

Hertford St Andrew Community Trust

Report of the Trustees for the year ended 31st December 2021

The Trustees present their report and financial statements for the year ended 31st December 2021.

Reference and Administrative Information

Charity Name: Hertford St Andrew Community Trust a Charitable Incorporated Organisation (**CIO**)

Charity registration number: 1148533

Registered Office and
Operational address: St Andrew's Church
St Andrew Street
Hertford SG14 1HZ

The trustees of the charity at the date that this report was approved were:

Mr R Taylor Chairman
Mrs P Probert
Mrs J Sharman
Mr M Fry
Mrs L Ramsay
Mr D Spring
Mr R Willis

Hon. Treasurer: Mrs Shirley Taylor

Centre Administrator: Mrs Christine Williams

Our Aims and Objectives

Purposes and Aims

Our charity's purposes as set out in the objects contained in the CIO's constitution are to:

- benefit the residents of Hertford and its neighbourhood by bringing them together with local authorities, voluntary and other organisations to advance education and provide facilities for recreation and leisure time occupations and
- to establish a community centre for such activities.

The aim of the charity is to promote well-being for the residents of Hertford and its environs.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. We look at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes.

The focus of our work

The Trustees have worked on maintaining and improving the condition of the St Andrew's Centre and the facilities within it, as well as compliance with legal requirements. While the Covid-19 pandemic continued, particular attention was given to keeping the St Andrew's Centre as safe to use as possible by observing UK government directions and guidance on the use of community halls.

How our activities deliver public benefit

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. All our charitable activities focus on the promotion of facilities and opportunities for the advancement of education, recreation and leisure activities for the residents of Hertford and its environs through the use of the St Andrew's Centre and are undertaken to further our charitable purposes for the public benefit. Our objects limit the services we provide to those who are resident in Hertford and the neighbourhood.

However, during 2021 UK government direction on the use of community halls during the pandemic and advice to individuals and organisations on avoiding the spread of Covid-19 has meant that for long periods of the year meetings have been prohibited or individuals or organisations have preferred not to meet in person and found the use of video conferencing to be preferable. As a consequence the use of the Centre has during times of lockdown been extremely limited and at other times significantly reduced.

Principal Funding Sources

The principal funding source for the charity is currently hire charges paid by users of the Centre. In 2021 this source was supplemented by government-funded grants made available to help community facilities prohibited at times during the pandemic from carrying on usual activities with consequent loss of income.

Investment Policy

Funds received have been placed in bank accounts with Lloyds Bank Plc.

Reserves Policy

£3,000 has been placed in an interest-bearing deposit account as a reserve for repairs, renewal and redecoration of the St Andrew's Centre.

Plans for Future Periods

The trustees keep under review opportunities to increase the use of the Centre in line with the objectives of the CIO. They will seek to improve its marketing material and opportunities to advertise the Centre more widely.

Structure, Governance and Management

Until 25th June 2020 the organisation was a charitable company limited by guarantee, incorporated on 7th June 2011 and registered as a charity on 13th August 2012. The company was established under Articles of Association containing the objects and powers of the charitable company and governance. On 25th June 2020 the charity converted to a Charitable Incorporated Organisation (CIO), the constitution of which contains like objects and powers as those in the Articles of Association so far as compatible with charity law.

Appointment of Trustees

Under the requirements of the Constitution of the CIO one third of the trustees must retire from office at each annual general meeting. In every case a retiring trustee may be re-elected.

All trustees give their time voluntarily and received no benefits from the charity, although it is noted that the sum paid by the charity to Hertford St Andrew PCC by way of contribution towards the running costs of the Centre incurred by the PCC included £475 towards the remuneration of Mrs P Probert, who is a trustee, as Parish Administrator employed by the PCC.

The trustees retiring at the annual general meeting offer themselves for re-election.

Trustee Induction and Training

All new trustees are encouraged to read and understand the Constitution of the CIO, the latest trustees' report and accounts and the Charity Commissioner's Guide "the Essential Trustee".

Risk Management

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Centre.

Organisational Structure

The CIO has a board of trustees which currently stands at 7 members who meet quarterly and are responsible for the strategic directions and policy of the charity. The Centre Administrator and the Treasurer attend trustee meetings but have no voting rights.

Related Parties

The charity has built links with local authorities and other voluntary organisations in Hertford and its environs towards the achievement of the charity's objectives and aims and is a member of CDA Herts which gives access to the East Herts Village and Community Hall Forum and the advice and guidance provided by ACRE. This has been particularly useful in adapting the Centre and practices to comply with UK government directives during the pandemic.

