



Lockwood Community and Sports Association

Annual Report of the Trustees

For the year from 1 August 2021 to 31 July 2022



Lockwood Community and Sports Association is a charitable incorporated organisation,
registered as a charity in England and Wales no: 1151561

REPORT OF THE TRUSTEES MANAGEMENT COMMITTEE
August 1 2021 to July 31 2022

Reference and Trustees/Administrative Information

Charity Name: Lockwood Community and Sports Association

Charity Registration Number: 1151561

Operational address:

Lockwood Community Centre
 Locks Heath District Centre
 2 Centre Way
 Locks Heath
 Southampton
 SO31 6DX

Trustees/Management Committee

Mr Raymond Randall	Chairman/Treasurer
Mr Geoffrey Eales	
Mrs Jacqueline Palmer	
Mrs Dee Readhead	Publicity
Miss Kirsten Skinner	
Councillor Susan Bayford	Appointed Fareham Borough Council Representative

Employees

Mrs Beverley Colborne	Office Manager
Miss Katrina West	Office Administrator
Mrs Marion Craig	Cleaning Duties
Mrs Nikola Wilkes	Cleaning Duties/Casual Office Cover
Mrs Sarah Rowland	Office Support (Finance)

Independent Examiner

Mr Ralph Crump
 Ralph Crump Accountants Ltd
 14 Bakers Drove
 Rownhams
 Southampton
 SO16 8AD

Bank HSBC -Eastleigh SO50 9YW

Our Aims and Objectives:

Our Charity aims are as set out in our Constitution which was approved on 8 February 2013. The aims of the Association are to benefit the residents of Locks Heath and the wider neighbourhood without distinction of gender, sexual orientation, race or political, religious, or other opinions. This can be achieved by improving the running of the Centre to provide facilities in the interests of social welfare, health, and wellbeing for recreation leisure.

Ensuring our work delivers its Aims:

This is our ninth review of our aims and activities this year ending 31 July 2022. This review looks at our achievements in the previous 12 months. The review looks at success and benefits our users have obtained due to our efforts. Trustees can then assess if they have achieved aims and objectives over 12 months.

The focus of the work carried out during the 12 months:

The Covid-19 pandemic seems to have eased and office and cleaning staff were paid in full during the year 1 August 2021 – 31 July 2022.

Most of our groups returned in September 2021, however, we lost a small number due to the pandemic. Some new groups have formed during the year and expenditure has been kept to a minimum due to the financial climate.

CommuniCare, who have been using the Foyer as a café/coffee shop for many years will unfortunately not be returning due to volunteer shortages and financial reasons. A meeting was held between CommuniCare Treasurer, Café Manager, our LCSA Chairman and Office Manager, it was agreed that we store some of their equipment for the foreseeable future.

No major projects have been commissioned and the office refurbishment remains on hold.

Our April 2022 increase to hire charges was set at the inflation rate of 5.4%. Staff salaries were increased to 6.6% to meet the Government minimum living wage of £9.50 per hour for our lowest paid staff.

Fareham Borough Council carry out a Community Building Health Check every year and this was carried out in May 2022. The result was very positive and FBC were again pleased with the current management and running of the Centre. The Health Check highlighted issues with Sports Hall doors and Library door issues – FBC agreed these doors would need replacing. Regarding the car parking area at the back of the building – yellow crossed lines are to be painted at the side entrance to keep the emergency exit clear and weeds are to be removed.

A strong year considering the aftereffects of Covid-19 Pandemic. It is a concern that the year August 2022 to July 2023 could be draining our resources as high inflation takes hold.

The library recharge payment of: **£16,384.00** was deposited in our bank account in

July 2022. This is payment for the library using the building , utilities, cleaners, and foyer.

We continue to have a strong savings account which is the highest it has ever been: **£84,248.95** therefore, hopefully our current funds will stand us in good stead for the challenging year ahead.

How our Activities benefit the local people:

The areas we cover include: Warsash, Park Gate, Sarisbury Green, Titchfield Common and Locks Heath. Our charitable activities are focused on improving the health and wellbeing of all our users aged from birth to 90+ years, of all genders, sexual orientation, race, political, religious, or other options. We encourage disabled and disadvantaged members of the public to use our facilities and ensure everyone is happy with our efforts in achieving this.

