

Registered Charity Number: 1148357

Registered Company Number: 07907667 (England and Wales)

Clockhouse Community Association

(A registered Charity and Company Limited by Guarantee)

Report and Financial Statements for the year ended 31 March 2021

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(A registered Charity and Company Limited by Guarantee)

Report and Financial Statements
for the year ended 31 March 2021

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Reference & Administrative Details

Charity Name	Clockhouse Community Association
Date of Incorporation	12th January 2012
Registered Company No:	07907667
Charity Registration No.	1148357
Address	42 Fryston Avenue The Mount Coulsdon, Surrey CR5 2PT
Board of Directors	Leigh Wicks (Chairman) - appointed January 2020 Terry Haswell – resigned January 2020 Rowena Wicks - appointed March 2020 Barry Todman Amy Haldane (LB Sutton) Jason Reynolds Moir Butt Lee Byatt Susan Wilson
Company Treasurer	Rowena Wicks
Bankers	The Co-operative Bank
Independent Examiner	Dunstanette Kuti Community Accountant Community Action Sutton Granfers Community Centre 73-79 Oakhill Rd Sutton SM1 3AA

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2020/21 Chairs report

In April 2020, as COVID-19 restrictions continued and with less than our usual regular income, we had no choice but to furlough our 2 employees. They graciously still voluntarily helped me grasp the reins and start to make the halls the much needed community hub that they used to be. We made good use of the quiet periods, carrying out much needed repairs where necessary.

Throughout we have been able to top-up our employee's salaries to 100% of their earnings and we have also managed to clear all outstanding debts that we owed.

In January 2021, a year into my new position as Chair, I am pleased to report that we have had some major financial successes during this financial year. We have received:

£550 from Woodmansterne Parish for repairs to our existing heating system

£10,000 state aid grant


£1,000 neighbourhood grant for facility improvements

£17,400 neighbourhood fund from London Borough of Sutton to renovate the main toilets

We were also able to secure considerable funding from the public realm grant for improvements to Corrigan Rec. playground equipment. Though this was an accomplishment for CCA, the funding went direct from LBS so this figure is not included within this report.

As restrictions have continued to ease, we were rewarded by the return of many of our regular groups, plus many more new users. I am pleased to report that this has helped to secure the future of the halls. We now have many more regular bookings than we have had in a long time.

In the coming few months it is essential to our sustained success that we recruit some new volunteers to help with various roles. As with all volunteer organisations we rely on a select few to do the majority of tasks. If you could help out for just an hour a week, we would love to hear from you.



Leigh Wicks

Chair of Clockhouse Community Association

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The Board of Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, presents its Annual Report and the Financial Statements of Clockhouse Community Association for the period 1 April 2020 to 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. CONSTITUTION

The Articles of Association were adopted by the founder Directors in December 2011 and registered with Companies House in January 2012. It became a registered charity in July 2012. It is the successor organisation to Clockhouse Community Association registered number 303229 which was unanimously dissolved by a general meeting of members on 28 February 2013 when it was agreed that the assets would be transferred to this company from 30 September 2013.

The Company is limited by guarantee and has no share capital.

b. METHOD OF APPOINTMENT OR ELECTION OF BOARD OF DIRECTORS

The Articles of Association set out the process for electing and appointing trustees who are also Directors of the Company. The founding directors were the 3 Trustees of the old charity. A further 2 Directors/trustees were co-opted and these appointments were confirmed by the first AGM in June 2013, together with the nomination of the LB of Sutton. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the trust deed.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Directors meet approximately every other month in order to establish the policies and procedures for the company, setting its policies, overseeing the finances and guiding its work.

d. OBJECTIVES AND ACTIVITIES

The charity's general objective is to promote the benefit of the area by working with local authorities, other organisations and residents to provide facilities for education, recreation and leisure and improve the quality of life. It particular the charity would maintain and manage a community centre for the benefit of the local community

Premises

The company leases two properties, a community centre, Hillcrest Halls (a 25 year lease) and a shop front, 13 Hillcrest Parade (on a 10 year lease). There is a management agreement for the Halls which ensures that they are rent free. Otherwise the company is responsible for the running cost of both premises.

