



**NEWCOURT COMMUNITY ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021**

**NEWCOURT COMMUNITY ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

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NEWCOURT COMMUNITY ASSOCIATION
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31ST DECEMBER 2021
REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: Newcourt Community Association

Working Name: NCA

Registered Charity Number: 1152841

Address: Newcourt Community Centre
Blakeslee Drive
Exeter
EX2 7FN

Bankers: National Westminster Bank PLC
18 St Thomas Centre
Cowick Street
Exeter
EX4 3DL

Co-operative Bank PLC
Online banking

Independent Examiner: Mr M B J Cronin MAAT FCIE
Bowhill Bookkeeping Services
172 Newman Road
Exeter
EX4 1PQ

Trustees:

The following trustees served during the year and to the date this report was approved:

Richard Whittaker	(Chair and Secretary to 31 st October 2021)
Paul Brady	
Judy Cretney	(resigned 2 nd February 2022)
Jonathan Draper	
Emma Kain	
Christina Joyce	(co-opted 12 th December 2019 elected 1 st November 2021)
Helen Harper	(co-opted 15 th September 2021, elected 1 st November 2021)
Lesley Harvey	(co-opted 15 th September 2021, elected 1 st November 2021)
	(resigned 2 nd February 2022)
Gill Westcott	(co-opted 3 rd November 2021)
Lucy Bliss	(co-opted 5 th January 2022)
Gordon Edwards	(co-opted 5 th January 2022)

Officers:

The following officers served during the year and to the date this report was approved:

Karen Silcox – Finance Officer from January 2021. Treasurer and Secretary from 1st November 2021
Ken Cretney – Retiring Treasurer to 1st November 2021

NEWCOURT COMMUNITY ASSOCIATION
TRUSTEES' ANNUAL REPORT
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The Trustees present their report along with the financial statements of the CIO for the year to 31st December 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 9; comply with the CIO's constitution, applicable law, and follow best practice as laid down in the SORP FRS 102.

The reference and administrative information set out on page 1 forms part of this report.

1. Structure, Governance and Management

Newcourt Community Association is a Charitable Incorporated Organisation (CIO) which is governed by an 'associated' model Constitution adopted on 16 June 2013. The charity was registered with the Charity Commission on 12 July 2013 and took over the bank balance as at that date of its predecessor, the unincorporated association 'Newcourt Community Association'.

The NCA is governed by a board comprising a minimum of 3 and a maximum of 12 appointed trustees, of which at least two thirds of the trustees must be residents of Newcourt and voting members of the NCA. New trustees are appointed either through being elected by the members or co-opted by the existing trustees. New trustees appointed by the existing trustees must retire at the next AGM following their appointment, and one third of the trustees appointed by the members must also retire at the AGM. This ensures that there will always be an opportunity for at least four new trustees to be appointed each year at the AGM.

At the end of 2020 3 existing trustees and the treasurer had resigned. To compensate for this some trustee tasks were passed across to the Community Centre Manager Hayley Denham. The trustees also engaged Karen Silcox as a self-employed bookkeeper from January 2021 to support Hayley in the work.

Between January and May 2021, the trustees did not meet as the centre was virtually closed to all but essential hire and the staff had been furloughed part time. Throughout 2021 Ken Cretney continued to act in the role as retiring treasurer as no replacement had been found.

From June 2021 Karen Silcox operated in a wider role to support the trustees by becoming the de facto secretary for the Association, organising meetings and providing governance support.

In October 2021, centre manager Hayley Denham resigned from her role. Interviews were held but the trustees decided not to appoint at the time. In November 2021 Karen Silcox was employed as a part time Finance and Governance officer for the Association formalising her wider role for the charity. This will allow her to also take on the role of treasurer for the Association and support the work of the Community Centre.