Financial Review

Funding Sources

- As from April 2022 we increased our hire charges by approx. 5.4%.

Financial Costs

- Due to present financial climate no large projects have been undertaken.

Reserves Policy

The Trustees Management Committee has monitored the charity's requirement for reserves in light of the possible risks to the organisation. Fareham Borough Council will continue to pay for maintenance of the heating system and any outside bills for the Community Centre.

Plans for Future Periods

As the Community Centre building is over 40 years old we are continually looking at ways to improve the Centre and demonstrate to our users that we are continuing to make the building as attractive and welcoming as possible. Our aim is to make the Community Centre more professional and encourage new hirers to use our facilities. We will endeavour to ensure a visit to our Community Centre is a very positive experience.

Structure, Governance and Management

Governing Document:

The Lockwood Community and Sports Association is a Charitable Incorporated Organisation and was registered as a charity on 8 February 2013. In the event of the CIO being wound up the Trustees/members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Recruitment and Appointment of Trustees/Management Committee

The directors of the company are also charity trustees for the purposes of the charity law. The trustees are elected to serve for a period of 3 years after which they must be re-elected at the next Annual General Meeting. AGM took place November 2021- all Trustees remain in the same roles.

Risk Management

The Trustees/Management Committee has conducted a review of the major risks to which the charity is exposed. The main risk to the charity is the loss of users resulting in the charity making a loss which could result in the closure of the Community Centre. The Community Centre is part of Locks Heath Shopping Village which is privately owned by New River Retail. Also, a possible risk could be that as the building is over 40 years old it may have increased maintenance costs in the future. Procedures are in place to ensure the compliance with Health & Safety regulations for our staff, Trustees, hirers, and visitors of the Centre. These procedures are reviewed periodically to ensure that they meet the needs of the charity. We are fully GDPR compliant.

Organisational structure

The Lockwood Community & Sports Association has a Management Committee of five trustees, and an FBC representative – Cllr Mrs Susan Bayford. Regular meetings take place and trustees are responsible for the policy of the charity. The five trustees are from various backgrounds. Although office staff attend meetings they have no voting rights.

Responsibilities of the Management Committee

Company Law requires the Management Committee to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity. The balance sheet date and its incoming resources and application of resources, including income and expenditure for the financial year. In preparing these statements the Management Committee should follow best practice and:

1. Select suitable accounting policies and then apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company with the Companies Act of 2006. The Management Committee is 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.

Members of the Management Committee

Members of the Management Committee who are trustees for the purpose of charity law who served during the year and up to date of this report are set out at the beginning of this report. In accordance with charity law as the Associations Trustee's confirm that:

- As far as we are aware there is no relevant information for which the Association Independent Examiner is unaware of.
- As the Trustees of the Association, we have taken steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

Independent Examiner

Mr Ralph Crump is appointed as the Associations Independent Examiner during our ninth year. He has expressed his willingness to continue in that capacity.

Approved by the Management Committee on the:
signed on its behalf by:

8th SEPTEMBER 2022 and

Mr Ray Randall (Chairman)

Ray Randall

Mr Geof Eales (Trustee)

Geof Eales

Date:

8-9-22.

LOCKSWOOD COMMUNITY AND SPORTS ASSOCIATION**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 JULY 2022****Independent Examiner's Report to the Trustees of Lockswood Community and Sports Association**

I report on the accounts of the association for the year ended 31 July 2022 which are set out on pages 7 to 12.

Responsibilities and basis of report

As the charity trustees of the association you are responsible for the preparation of the accounts in accordance with the requirements under section 144(2) of the Charities Act 2011 (the 2011 Act).

Having satisfied myself that the accounts of the association are not required to be audited under section 144(2) of the 2011 Act and are eligible for independent examination, I report in respect of my examination of the association's accounts as carried out under section 145 of 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 material 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 association as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the 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.



