

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021

Section A Reference and administration details

Charity name Knoll Community Association

Other names charity is known by Ref: AR20-CIO-REM-8

Registered charity number (if any) 1155501

Charity's principal address St Richard's Community Centre

Egmont Road

Hove, East Sussex

Postcode BN3 7FP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Rali Sarker	Chairperson		
2	Mrs Pat Weller MBE			
3	Mr Keith Perkinton			
4				
5				
6				
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8				
9				
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11				
12				
13				
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

Constitution

How the charity is constituted

(eg. trust, association, company)

As an Association

Trustee selection methods

(eg. appointed by, elected by)

Elected by local community

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees.
- ☐ the charity's organisational structure and any wider network with which the charity works.
- ☐ relationship with any related parties.
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

All trustees are offered relevant training.

Our policies and procedures are listed within our Constitution.

Everyone who lives within the area has a vote to elect the management committee, who then meet on a regular basis monthly and quarterly.

All trustees have a full report on all aspects of the charity on a regular basis.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the benefits of the inhabitants of the area of benefit, to advance education and to provide facilities in the interests of social welfare, with the object of improving conditions of life for the said inhabitants.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We run a local community centre and numerous volunteers led activities. We have over 50 groups housed within our building, as well as community led meetings and housing meetings.

We have tuition and advice services.

We have counselling and job search, lunch clubs and various informative classes.

We have leisure activities and keep fit amongst many others.

We listen to our community and deliver their needs where possible

Additional details of objectives and activities (Optional information)

We normally are fortunate enough to have an abundance of volunteers at St Richard's, all our groups are run by volunteers on a very low budget.

We do not deliver Grant Aid.

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grant making.
- ☐ policy programme related investment.
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We have an extremely fine and knowledge-able team of trustees.

During the year, we have managed to fill most of the gaps in building usage, filled gaps in funding and building maintenance where was urgently required

We have employed a new part time Community Centre Manager with extensive business experience to review and update our financial practises where appropriate.

This will complement our Assistant Manager who has a great deal of experience dealing with charities and with the local community.

Section E

Financial review

Brief statement of the charity's policy on reserves

We are always **aiming** to secure x 3 months running costs as reserves, and to secure redundancy of statutory proportion, plus monies to fulfil our commitment to suppliers.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising).
- ☐ how expenditure has supported the key objectives of the charity.
- ☐ investment policy and objectives including any ethical investment policy adopted.

Fundraising commitments are ongoing, but we do rely heavily on rental obligations: Hall Hire and office hire.

All expenditure relates only to the employment of part time key personnel and facilitation of building running costs.

We are planning to gain more funding to update some of our building fixtures and fitting as required.

Section F Other optional information

Our reserves policy assures that 12,000 shall be held, plus a sum of statutory redundancy payment not exceeding 4,000 as set out on national guidelines. (Obviously this is an ongoing sum).

This is our aim to incorporate over the next two years.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mrs Rali Sarker	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	24/01/22	

Knoll Community Association CIO

(St Richard's Church & Community Centre)

Accounts for the period 1st April 2020 to 31st March 2021

Registered charity 1155501
Charity correspondent Pat Weller
Saint Richard's Church and Community Centre
Egmont Road
Hove
BN3 7PF

These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY

Date: 26th May 2021

These accounts have been approved by the Trustees of the charity.

Signed by one or two Trustees on behalf of all the Trustees

1. _____

2. _____

Date _____

Knoll Community Association CIO

Charity Reg. No. 1155501

Summary Receipts and Payments Account for the period 1st April 2020 to 31st March 2021