2. Objectives, Activities and Public Benefit

The charity's objectives are to:

- benefit the residents of the Newcourt district of Exeter, Devon and its neighbourhood (without distinction of sex, sexual orientation, race or of political, religious or other opinions) by associating together these residents and the relevant local authorities, voluntary and other organisations in a common effort to improve community life and to provide facilities in the interests of social welfare and the local environment with the objective of improving the conditions of life for the residents.

In furtherance of these aims, the CIO shall:

- communicate local information, gather and consider residents' ideas, concerns and opinions.
- design, manage and promote activities.
- consult and liaise with local authorities and other relevant parties.

The trustees are satisfied that the charity's objectives meet the public benefit purpose of the advancement of community development.

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TRUSTEES' ANNUAL REPORT

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3. Values, Mission and Vision

Our Values represent who we are and why we do what we do:

- We are committed to making Newcourt a great place to live - a safe, welcoming, positive community.
- We value and encourage the friendships and relationships that are formed through community activities as part of a healthy community life.
- We value being part of the wider communities of Exeter and Devon.
- We believe in transparency and openness in the way that we conduct ourselves and our activities, working together to serve the community.
- We respect and value every member of our community.

Our Mission represents what we do:

- We connect and communicate with residents through face to face, printed and electronic means.
- We manage and maintain a community centre to provide a range of activities that benefit the community and generate revenue to sustain the facility.
- We aim to unite and actively involve residents to build a sense of community, promoting mutual support and safety.
- We organise community-building activities whilst supporting groups in their local activities.
- We facilitate individuals, working groups and initiatives to help address local issues.
- We advocate and campaign on behalf of community needs, acting as the collective voice of residents with local businesses, authorities and developers.
- We reach out to underrepresented areas of the growing community and look to nurture and develop representation from those areas.
- We work to build good relationships with the wider communities of Exeter and Devon, local authorities, developers, and other organisations relevant to the Newcourt community.

Our Vision represents our long-term Vision of our future:

- That Newcourt is great place to live.
- To fully engage with and support all residents and understand the needs of the whole community.
- To provide sustainable and up-to-date facilities through a Community Centre that is attractive, accessible, welcoming and appealing to all residents.
- To grow and consolidate Newcourt as a vibrant community, and to encourage initiatives that help residents to flourish.

4. Achievements and performance

The beginning of 2021 saw the Association in a weakened state due to the departure of 3 trustees and the Treasurer. Some of these resignations has been anticipated, some had not. The Community Centre was also shut to all but essential hire by key workers and the staff were on part time furlough.

By June 2021, as national pandemic restrictions eased the decision was made to re-open the centre and by the Autumn of 2021 hire at the centre had returned to pre-pandemic levels.

The trustees resumed meeting in June 2021. They recognised the need for more trustees to fill current and anticipated vacancies. The trustee board started advertising for these posts and recruited three new trustees.

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4. Achievements and performance (continued)

The Association was able to run a Community Festival in September 2021 and continued to support subsidised youth street dance classes at the Community Centre.

During the year, the trustees have made connections with other agencies and workers in the area such as the YMCA and the local Community Builder in order to develop a closer working relationship with these agencies.

5. Financial Review

The charity made a cash deficit in the year of **£827** (2020 – cash deficit £11,074).

Total cash receipts increased by 3.7% compared to the previous year. Rental income showed an increase of 30%.

Total cash payments decreased by 10.7% compared to 2020. Much of this decrease was due to a reduction in employment costs of 28.5% with less employees working for the charity during the last financial year.

Cash balances totalled £85,302 at 31st December 2021 of which £18,940 was held in a separate unrestricted fund for the community centre.

6. Reserves

The charity's cash reserves therefore including the unrestricted Community Centre fund total **£85,302** at the year-end. The reserves cover adequately all current and anticipated financial commitments including:

- payroll and other operating costs of the Newcourt Community Centre (NCC),
- general management and administration costs of the charity,
- maintaining regulatory compliance as an employer
 - e.g., employment contracts, policies, health and safety
- maintaining regulatory compliance as a charity (e.g., new data protection legislation),
- provision to protect/maintain significant key installations (e.g., lifts, fire escapes),
- cash buffer for emergencies.

