

Melbourn Community Hub Management Group – Charity number 1152407

Trustees Annual Report

30 September 2020

The Trustees present their Report for the accounting year ended 30 September 2020. A copy of the accounts accompanies this Report.

This financial year a turnover of £114,759 was achieved which included a Covid-19 related government grant of £10,000, with total costs of sales and administration expenses £113,636 resulting in a small profit before depreciation of £1,213.

The year 2019 - 2020 was significantly disrupted by the Covid -19 pandemic, with the entire business closed and not trading at all between late March and the beginning of July 2020. Against this unfavourable background the organisation has succeeded in a remarkable fashion.

The early part of the trading year up to the time of lockdown was a period of growing success and confidence. The benefits and services we provide, reported last year as growing securely, continued to expand. This activity was a tried and tested mix. The Melbourn Community Hub provided a safe and welcoming meeting point and destination for all comers. Our clients include from the very young to the very elderly through formats such as regular pre-school story-time to weekly lunch clubs for more senior citizens. Both demographics are enthusiastically supported making our offering a key platform for social inclusion.

Healthcare and related initiatives continued. These included regular sessions from MIND, the mental health charity and the 'open-door' free access to the NHS service *Everyone Health* team. The locally driven support organisation *Community Support for Dementia* assumed greater importance. Regular 'Good Mood Cafes' were held to support both those with dementia and those who care for them, both from family and professional support organisations.

The closure of the normal trade during the March to July lockdown was turned to great community benefit. The building, some staff and core volunteers were dedicated to the delivery of personal and prescription services, together with a food bank to support isolating and vulnerable residents affected by the lockdown. The initiative was formally recognised and supported by the local Parish Council and Cambridgeshire County Council, a real milestone of community service at a time of crisis.

After the lockdown ended in July trading resumed under Covid-Safety rules according to somewhat reduced terms. In spite of the difficulties and by taking advantage of government support when offered, the organisation continued to prosper. It was clear that the experience of lockdown had increased local demand for the services we provide and sharpened the desire for human contact in a safe setting.

Perhaps surprisingly, our position at the financial year-end therefore ended more positively than in any other trading period previously reported.

To summarise, the core mission of the Hub was again realised during this financial year and against a uniquely difficult background.

MELBOURN COMMUNITY HUB MANAGEMENT GROUP

Directors' Report and Unaudited Accounts

Year Ended

30 September 2020

Company Number 08320569

Melbourn Community Hub Management Group

Accounts for the year ended 30 September 2020

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Melbourn Community Hub Management Group

General Information

Directors	John Travis (Chairman) Stephen Kilmurray Jonathan Berks Nicola Cross Emma Grant Graham Hales Clive Porter Jean Seers
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Registered office	30 High Street Melbourn Royston Hertfordshire SG8 6DZ
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Company number	08320569
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Melbourn Community Hub Management Group

Report of the Directors

The directors present their report and unaudited accounts for the year ended 30 September 2020.

Directors

The following directors have held office since 1 October 2019:

John Travis (Chairman)	(Appointed 22.02.17)
Stephen Kilmurray	(Appointed 22.02.17)
Clive Porter	(Appointed 20.02.17)
Graham Hales	(Appointed 22.02.17)
Nicola Cross	(Appointed 22.02.17)
Emma Grant	(Appointed 24.03.17)
Jean Seers	(Appointed 16.05.17)
Jonathan Berks	(Appointed 13.06.18)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Directors' report and the accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year.

Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board on 25 February 2021, and has been prepared in accordance with the small companies regime of the Companies Act 2006.

By order of the board

John Travis (Director)

Melbourn Community Hub Management Group

Profit and Loss for the year ended 30 September 2020

	Note	2020 £	2019 £
Turnover		114,759	135,900
Cost of sales		(80,450)	(97,782)
		<hr/>	<hr/>
Gross profit		34,309	38,118
Administrative expenses		(33,186)	(48,221)
Depreciation		(2,351)	(2,075)
		<hr/>	<hr/>
Loss on ordinary activities before taxation		(1,228)	(12,178)
Taxation on profit on ordinary activities		-	-
		<hr/>	<hr/>
Loss for the financial year		(1,228)	(12,178)
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The notes on pages 6 to 9 form part of these financial statements.