Staffing

As previously, the company has 2 employees. Our Administrator Hannah Brittain for 7 hours a week. Our Cleaner, Mrs Mary Bond is assisted by her husband and works 14 hours a week. We have always paid above the national minimum rate and this year have formalised this situation to ensure we keep within the new statutory living wage.

Info Centre

The Info Centre has continued to be a cost to the Association and, now we are paying rent to the Council, its cost will grow. When it has been open, we have been hiring out the Info Centre to Sutton Housing Partnership 2 days a week and there is an understanding that they will take over the lease from CCA in due course. As the Info Centre has suffered substantial

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damage over the past few months via a leak from the above flats managed by SHP, we are keen to get this arrangement formalised as soon as possible.

Improvements to Hillcrest Halls

Time has been spent due the course of the Covid-19 pandemic to cosmetically update the interior of the halls.

FINANCIAL REVIEW

a. RESERVES POLICY

The Board of Directors monitor the financial position in regard to the Charity's reserves policy and ensured that there are sufficient reserves in unrestricted funds to meet its foreseeable commitments.

b. SURPLUS

The results for the year and the Charity's financial position at the end of the year are shown in the attached Financial Statement. The surplus for the year was £973 (2020: £2,773 deficit).

In this year, the Directors continued to monitor running costs and where possible negotiate cost effective contracts with suppliers. This will depend on finding more volunteers.

Responsibilities of the Board of Trustees

The Trustees (who are also the Directors of Clockhouse Community Association for the purposes of Company Law) are responsible for preparing the Trustees Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Company Law requires the Trustees to prepare the financial statements for each financial year which gives a true and fair view of the state of affairs of the charitable company and of the income resources and application of resources, including the income and expenditure of the charitable company for the year. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records which 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as possible the Trustees are aware:

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

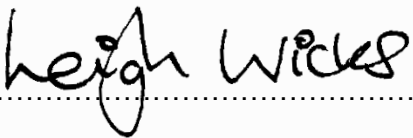
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Audit Exemption

The trustees have decided to take advantage of the audit provisions of the Companies Act 2006. However, under the provisions of section 145 of the Charities Act 2011 they have appointed Sutton CVS to be their independent examiner.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities issued by the Charities Commission, updated 2015, and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report and statement were approved by the Trustees on 29th June 2021 and signed by


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Leigh Wicks

Chair of Clockhouse Community Association

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Statement of Financial activities for the year ended 31 March 2021

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
INCOME FROM:					
Donations		700	515	1,215	20
Grants		1,000	10,000	11,000	-
Grants-JRSG		-	6,935	6,935	-
Charitable activities		550	16,150	16,700	24,227
Other Income		-	-	-	1,259
Total:	2	2,250	33,600	35,850	25,506
EXPENDITURE ON:					
Charitable Activities	3	-	34,908	34,908	28,279
Other:				-	-
Total:		-	34,908	34,908	28,279
NET INCOMING/ (OUTGOINGS) FOR YEAR		2,250	(1,307)	943	(2,773)
Balance Brought Forward		(6,854)	9,054	2,200	4,973
Funds Transfers		-	-	-	-
Balance Carried Forward		(4,604)	7,747	3,143	2,200

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current or previous years.

TOTAL RECOGNISED GAINS AND LOSSES

The charity has no recognised gains or losses (other than the income/outgoings) for the year.

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Balance Sheet as at 31 March 2021

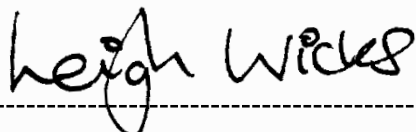
	Note	2021		2020	
		£	£	£	£
CURRENT ASSETS:					
Debtors		924		1,319	
Cash at bank and in hand		<u>19,012</u>		<u>3,396</u>	
			19,936		4,715
CREDITORS:					
Amounts falling due within one year	7	3,743		2,515	
Deferred income	8	<u>13,050</u>	16,793	<u>-</u>	2,515
NET CURRENT ASSETS:			<u>3,143</u>		<u>2,200</u>
NET ASSETS			<u><u>3,143</u></u>		<u><u>2,200</u></u>
RESERVES:					
Restricted Funds	9		(4,604)		(6,854)
Unrestricted Funds	9		7,747		9,054
			<u><u>3,143</u></u>		<u><u>2,200</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Director acknowledges their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The financial statements were approved by the board on __29th June 2021__ and signed on its behalf by:



Chair of Clockhouse Community Association

The notes on pages 10 to 15 form part of these accounts.