Please note that errors of +/- £1 may occur due to rounding

	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total	2019/20 Restricted	2019/20 Unrestricted	2019/20 Total
Income Receipts						
General Fund						
Income from charitable activities	-	1,070	1,070	30	783	813
Other income	-	-	-	-	1	1
St Richard's Church and Community Centre						
Donations, grants and legacies	-	33,358	33,358	-	7,500	7,500
Income from charitable activities	-	19,793	19,793	-	37,934	37,934
Other income	-	-	-	-	26	26
Knoll Pavilion						
Income from charitable activities	-	-	-	-	851	851
Knoll Community Association - Tenant Participation						
Donations, grants and legacies	649	-	649	-	-	-
Total Receipts	649	54,221	54,870	30	47,095	47,125
Payments						
General Fund						
Expenditure on charitable activities	-	1,092	1,092	141	557	698
Expenditure on raising funds	-	-	-	-	18	18
St Richard's Church and Community Centre						
Expenditure on charitable activities	-	35,375	35,375	700	47,257	47,957
Expenditure on raising funds	-	1,156	1,156	-	1,492	1,492
Knoll Pavilion						
Expenditure on charitable activities	-	184	184	147	784	931
Knoll Community Association - Tenant Participation						
Expenditure on charitable activities	148	-	148	132	211	343
Total Payments	148	37,807	37,955	1,120	50,319	51,439
Net receipts (payments) for the year	501	16,414	16,915	(1,090)	(3,224)	(4,314)
Net transfers between funds	(211)	211	-	(288)	288	-
Balance of Funds at 1st April 2020	96	3,838	3,934	1,474	6,774	8,248
Balance of Funds at 31st March 2021	386	20,463	20,849	96	3,838	3,934

A more detailed breakdown of income and expenditure for each area of activity follows on pages 3-8.

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2020 to 31st March 2021

Please note that errors of +/- £1 may occur due to rounding

General Fund

	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total	2019/20 Restricted	2019/20 Unrestricted	2019/20 Total
Income Receipts						
<i>Income from charitable activities</i>						-
Knoll Scroll re printing	-	586	586	-	306	306
Hangleton and Knoll Project	-	484	484	-	462	462
<i>Other income</i>						
Miscellaneous	-	-	-	30	15	45
Bank interest	-	-	-	-	1	1
Total Receipts	-	1,070	1,070	30	784	814
Payments						
<i>Direct Charitable expenditure</i>						
Printing	-	792	792	-	-	-
Youth Support - Young women	-	-	-	111	-	111
Saint Richard's maintenance and carpet cleaning	-	-	-	-	228	228
Stationery, postage, volunteer travel and miscellaneous	-	-	-	-	50	50
Locality membership	-	300	300	-	100	100
Retirement party and volunteer gifts	-	-	-	30	179	209
<i>Expenditure on raising funds</i>						
Consumables and adverts	-	-	-	-	18	18
Total Payments	-	1,092	1,092	141	575	716
Net receipts (payments) for the period	-	(22)	(22)	(111)	209	98
Transfer from Pavilion - management fees	-	400	400	-	-	-
Transfer to St Richard's - contribution to repairs	-	-	-	-	(700)	(700)
Balance of Funds at 1st April 2020	-	1,635	1,635	111	2,126	2,237
Balance of Funds at 31st March 2021	-	2,013	2,013	-	1,635	1,635

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2020 to 31st March 2021

Please note that errors of +/- £1 may occur due to rounding

St Richard's Church and Community Centre

	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total	2019/20 Restricted	2019/20 Unrestricted	2019/20 Total
Income Receipts						
<i>Donations, grants and legacies</i>						
Brighton & Hove City Council, Communities Fund	-	-	-		7,500	7,500
Brighton & Hove City Council, Covid Emergency Grant Fund	-	5,000	5,000	-	-	-
Brighton & Hove City Council, Business Support Grant	-	10,301	10,301	-	-	-
HMRC, Job Retention Scheme	-	14,002	14,002			
Sussex Community Foundation, Sussex Crisis Fund	-	4,005	4,005	-	-	-
Donation	-	50	50			
<i>Income from charitable activities</i>						
Hire of Rooms	-	2,432	2,432	-	26,585	26,585
Office rent	-	17,361	17,361	-	11,273	11,273
Milk sales	-	-	-	-	76	76
<i>Other income</i>						
Credit back cheque not presented after 1 year	-	-	-	-	23	23
Bank interest	-	0	0	-	3	3
Total Receipts	-	53,151	53,151	-	45,460	45,460
Payments						
<i>Expenditure on Charitable activities</i>						
Staff wages	-	21,958	21,958	700	28,347	29,047
Payroll service	-	216	216	-	270	270
Insurances	-	218	218	-	1,752	1,752
Electricity	-	1,908	1,908	-	2,417	2,417
Gas	-	3,933	3,933	-	5,448	5,448
Water charges	-	564	564	-	1,549	1,549
General repairs and maintenance	-	5,295	5,295	-	4,923	4,923
Covid cleaning and equipment	-	558	558	-	-	-
Cleaning materials	-	-	-	-	1,695	1,695
Stationery, postage and telephone	-	525	525	-	682	682
Sundry expenses	-	200	200	-	173	173
<i>Expenditure on raising funds</i>						
Staff wages	-	1,156	1,156	-	1,492	1,492
Total Payments	-	36,531	36,531	700	48,748	49,448
Net receipts (payments) for the period	-	16,620	16,620	(700)	(3,288)	(3,988)
Transfers to and from Knoll Community Association General account						
From KCA - contribution to fan repair	-	-	-	-	700	700
From KCA - re Residents Association Room hire	-	-	-	-	288	288
Balance of funds at 1st April 2020	96	2,023	2,119	796	4,323	5,119
Balance of Funds at 31st March 2021	96	18,643	18,739	96	2,023	2,119

