

Worlingham Community Facility

(A Charitable Incorporated Organisation)

Charity number 1152774

**Report and Financial Statements
For the Year Ended 5 April 2022**

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(A Charitable Incorporated Organisation)
Financial Statements
For the Year Ended 5 April 2022

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Worlingham Community Facility

Report of the Trustees for the year ended 5 April 2022

The Trustees present their directors' report and audited financial statements for the year ended 5 April 2022.

Reference and Administrative Information

Charity Name: Worlingham Community Facility

Charity number: **1152774**

CIO - Association Registered 09 Jul 2013

Contact: Mrs Wendy Summerfield
7 Paddocks Green
Worlingham
Beccles
Suffolk
NR34 7RW

Trustees

Mr Adrian Crockett	Chair
Mrs Wendy Summerfield	Secretary
Dr Paul Gurbutt	Treasurer
Mrs Alison Culyer	
Mr David Bland	
Mr Norman Brooks	
Mr David Howson	
Mr Stephen Larkin	
Mr Jonathan Smith	
Mrs Sheila Smith	

Auditor – Mr Christopher Punt,

Bankers – Barclays Bank plc, 19 New Market, Beccles, Suffolk NR33 9

Solicitors - Birketts LLP, 24-26 Museum Street, Ipswich, IP1 1HZ

Our Aims and objectives

Purposes and Aims

The object of the Worlingham Community Facility (WCF) is to provide community facilities in the interests of social welfare for recreation and leisure time occupation with the purpose of improving the conditions of life of the inhabitants of Worlingham and the neighbourhood hereinafter called "the area of benefit"

How our activities deliver public benefit

When compiling the Parish Plan in 2008, everyone in the village was issued with a questionnaire. The response was outstanding with over 60% of the residents, almost 2000 people, completing the form. Of these over 80% said that the most important thing missing from Worlingham was a community space.

All our charitable activities focus on the creation of a community facility for the use of the inhabitants of Worlingham, and surrounding area, on the site of the former Worlingham Church of England Voluntary Controlled Primary School, in Rectory Lane, Worlingham.

The site belonged to Suffolk County Council and the Diocese of St Edmundsbury and Ipswich of the Church of England. The whole site now belongs to Suffolk County Council as the Diocese has made a land swap for an interest in the new site of the Worlingham Church of England Voluntary Controlled Primary School.

The Secretary of State for Education had granted Suffolk County Council approval for land occupied by the school buildings to be released for community use. Suffolk County Council worked hard to resolve issues around the release of land around the school for community use. The whole site is now available for community use. Suffolk County Council has since demolished the school in preparation for the transfer of the site to Worlingham Community Facility.

The death of Stephen George, the director of Badger Builders who was dealing with this project, and the disruption caused by the Covid-19 pandemic has delayed the project.

The trustees of WCF have employed Allman Woodcock as an employers agent / clerk of works to act on their behalf in discussions with Badger Builders over the specifications of the hall and later for site supervision. These consultants are being funded by the CIL grant from East Suffolk Council (formerly Waveney District Council) for professional services.

Once the specifications for the hall were agreed the solicitors of the 3 parties, WCF, SCC and Badger Builders, finalised the contracts and these were exchanged on 26 August 2021.

One of the conditions of the contract was that Badger Builders should prepare and submit a planning proposal to East Suffolk Council. The application was submitted 3 September 2021 and approved 11 March 2022.

The reference on the East Suffolk Planning portal is DC/21/4154/FUL | Construction of 19 dwellings, new community centre with associated parking and two new access roads off Rectory Lane | Land At Rectory Lane Worlingham Suffolk.

It has always been the aim of the Trustees of WCF that the new building shrouded be as 'green' as possible, with low running and maintenance costs. The budget for the hall only allows for gas central heating, so the trustees have sought expert advice from Stone Consulting Engineering Ltd about the costs of installing air-sourced or ground-sourced heat pumps. Suffolk CC have advised where it might be possible to obtain grants to cover their work. He produced his preliminary report on 25 November 2021 and is now working on more detailed proposals suitable for a grant application.

Also during this year, the trustees applied for online banking with Barclays Bank plc. As the WCF had become a CIO since the original account was opened, the bank required us to open a new account. This changeover was started in February 2022 (and completed in May 2022).

Financial Review

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the CIO will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable incorporated organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, the Trustees acting as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

Mr Christopher Punt was appointed as the charitable incorporated organisation's examiner during the year and he has expressed his willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on 13 May 2022 and signed on their behalf by:

Mrs Wendy Summerfield (Secretary)

Mr Adrian Crockett (Chairman)

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Notes forming part of the Financial Statements for the year ended 5 April 2022

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(c) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- A suitable website provider is still being sought.