Ralph Crump FCA

Ralph Crump Accountants Limited
Drove House, 14 Bakers Drove
Rownhams
Southampton SO16 8AD

Date: 8 September 2022

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LOCKSWOOD COMMUNITY AND SPORTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

1. ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared on the historical cost basis and in compliance with FRS 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland, the 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) (Charities SORP (FRS 102)) and the Charities Act 2011. The currency is sterling, which is the functional currency of the association.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

There are no designated funds during the year.

Incoming resources

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract,

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Fixed assets

Individual fixed assets are initially recorded at cost.

contd/...

LOCKSWOOD COMMUNITY AND SPORTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

1. contd/...

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost over their expected useful economic life as follows:

Fixtures, fittings and equipment - 25% straight line basis

Pensions

The charity has some staff in the Hampshire County Council Pension Scheme. The assets of the scheme are held independently of the charity and also independently administered. The charity makes an employer's contribution to the scheme which is shown in note 7. There were no outstanding or prepaid contributions at the end of the financial year.

2. TOTAL RESOURCES EXPENDED

	Charitable activities		Governance costs		TOTAL	
	2022	2021	2022	2021	2022	2021
	£	£	£	£	£	£
Direct costs - unrestricted funds						
Employment costs	54,497	55,792	-	-	54,497	55,792
Establishment costs	19,028	16,067	-	-	19,028	16,067
Repairs & maintenance	2,458	3,624	-	-	2,458	3,624
Office expenses	5,834	5,021	-	-	5,834	5,021
Sundry & other costs	135	226	-	-	135	226
Professional costs	416	463	660	600	1,076	1,063
Depreciation of tangible fixed assets	801	1,068	-	-	801	1,068
	83,169	82,261	660	600	83,829	82,861
Direct costs - restricted funds						
Maintenance	-	1,000	-	-	-	1,000
	83,169	83,261	660	600	83,829	83,861

3. DETAILS OF CHARITABLE ACTIVITIES

	Activities undertaken directly		Grant funding of activities		Total	
	2022	2021	2022	2021	2022	2021
	£	£	£	£	£	£
Unrestricted Funds						
Charitable activities	81,162	60,642	2,667	22,219	83,829	82,861
Restricted Funds						
Maintenance	-	-	-	1,000	-	1,000

LOCKSWOOD COMMUNITY AND SPORTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

1. contd/...

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LOCKSWOOD COMMUNITY AND SPORTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

	2022	2021
	£	£
4. GOVERNANCE COSTS		
Independent examination (including VAT)	660	600

5. TRUSTEES' REMUNERATION AND EXPENSES
No trustees received any remuneration or benefits from the Charity during the year.

	2022	2021
	£	£
6. NET INCOME IS STATED AFTER CHARGING		
Depreciation of tangible fixed assets	801	1,068

7. EMPLOYEES' REMUNERATION

The average number of persons employed by the charity (including trustees) during the year was as follows:

	2022	2021
	Number	Number
Charitable activities	10	10

The aggregate payroll costs of those persons were as follows:

	2022	2021
	£	£
Wages and salaries	51,012	49,529
Social security	-	-
Other pension costs	3,485	6,263
	54,497	55,792

8. TAXATION

Being a registered charity the association is exempt from taxation.

LOCKSWOOD COMMUNITY AND SPORTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022

9. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £	Office Equipment £	Total £
Cost			
At 1 August 2021	1,907	7,167	9,074
Additions	-	-	-
At 31 July 2022	1,907	7,167	9,074
Depreciation			
At 1 August 2021	745	5,124	5,869
Charge for the year	290	511	801
At 31 July 2022	1,035	5,635	6,670
Net Book Value			
At 31 July 2022	872	1,532	2,404
At 31 July 2021	1,162	2,043	3,205

All the fixed assets above are used for charitable purposes.

10. DEBTORS

	2022 £	2021 £
Trade debtors	1,807	868
Prepayments	417	1,474
Accrued income	-	-
	2,224	2,342

11. CREDITORS

Trade creditors	1,640	1,072
Tax and social security	-	-
	1,640	1,072

12. FUNDS AND NET ASSETS

The funds and net assets of the Charity are as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2021 £
Accumulated Funds brought forward	87,908	-	87,908	94,608
(Deficit)/Surplus funds for the year	19,515	-	19,515	(6,700)
Accumulated Funds carried forward	107,423	-	107,423	87,908