u>
NET BOOK VALUE				
At 31 August 2020	<u>850,000</u>	<u>1,797</u>	<u>2,613</u>	<u>854,410</u>
At 31 August 2019	<u>850,000</u>	<u>1,736</u>	<u>3,483</u>	<u>855,219</u>

10. STOCKS

	31.8.20 £	31.8.19 £
Stocks	<u>500</u>	<u>780</u>

**Westfield Community Development
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2020**

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.20	31.8.19
	£	£
Trade debtors	69,190	56,471
Other debtors	16,140	-
Prepayments	1,012	-
	<u>86,342</u>	<u>56,471</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.20	31.8.19
	£	£
Bank loans and overdrafts (see note 14)	-	29,279
Other loans (see note 14)	8,254	6,694
Trade creditors	3,793	6,397
Social security and other taxes	7,825	40,043
Net Wages Control	-	3,500
Pension Control Account	2,298	2,147
Accrued expenses	3,193	3,875
Deferred government grants	28,440	45,866
	<u>53,803</u>	<u>137,801</u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.8.20	31.8.19
	£	£
Bank loans (see note 14)	236,271	94,783
Other loans (see note 14)	57,000	42,413
	<u>293,271</u>	<u>137,196</u>

**Westfield Community Development
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2020**

14. LOANS

An analysis of the maturity of loans is given below:

	31.8.20	31.8.19
	£	£
Amounts falling due within one year on demand:		
Bank overdraft	-	29,279
HSBC Loan	8,254	6,694
	<u>8,254</u>	<u>35,973</u>
Amounts falling between one and two years:		
Other loans - 1-2 years	<u>57,000</u>	<u>42,413</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
HSBC loan more than 1 year	86,271	94,783
HSBC CBIL	150,000	-
	<u>236,271</u>	<u>94,783</u>

15. SECURED DEBTS

The following secured debts are included within creditors:

	31.8.20	31.8.19
	£	£
Bank overdraft	-	29,279
Bank loans	236,271	94,783
	<u>236,271</u>	<u>124,062</u>

The loan is secured by a charge on the freehold property.
HSBC Bank PLC holds legal mortgage charge dated 14/04/2011

16. MOVEMENT IN FUNDS

	At 1.9.19	Net movement in funds	At 31.8.20
	£	£	£
Unrestricted funds			
General fund	649,913	18,604	668,517
	<u>649,913</u>	<u>18,604</u>	<u>668,517</u>
TOTAL FUNDS	<u>649,913</u>	<u>18,604</u>	<u>668,517</u>

**Westfield Community Development
Association**

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2020**

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	539,044	(520,440)	18,604
TOTAL FUNDS	<u>539,044</u>	<u>(520,440)</u>	<u>18,604</u>

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	At 31.8.19 £
Unrestricted Funds			
General fund	714,188	(64,275)	649,913
TOTAL FUNDS	<u>714,188</u>	<u>(64,275)</u>	<u>649,913</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	973,411	(1,037,686)	(64,275)
TOTAL FUNDS	<u>973,411</u>	<u>(1,037,686)</u>	<u>(64,275)</u>

**Westfield Community Development
Association**

**Detailed Statement of Financial Activities
for the Year Ended 31 August 2020**

	Year Ended 31.8.20 £	Period 1.4.18 to 31.8.19 £
INCOMING RESOURCES		
Voluntary income		
Donations including Gift Aid	17,226	21,540
Grants	<u>236,316</u>	<u>426,741</u>
	253,542	448,281
Activities for generating funds		
Kids Club and Nursery	267,610	465,892
Social lotteries	341	846
Canteen	4,958	13,312
Club and Social Courses	2,700	6,771
Minibus and Room Hire	<u>9,893</u>	<u>38,309</u>
	285,502	525,130
Total incoming resources	539,044	973,411
RESOURCES EXPENDED		
Costs of generating voluntary income		
Costs of Generating Donations	453	472
Fundraising trading: cost of goods sold and other costs		
Purchases	25,337	43,246
Childcare Toys and Consumables	6,078	11,148
Sure Start	3,174	10,635
Motor Minibus Expenses	6,180	10,280
Uniforms	1,047	2,069
Labour & DBS Expenses	<u>2,631</u>	<u>5,580</u>
	44,447	82,958
Governance costs		
Accountancy	3,457	3,620
Professional Fees	-	624
Auditors' remuneration	<u>360</u>	<u>360</u>
	3,817	4,604

This page does not form part of the statutory financial statements

**Westfield Community Development
Association**

**Detailed Statement of Financial Activities
for the Year Ended 31 August 2020**

	Year Ended 31.8.20 £	Period 1.4.18 to 31.8.19 £
Other resources expended		
Staff Wages & Consultancy	370,820	821,297
Social security	18,365	33,649
Pensions & Redundancy	7,086	4,153
Building Costs	31,424	36,674
Telephone	7,172	10,048
Postage and Stationery	2,787	3,942
Repairs and Cleaning	9,581	13,416
Hire of Equipment	4,104	5,521
Security Costs	788	1,109
Sundry	6,570	3,107
Bank Charges	1,745	4,482
Volunteer Expenses	612	61
Depn of Plant & Machinery	599	952
Depn of Motor Vehicles	871	1,910
Loan Interest	9,199	9,331
	<u>471,723</u>	<u>949,652</u>
Total resources expended	520,440	1,037,686
 Net income/(expenditure)	 <u>18,604</u>	 <u>(64,275)</u>

This page does not form part of the statutory financial statements

**Independent Examiner's Report to the Trustees of
Westfield Community Development
Association**

I report on the accounts of the company for the year ended 31 August 2020, which are set out on pages five to fourteen.

Responsibilities and basis of report

As the charity's trustees (and also the 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 386 of the Companies Act 2006; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of 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; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Chartered Certified Accountant which is one of the listed bodies.

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

David Preston
Chartered Certified Accountant
Geoff Cowley & Co Ltd
Willow Park
Upton Lane
Stoke Golding
Nuneaton
Warwickshire
CV13 6EU

17 May 2021

**Westfield Community Development
Association**

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for the Year Ended 31 August 2020**

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