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2020 to 31st March 2021

Please note that errors of +/- £1 may occur due to rounding

Knoll Pavilion

	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total	2019/20 Restricted	2019/20 Unrestricted	2019/20 Total
Income Receipts						
<i>Income from charitable activities</i>						
There was no income during this period	-	-	-	-	851	851
Total Receipts	-	-	-	-	851	851
Payments						
<i>Expenditure on Charitable activities</i>						
Fire Safety & maintenance	-	134	134	-	155	155
Cleaning and cleaning materials	-	50	50	-	629	629
Music Project	-	-	-	147	-	147
Total Payments	-	184	184	147	784	931
Net receipts (payments) for the year	-	(184)	(184)	(147)	67	(80)
Transfer to KCA - management fees		(400)	(400)			
Balance of Funds at 1st April 2020	-	391	391	147	324	471
Balance of Funds at 31st March 2021	-	(193)	(193)	-	391	391

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2020 to 31st March 2021

Please note that errors of +/- £1 may occur due to rounding

Knoll Community Association - Tenant Participation

	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total	2019/20 Restricted	2019/20 Unrestricted	2019/20 Total
Income Receipts						
<i>Donations, grants and legacies</i>						
Brighton & Hove City Council Residents' Association grant	649	-	649	-	-	-
Total Receipts	649	-	649	-	-	-
Payments						
<i>Expenditure on charitable activities</i>						
Keys	9	-	9	-	-	-
Admin: postage, stationery, advert, website, travel	95	-	95	68	211	279
AGM costs and meeting refreshments	45	-	45	64	-	64
Total Payments	148	-	148	132	211	343
Net receipts (payments) for the year	501	-	501	(132)	(211)	(343)
Transfer to Saint Richards re room hire	-	-	-	(288)	-	(288)
Transfer between funds	(211)	211	-	-	-	-
Balance of Funds at 1st April 2020	-	(211)	(211)	420	-	420
Balance of Funds at 31st March 2021	290	-	290	-	(211)	(211)

Knoll Community Association CIO

Charity Reg. No. 1155501

Statement of Assets and Liabilities at 31st March 2021

Monetary Assets

Please note that errors of +/- £1 may occur due to rounding

<i>Bank accounts</i>	General Fund	St Richard's	Knoll Pavilion	Tenant Participation	Total
Barclays Bank Community Account ****258	-	18,738.54	-	-	18,738.54
Barclays Bank Community Account ****053	2,013.00	-	(193.00)	298.00	2,118.00
Barclays Savings account ****280	-	0.14	-	-	0.14
Cash in hand (owed to R. Sarker)	-	-	-	(8.18)	(8.18)
	2,013.00	18,738.68	(193.00)	289.82	20,848.50

Non-Monetary Assets

The association has no non-monetary assets

Liabilities

Owed to R Sarker £8.18

Debtors

£2,477.60 is owed to Saint Richards Community Centre by various organisations for room hire.

Knoll Community Association CIO

Charity Reg. No. 1155501

Restricted funds held at 31st March 2021

Please note that errors of +/- £1 may occur due to rounding

Project	Balance of fund at 31/3/21
Youth support grant	96
Brighton and Hove Council: Tenant Participation	290
<hr/>	
TOTAL of restricted funds held at 31st March 2021	386

Independent Examiner's report on the accounts

Report to the trustees of Knoll Community Association CIO

Registered Charity number 1155501

Accounts for the period 1st April 2020 to 31st March 2021

The accounts have been prepared on the Receipts and Payments basis.

Respective responsibilities of trustees and independent examiner

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to follow the procedures specified in the General Directions of the Charity Commissioners under section 145 (5) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Report

In connection with my examination, no matter has come to my attention (except that detailed over):

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 41 of the Act: and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY
27th January 2022

Disclosure section

none