(d) Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors. Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

In the contract signed between Suffolk County Council (the seller), WCF (the charity) and Badger Builders (the developer) there is a land transfer in 2 phases: phase 1 is transferred to the developer and phase 2 to WCF. WCF paid £1.

Construction works pursuant to the Building Schedule in the sum of £765,104 is the agreed market cost attributable to the works that the developer is obliged to carry out under the contract.

As the land transferred to WCF has restrictions as to its disposal under sections 117 to 121 of the charities act 2011, it has been valued at its purchase price of £1.

2. Trustee Remuneration & Related Party Transactions

No Trustee received any remuneration during the year.

Income from resources

Worlingham Community Facility
Balance Sheet 2021-2022

	2021-2022		2020-2021	
Fixed Assets				
Tangible fixed assets	£	1	£	-
Investments	£	-	£	-
		<u>£</u> 1		<u>£</u> -
Current Assets				
Cash at bank	£	5,223	£	5,691
Creditors		<u>£</u> 5,223		<u>£</u> 5,691
Net Assets		<u>£</u> 5,224		<u>£</u> 5,691
		<u>£11,692</u>		<u>£5,085</u>
Net income for the year		<u>-£</u> 468		<u>-£</u> 260

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 (2021-2022).

3. Grants and Donations

The Community Infrastructure Levy grant for professional services was used for professional fees, including legal fees, consultancy fees from the employer's agent and from the energy consultant.

4. Investment income

Some funds are held in an interest bearing account.

5. Governance costs

The Trustees have taken out trustee liability insurance which has increased this year because the projected grant income will be higher than in previous years..

6. Creditors

WCF is liable for legal costs incurred so far, but these have not invoiced yet.

7. Working Capital Asset Statement

One of the recommendations from the Audit of 2017-2020 was to produce a Working Capital Asset Statement.

Current Assets: Land £1, Cash £5,224, Grant (drawdown for professional services) £58,776, Grant (drawdown for stage 3 liabilities) £149,478

Total £213,479

Current Liabilities: Professional services £58,776, Stage 3 payments £149,478, Fit out costs for kitchen and bar and furnishings (insufficient in the contract) £30,000, heat pump heating additional costs over gas central heating in budget £25,000

Total £263,254

Nett £49,775

Auditors Notes to the Accounts of Worlingham Community Facility for the year ending 5th April 2022

1. Scope of Audit:-

1. Checked and confirm that accounts have been properly kept through the year.
2. Checked that receipts and payments were supported by remittances and invoices and expenditure approved and vat was appropriately accounted for.
3. There was no evidence that petty cash records were kept.
4. There are no investments at this time to be necessary to require an audit to registers.
5. Checked that periodic and year end bank account reconciliation's were properly carried out.
6. Checked that year end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records and where appropriate debtors and creditors properly recorded.

2. Recommendations:

7. VAT advice is taken to ensure that the best accounting treatment is being taken.
8. Capital budget statements are prepared for the new build.
9. An updated Business Plan is prepared including operating budget statements showing income and expenditure

The accounts reflect a True and Fair view of Worlingham Community Facility as at 5th April 2022.



Christopher Punt MAAT 3rd August 2022

Worlingham Community Facility**Statement of Financial Activities for the year ended 5 April 2022**

	2021-2022		2020-2021	
Income from resources				
Donations and grants	£	11,224	£	4,824
Loan	£	-	£	-
Investment income	£	0	£	0
Total income from resources		<u>£ 11,224 ✓</u>		<u>£ 4,824</u>
Resources expended				
Governance costs	£	420 ✓	£	260
Loan repayment	£	-	£	-
Bank charges	£	-	£	-
Legal costs	£	6,034 ✓	£	4,824
Design and planning costs	£	288 ✓	£	-
Project Management costs	£	4,950 ✓	£	-
Publicity	£	-	£	-
		<u>£ 11,692</u>		<u>£ 5,085</u>
Net income for the year		<u>-£ 468</u>		<u>-£ 260</u>

Worlingham Community Facility
Balance Sheet 2021-2022

	2021-2022		2020-2021	
Fixed Assets				
Tangible fixed assets	£	1	£	-
Investments	£	-	£	-
		<u>£ 1</u>		<u>£ -</u>
Current Assets				
Cash at bank	£	5,223	£	5,691
Creditors				
		<u>£ 5,223 ✓</u>		<u>£ 5,691</u>
Net Assets		<u>£ 5,224</u>		<u>£ 5,691 ✓</u>