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Notes to the Financial Statements for the year ended 31 March 2021

1. ACCOUNTING POLICIES

1.1a Basis of preparation of the financial statements

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting & Reporting by Charities" revised in 2015.

1.1b Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of a grant.

2. Income from Charitable Activities

	Restricted	Unrestricted	Total Funds 2021	Total Funds 2020
	£	£		£
Community events	-	-	-	1,259
Grants	1,000	10,000	11,000	-
Grants-CJRS	-	6,935	6,935	-
Services:-				
Grants	550	4,350	4,900	-
Donations	700	515	1,215	20
Room Hire	-	11,173	11,173	22,110
Income from Group	-	-	-	30
Info Centre income	-	618	618	2,120
Membership subs	-	10	10	-
Reimbursements	-	-	-	(33)
Charitable Activities	2,250	33,600	35,850	25,506

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Notes to the Financial Statements for the year ended 31 March 2021 (continued)

3. Expenditure on Charitable Activities

	Restricted	Unrestricted	Total Funds 2021	Total Funds 2020
	£	£	£	£
Office Costs-Bank charges	-	-	-	30
Info Centre Costs	-	1,314	1,314	3,173
Project Costs-Community Events expenses	-	-	-	25
Association costs	-	4,906	4,906	5,048
Hillcrest Halls	-	27,900	27,900	19,287
Accounting Fees	-	72	72	550
Independent Examination	-	715	715	165
	-	34,908	34,908	28,279

4. Statement of Net Income By Fund

	2021 £	2020 £
Gross Income by Fund		
Restricted	4,979	-
Unrestricted	30,871	25,506
	35,850	25,506
Total Expenditure by Fund		
Restricted	-	19,287
Unrestricted	34,908	8,992
	34,908	28,279
Net Movement in Funds	943	(2,774)

5. Staff Costs

No remuneration was paid to Trustees in the year, nor were any expenses reimbursed to them

	2021 £	2020 £
Gross wages, salaries and benefits in kind	8,806	9,312

The number of employees at the end of the year totalled two (2020: two).

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Notes to the Financial Statements for the year ended 31 March 2021 (continued)

6. Trustee Remuneration & Related Party Transactions

No remuneration directly or indirectly out of the funds of the charity was paid or is payable for the year to any trustee or to any person or persons known to be connected with any of them.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year. (2019 - nil).

7. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Halls deposits held	1,475	1,470
Creditors	2,268	1,045
	<u>3,743</u>	<u>2,515</u>

8. Deferred income

	2021	2020
	£	£
London Borough of Sutton: Grant for toilet refurbishments	<u>13,050</u>	<u>-</u>

9. Movement in Funds

	At 31 March 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
Restricted					
Sutton Community Fund	1,950	-	-	-	1,950
Donations for Halls Improvements	211	550	-	-	761
Service	(15,446)	700	-	-	(14,746)
Surety	(1,140)	-	-	-	(1,140)
Grants to community events	6,899	-	-	-	6,899
Halls Improvements: Neighbourhood Fund	672	1,000	-	-	1,672
	<u>(6,854)</u>	<u>2,250</u>	<u>-</u>	<u>-</u>	<u>(4,604)</u>
Unrestricted					
General Fund	<u>9,054</u>	<u>33,600</u>	<u>(34,908)</u>	<u>-</u>	<u>7,747</u>
Total Funds	<u>2,200</u>	<u>35,850</u>	<u>(34,908)</u>	<u>-</u>	<u>3,143</u>

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Independent Examiner's Report on the Accounts

I report on the accounts for the charity for the year ended 31st March 2021.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an Independent Examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general directions given by the Charities Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent review

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the Trustees have not met the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the 2011 Charities Act

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Dunstanette Kuti, FCCA MCSI

Position: Community Accountant

Community Action Sutton

Granfers Community Centre, 73-79 Oakhill Road, Sutton, Surrey, SM1 3AA

Date: 23/07/2021