The trustees continually review their reserves and as the charity grows will ensure any further monies are set aside if necessary, to ensure all financial commitments continue to be met. Equally, as the charity grows, any surpluses will continue to be spent on the charity's objectives including:

- the goals and objectives
- improving the management tools, processes, and systems at the NCC
- improving the facilities and equipment at the NCC
- Supporting local community initiatives across the community allocating up a budget equivalent of up to 25% of our unrestricted reserves.

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TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST DECEMBER 2021

7. Plans for the Future

Looking ahead at this stage is difficult. The challenges the trustees can see are as follows

- Further planned trustee resignations due to changes in personal circumstances.
- Ongoing disruption caused by the pandemic
- Recruiting to the position of Community Engagement Leader.

However, the trustees also see the significant potential to remodel the way the Association works to put things on a more stable footing. Consequently, they will carry out a strategic review in January 2022 with the aim of having new five year plan by the end of 2022.

This report was approved by the trustees on.....4th May.....and signed on their behalf by:

Gordon Edwards (Deputy Chair).....G.B Edwards.....Date.....4th May.....

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
NEWCOURT COMMUNITY ASSOCIATION**

I report on the accounts of the charitable incorporated association for the year ended 31 December 2021, which are set out on pages 7 to 10.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the CIO are not required to be audited and are eligible for independent examination, I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 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 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 CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

**Mr M Cronin MAAT FCIE
Bowhill Bookkeeping Services
172 Newman Road
Exeter
EX4 1PQ**

Signed Martin Cronin

Date 30th May 2022

NEWCOURT COMMUNITY ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2021

	Unrestricted Funds £	Unrestricted Community Centre Fund £	Restricted Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
RECEIPTS					
Grants					
Rental Income – Community Centre	-	14,145	7,230	21,375	29,073
Rental Extras	-	42,074	-	42,074	32,437
Advert Sales	-	288	-	288	-
Other Income/Donations	428	-	22	450	-
	633	64	367	1,064	1,420
TOTAL RECEIPTS	1,061	56,571	7,619	65,251	62,930
PAYMENTS					
Light, Heat & Water	-	3,215	-	3,215	3,591
Employment costs	-	30,363	-	30,363	42,471
Telephone	-	969	-	969	968
Rent	-	-	7,800	7,800	4,500
Maintenance (including Health & Safety)	-	5,149	5	5,154	4,533
Cleaning and Catering	-	1,325	-	1,325	1,806
Post, Print and Stationery	1,062	103	54	1,219	1,457
Information Technology	-	2,212	-	2,212	1,785
Payroll costs	-	605	-	605	849
Training Costs	-	721	-	721	330
Insurance	1,570	418	-	1,988	1,638
Events and other RF areas costs	1,156	-	2,525	3,681	3,304
NCA Capital Expenditure RF costs	-	-	-	-	5,475
Music Licences	-	1,189	-	1,189	-
Legal / Independent examination	2,139	902	-	3,041	1,004
Miscellaneous expenses	1,503	383	-	1,886	-
Repairs, Renewals and Equipment	-	570	-	570	293
Rental Deposits refunded	30	-	-	30	-
Charity Donations	59	-	51	110	-
TOTAL PAYMENTS	7,519	48,124	10,435	66,078	74,004
NET RECEIPTS/(PAYMENTS)	(6,458)	8,447	(2,816)	(827)	(11,074)
TRANSFERS BETWEEN FUNDS (note 3)	-	(2,311)	2,311	-	-
NET MOVEMENT IN FUNDS	(6,458)	6,136	(505)	(827)	(11,074)
CASH BALANCES BROUGHT FORWARD	72,820	12,804	505	86,129	97,203
CASH BALANCES CARRIED FORWARD	66,362	18,940	-	85,302	86,129

NEWCOURT COMMUNITY ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 DECEMBER 2021