Melbourn Community Hub Management Group

Registered in England Company No: 08320569
Balance Sheet at 30 September 2020

	Note	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible assets	3		3,287		5,024
Current assets					
Stocks		600		600	
Debtors	4	7,692		3,978	
Cash at bank and in hand		49,637		33,655	
		57,929		38,233	
Creditors: amounts falling due within one year	5	(17,364)		(12,483)	
Net current assets			40,565		25,750
Net assets			43,852		30,774
Capital and reserves					
Restricted and unrestricted grants			193,843		179,086
Other reserves			1,832		2,283
Profit and loss account			(151,823)		(150,595)
Members' Funds			43,852		30,774

For the year ending 30 September 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A – small entities.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The financial statements were approved by the board of directors on 25 February 2021 and were signed on its behalf by:-

John Travis - Director
Company registration number: 08320569

Melbourn Community Hub Management Group

Notes forming part of the financial statements for the year ended 30 September 2020

1 Accounting policies

These financial statements for the year ended 30 September 2020 comply with FRS 102 Section 1A small entities. The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

The accounts have been prepared under the historical cost accounting rules, modified to include the revaluation of certain assets.

Turnover

Turnover represents the amounts (excluding value added tax) derived from the provision of goods and services to customers during the year.

Pension costs

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33.3% on cost
Fixtures, fittings & equipment	25% on cost

Stock

Stock is valued at the lower of cost and net realisable value.

2 Operating profit

	2020 £	2019 £
This is arrived at after charging:		
Depreciation of tangible fixed assets	2,351	2,075

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2020 (continued)

3 Tangible fixed assets

Plant and machinery

£

Cost or valuation

At 1 October 2019

15,701

Additions

613

At 30 September 2020

16,314

Depreciation

At 1 October 2019

10,676

Provision for year

2,351

At 30 September 2020

13,027

Net book value

At 30 September 2020

3,287

At 30 September 2019

5,024

4 Debtors

2020
£

2019
£

Trade debtors

5,852

3,534

Prepayments and accrued income

318

444

Other debtors

1,522

-

7,692

3,978

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2020 (continued)

5 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	8,612	4,863
Taxation and social security	(1,648)	2,043
Other creditors	5,077	254
Accruals and deferred income	5,323	5,323
	<u>17,364</u>	<u>12,483</u>

6 Employee Numbers

	2020	2019
The average number of persons employed by the company was	<u>7</u>	<u>10</u>

7 Additional information

The company is a private company, limited by guarantee and registered in England

Its registered number is: 08320569

Its registered office is:

30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2020 (continued)

Trading Profit and Loss account For the year ended 30 September 2020

Sales

	£	£
Café Sales		76,984
Room rental		13,354
Commercial and Community Parish Council		12,775
Grants		10,000
Other Income		1,064
Bank Interest		42

Total Sales		114,759
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Cost of Sales

Supplies	30,462	
Wages	49,988	
		80,450

Gross profit		34,309
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Expenses

Staff costs	8,832
Advertising	827
Bank and card charges	960
Equipment Leasing	300
IT costs	2,327
Laundry	817
Insurance	620
Light, heat, water	5,360
Waste management	892
General maintenance and cleaning supplies	8,036
Office expenses	3,392
Professional fees	714
Bad debts	-
Sundry expenses	109

33,186

Trading profit/(loss) for the year	1,123
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Depreciation	(2,351)
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Net profit/(loss) for the year	(1,228)
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S SELKIRK MAAT
Accountant

56 Browning Close
Royston
SG8 7EY

Melbourn Community Hub Management Group

Independent Examiner's Report to Melbourn Community Hub Management Group

I report on the accounts of the Melbourn Community Hub Management Group for the year ended 30 September 2020

Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <p>Examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and to state whether particular matters have come to my attention.</p>
Basis of independent examiner's statement	<p>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 a consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning 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.</p>
Independent Examiner's statement	<p>In connection with my examination, no matter has come to my attention</p>

	<ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in any material respect, 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 Charities Act have not been met: or 2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts reached

S Selkirk MAAT
16 July 2021