Responsibilities of the Trustees

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act or other relevant legislation. The trustees 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.

Members of the Board of Trustees

The trustees who served during the year are set out on page 1.

This report is prepared in accordance the Charities (Accounts and Reports) Regulations 2008

Richard N Taylor

Mr R N Taylor (Trustee)

HERTFORD ST ANDREW COMMUNITY TRUST
Charity No 1148533

ANNUAL REPORT
AND
FINANCIAL STATEMENTS
OF THE
HERTFORD ST ANDREW COMMUNITY TRUST
(a charitable incorporated organisation)
For the year to
31 December 2021

TRUSTEES:

Mr R Taylor (Chair)
Mr M Fry
Mrs P Probert
Mrs L Ramsay
Mrs J Sharman
Mr D Spring
Mr R Willis

BANK:

Lloyds Bank plc
5-6 Market Place
Hertford SG14 1DS

INDEPENDENT EXAMINER:

Mr R Paddock
86 Ware Road
Hertford SG13 7HN

HONORARY TREASURER:

Mrs S Taylor

REPORT AND FINANCIAL STATEMENTS 2021

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HONORARY TREASURER'S REPORT

This report should be read in conjunction with the Trustees' Annual Report, produced for circulation at the Annual General Meeting, which summarises the main activities of the Trust during the year ended 31 December 2021.

The St Andrew's Centre, St Andrew Street, Hertford SG14 1HZ has been used and enjoyed by a variety of users since its completion in late 2013. The Centre is run by the Hertford St Andrew Community Trust, formerly a company limited by guarantee but since 25 June 2020 a charitable incorporated organisation. Under the management agreement between the Trust and the Parochial Church Council of Hertford St Andrew (PCC), the Trust has made a contribution of £3,847 towards the running costs of the Centre incurred by the PCC.

The Statement of Financial Activities on page 3 summarises the income and expenditure for the period (separately detailed in Notes 2 and 3 respectively). The balance sheet on page 4 shows the assets and liabilities of the Trust and how these are apportioned between various types of fund.

2021, the second year of the Covid-19 pandemic, has proved to be a better year for the Trust financially. Grants of £7,500 were received from East Herts Council to help charities through their financial problems caused by the pandemic. Hirings income proved to be better than expected due to slightly longer periods when the Centre was open but also due to large block bookings by the local GP surgeries who were using the Centre as a vaccination centre. Hirings income rose from £5,653 in 2020 to £14,256 in 2021. Of this income, £2,000 was paid to the PCC for the use of part of the church building for monitoring patients following vaccination.

The accounts for the year ended 31 December 2021 show total income of £21,756 (2020: £6,245) and total expenditure of £12,875 (2020: £11,182) to give a net profit of £8,881 (2020: net loss of £4,937).

There were grants (restricted funds) received by the Trust during 2020 of which £500 is carried forward at 31 December 2021.

INDEPENDENT EXAMINER'S REPORT TO THE HERTFORD ST ANDREW COMMUNITY TRUST

Independent Examiner's Report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

**Please delete the words in the brackets if they do not apply.*

Ralph Paddock
Independent Examiner

Date:

R. Paddock (RALPH PADDOCK)

31/4/2022

STATEMENT OF FINANCIAL ACTIVITIES
Period ended 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Incoming resource from grants and donors	2(a)	7,500	-	7,500	592
Activities for generating funds	2(b)	14,256	-	14,256	5,653
Fund Raising Income		±	±	±	±
Total Incoming Resources		<u>21,756</u>	<u>±</u>	<u>21,756</u>	<u>6,245</u>
RESOURCES EXPENDED					
Trust Activities	3	12,875	-	12,875	11,182
Costs of generating funds		±	±	±	±
Total Resources Expended		<u>12,875</u>	<u>±</u>	<u>12,875</u>	<u>11,182</u>
NET MOVEMENT IN FUNDS		8,881	-	8,881	-4937
Funds brought forward at 1 January		<u>14,534</u>	<u>500</u>	<u>15,034</u>	<u>19,971</u>
Funds carried forward at 31 December		<u>23,415</u>	<u>500</u>	<u>23,915</u>	<u>15,034</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

BALANCE SHEET
As at 31 December 2021

	Note	31 December 2021 £	31 December 2020 £
CURRENT ASSETS			
Debtors	4	3,452	554
Cash at Bank (Current A/c)		23,376	12,441
Cash at Bank (Deposit A/c)		<u>3,004</u>	<u>3,004</u>
		29,832	15,999
CREDITORS: amounts falling due within one year	5	(5,917)	(965)
Receipts in Advance	5	(-)	(-)
NET ASSETS		<u>23,915</u>	<u>15,034</u>
FUNDS			
Unrestricted		23,415	14,534
Restricted		<u>500</u>	<u>500</u>
	6	<u>23,915</u>	<u>15,034</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

The financial statements were approved by the Trustees and signed on their behalf by

Richard Taylor

Richard Taylor (Chair of Trustees)

Date of Approval: *18th May 2022*

The notes on pages 5 to 7 form part of these accounts.