	Unrestricted Funds £	Unrestricted Community Centre Fund £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
CASH FUNDS	66,362	18,912	85,274	85,946
Bank Current account	-	13	13	183
Petty Cash	-	15	15	-
Soldo Card	-	-	-	-
TOTAL CASH FUNDS	66,362	18,940	85,302	86,129
OTHER MONETARY ASSETS	-	4,093	4,093	1,005
Rental Income – Community Centre	-	250	250	575
Deposits held	-	146	146	-
Undeposited Funds	-	-	-	114
Other (Donations/Nct.News ADs/PayPal)	-	-	-	360
MBSS Security (Overpaid Invoices)	-	-	-	-
TOTAL OTHER MONETARY ASSETS	-	4,489	4,489	2,054
LIABILITIES	-	302	302	444
Light and Heat & Water	-	61	61	-
Employment costs (Pension payments)	-	-	-	59
Charity Donations (BALLOONS)	-	-	-	100
Telephone	-	-	-	1,000
Independent Examination	-	1,000	1,000	1,000
Deposits held	-	250	250	575
Bookkeeping	-	-	-	88
Payroll costs	-	-	-	52
Information Technology	-	-	-	25
Cleaning & Catering	-	-	-	40
ECC (NCC Rent)	-	-	-	1,381
TOTAL LIABILITIES	-	1,613	1,613	3,764

ASSETS RETAINED FOR OWN USE

The charity holds various fixtures, fittings and furniture, IT office and garden equipment. These have an approximate value of **£8,634** at the year-end.

The charity holds a 30-year lease on Newcourt Community Centre from Exeter City Council. A grant of £5,000 was granted to the charity by Exeter City Council to cover the part of £7,800 rent payable. The charity was also entitled to full rates relief.

These accounts were approved by the trustees on 4th May and signed on their behalf by:

Gordon Edwards (Deputy) chair
~~Richard Whittaker (Chair)~~

Gordon Edwards

Date

4th May

NEWCOURT COMMUNITY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements are prepared under the receipts and payments basis and comply with the Charities Act 2011 and follow best accounting practice as laid out in the SORP FRS 102.

2. TRUSTEES' REMUNERATION AND EXPENSES

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

The charity's insurance included trustee indemnity insurance.

No reimbursement of expenses in respect of services provided has been made or is due to be made to any of the trustees.

There were no related party transactions during the year.

3. RESTRICTED FUNDS/TRANSFERS BETWEEN FUNDS

	Fund Balances B/Forward	Receipts	Payments	Transfers From Unrestricted Funds	Fund Balances C/Forward
	£	£	£	£	£
Defibrillator Fund donation	5	-	(5)	-	-
ECC – Rent grant	500	5,000	(7,800)	2,300	-
Newcourt Community Fest	-	2,568	(2,579)	11	-
Macmillan Cancer Support	-	51	(51)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Funds	505	7,619	(10,435)	2,311	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Defibrillator Fund

The small sum carried forward from the previous year has been written off against maintenance expenditure.

Exeter City Council

A **£5,000** grant was also given by Exeter City Council in lieu of part of the rent payable (£7,800 in tax year).

Newcourt Community Festival

Grants were given by Devon County Council, Exeter Northcott Theatre and DYS Space Ltd totalling £2,568 to enable the charity to deliver the festival. Expenditure exceeded income and a transfer of £11 was therefore made from the unrestricted funds.

Macmillan Cancer Support

A small donation of £51 was given to support this cancer charity.

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4. UNRESTRICTED FUNDS

Unrestricted Community Centre Fund

Grants from Exeter City Council were originally given to establish and develop the Newcourt Community Centre. The fund is now self-funding using rental income from the hire of the venue. It is unrestricted but has been shown separately to facilitate monitoring by the trustees. The year-end cash balance is **£18,940**.

Unrestricted Funds

The remaining monies are held in the charity's unrestricted funds which total cash balances of **£66,362** at the year-end.

5. OUTSTANDING GUARANTEES

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the period end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.