NOTES TO THE ACCOUNTS**1. ACCOUNTING POLICIES**

These accounts have been prepared:

- (a) under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.
- (b) in accordance with the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

The accounts present a true and fair view and the particular accounting policies adopted by the Trustees are described below.

Funds

Unrestricted funds represent the funds of the Trustees that are not subject to any restrictions regarding their use and are available for application on the general purposes of the trustees.

The accounts include all transactions, assets and liabilities for which the Trustees are responsible in law.

Incoming Resources

Grants to the Trust are accounted for as soon as the Trust is notified of its legal entitlement and the amount due. Income from hiring is accounted for on an accruals basis.

Fixed Assets

The Trust does not own the St Andrew's Centre but under a Management Agreement dated 30 October 2020 with the Parochial Church Council of Hertford St Andrew (PCC) the Trust undertakes to promote and manage the use of the Centre in accordance with the objects of the Trust and to bear the running costs of the Centre and maintain it in good condition.

Current Assets

Amounts owing to the Trust at 31 December 2021 in respect of hire income are shown as debtors.

2. INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
2(a) Incoming resources from donors	-	-	-	92
Grants received	7,500	-	7,500	500
2(b) Activities for generating funds				
Hiring Income	14,256	-	14,256	5,653
Fundraising				-
TOTAL INCOMING RESOURCES	21,756	-	21,756	6,245
2020	5,703	542		6,245

3. RESOURCES EXPENDED

Centre Activities	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Staff Costs (inc Table Tennis Coach in 2020)	5,113	-	5,113	5,050
Equipment	324	-	324	31
Maintenance	1,821	-	1,821	1,979
Utilities & Insurance	3,231	-	3,231	3,536
Share of Hirings income to PCC (NHS) for use of church	2,000	-	2,000	-
Miscellaneous	386	-	386	586
TOTAL RESOURCES EXPENDED	<u>12,875</u>	<u>-</u>	<u>12,875</u>	<u>11,182</u>
2020	<u>11,049</u>	<u>133</u>		<u>11,182</u>

Staff costs represent the sum paid to Hertford St Andrew PCC for two people employed by the PCC and seconded to the Trust (plus Table Tennis coach expenses in 2020 but no longer retained).

4. DEBTORS

	2021	2020
	£	£
Accrued Income	<u>3,452</u>	<u>554</u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Receipts in advance	-	-
Accruals – cheques not presented	-	170
Other Creditors	<u>5,917</u>	<u>795</u>
	<u>5,917</u>	<u>965</u>

6. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Current assets	29,332	500	29,832
Current liabilities	<u>(5,917)</u>	-	<u>(5,917)</u>
	<u>23,415</u>	<u>500</u>	<u>23,915</u>

Restricted Funds are given to the Trust for specific purposes and it is the duty of the Trust to ensure that the money is spent only in that area. At 31 December 2021 there is £500 remaining to be carried forward from a grant received in 2020 from Hertfordshire County Council (Cllr Bob Deering) towards the cost of the Holiday at Home summer event for the elderly. This event was cancelled both in 2020 and in 2021 due to the Covid-19 pandemic and Cllr Deering has allowed the Trust to keep the grant to put towards the same event to be held in 2022.

7. TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

No trustee received any remuneration during the accounting period. However, the contribution of £3,847 towards the running costs of the Centre paid to Hertford St Andrew PCC included £475 towards the remuneration of Mrs P Probert (Trustee) as Parish Administrator employed by the PCC.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the Trust during the accounting period.

8. TAXATION

As a charity, the Trust is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Trust.

9. CHARITABLE INCORPORATED ORGANISATION

The Trust is registered with the Charity Commission as a charitable incorporated organisation under the Charities Act 2011. The sole member of the Trust is Hertford St Andrew Parochial Church Council. In the event of the Trust being wound up, the liability is £10 per member of the Trust.