

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2022		31	03	2023

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	Rev David Hazell			
4	Ms Sarah Don	Treasurer		
5	Ms Gemma Powell			
6				
7				
8				
9				
10				
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. 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 volunteer led activities for the benefits of our local community. 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 to make our area a better place to live.

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 knowledgeable team of trustees.

We have employed a new Community Centre Manager with extensive business experience to review and update our practises where appropriate and 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 **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 three to five 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	21/02/23	

Knoll Community Association CIO

(St Richard's Church & Community Centre)

Accounts for the period 1st April 2021 to 31st March 2022

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: 10th August 2022

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 2021 to 31st March 2022

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

	2021/22 Restricted	2021/22 Unrestricted	2021/22 Total	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total
Income Receipts						
General Fund						
Income from charitable activities	-	928	928	-	1,070	1,070
Other income	432	646	1,078	-	-	-
St Richard's Church and Community Centre						
Donations, grants and legacies	18,800	14,655	33,455	-	33,358	33,358
Income from charitable activities	-	26,969	26,969	-	19,793	19,793
Other income	-	1	1	-	-	-
Knoll Pavilion						
Income from charitable activities	-	-	-	-	-	-
Knoll Community Association - Tenant Participation						
Donations, grants and legacies	-	-	-	649	-	649
Total Receipts	19,232	43,199	62,431	649	54,221	54,870
Payments						
General Fund						
Expenditure on charitable activities	-	931	931	-	1,092	1,092
Other expenditure	432	-	432	-	-	-
St Richard's Church and Community Centre						
Expenditure on charitable activities	14,957	45,388	60,345	-	35,375	35,375
Expenditure on raising funds	-	1,506	1,506	-	1,156	1,156
Knoll Pavilion						
Expenditure on charitable activities	-	-	-	-	184	184
Knoll Community Association - Tenant Participation						
Expenditure on charitable activities	-	-	-	148	-	148
Total Payments	15,389	47,826	63,215	148	37,807	37,955
Net receipts (payments) for the year	3,843	(4,627)	(784)	501	16,414	16,915
Net transfers between funds	-	-	-	(211)	211	-
Balance of Funds at 1st April 2021	386	20,463	20,849	96	3,838	3,934
Balance of Funds at 31st March 2022	4,229	15,836	20,065	386	20,463	20,849

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

Please note that additions may vary by +/- £1 due to rounding

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2021 to 31st March 2022

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

General Fund

	2021/22 Restricted	2021/22 Unrestricted	2021/22 Total	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total
Income Receipts						
<i>Income from charitable activities</i>						
Knoll Scroll re printing	-	928	928	-	586	586
Hangleton and Knoll Project	-	-	-	-	484	484
<i>Other income</i>						
Fundraising	-	379	379	-	-	-
Donations for Forget-me-nots	282	-	282	-	-	-
Co-op: grant for Hangleton & Knoll Community Action	150	-	150	-	-	-
Fundraising (book sale, tombola)	-	267	267	-	-	-
Total Receipts	432	1,575	2,007	-	1,070	1,070
Payments						
<i>Direct Charitable expenditure</i>						
Printing	-	631	631	-	792	792
Locality membership	-	300	300	-	300	300
<i>Other expenditure</i>						
Donations passed on to Forget-me-nots	282	-	282	-	-	-
Grants passed on to Hangleton & Knoll Community Action	150	-	150	-	-	-
Total Payments	432	931	1,363	-	1,092	1,092
Net receipts (payments) for the period	-	643	643	-	(22)	(22)
Transfer from Pavilion - management fees	-	-	-	-	400	400
Transfer to Pavilion Fund * (see note)	-	(193)	(193)	-	-	-
Balance of Funds at 1st April 2021	-	2,013	2,013	-	1,635	1,635
Balance of Funds at 31st March 2022	-	2,463	2,463	-	2,013	2,013

* Note: The management of Knoll Pavilion was passed to the Hangleton and Knoll Project in 2021/22. These accounts assume that the sum of £193 which was owed by the Pavilion to the Knoll Community Association General Fund at the date of handover has been absorbed by the General Fund.

Please note that additions may vary by +/- £1 due to rounding

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2021 to 31st March 2022

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

St Richard's Church and Community Centre

	2021/22 Restricted	2021/22 Unrestricted	2021/22 Total	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total
Income Receipts						
<i>Donations, grants and legacies</i>						
Big Lottery Fund	9,800	-	9,800	-	-	-
Brighton & Hove City Council, Covid Emergency Grant Fund	-	-	-	-	5,000	5,000
Brighton & Hove City Council, Business Support Grant	-	-	-	-	10,301	10,301
Brighton & Hove City Council, Communities Fund	-	10,000	10,000	-	-	-
HMRC, Job Retention Scheme	-	4,655	4,655	-	14,002	14,002
Sussex Community Foundation, Sussex Crisis Fund	-	-	-	-	4,005	4,005
Sussex Community Foundation	5,000	-	5,000	-	-	-
Trust for Developing Communities	4,000	-	4,000	-	-	-
Donation	-	-	-	-	50	50
<i>Income from charitable activities</i>						
Hire of Rooms	-	14,370	14,370	-	2,432	2,432
Office rent	-	12,599	12,599	-	17,361	17,361
<i>Other income</i>						
Bank interest	-	1	1	-	-	-
Total Receipts	18,800	41,625	60,425	-	53,151	53,151
Payments						
<i>Expenditure on Charitable activities</i>						
Staff wages	-	28,623	28,623	-	21,958	21,958
Payroll service	-	216	216	-	216	216
Insurances	-	1,237	1,237	-	218	218
Electricity	-	1,953	1,953	-	1,908	1,908
Gas	-	3,689	3,689	-	3,933	3,933
Water charges	-	578	578	-	564	564
General repairs and maintenance	-	3,581	3,581	-	5,295	5,295
Roof repairs	14,800	3,800	18,600	-	-	-
Covid cleaning and equipment	-	-	-	-	558	558
Cleaning materials	-	801	801	-	-	-
Stationery, postage and telephone	-	813	813	-	525	525
Website	157	-	157	-	-	-
Sundry expenses	-	97	97	-	200	200
<i>Expenditure on raising funds</i>						
Staff wages	-	1,506	1,506	-	1,156	1,156
Total Payments	14,957	46,895	61,852	-	36,531	36,531
Net receipts (payments) for the period	3,843	(5,270)	(1,427)	-	16,620	16,620
Balance of funds at 1st April 2021	96	18,643	18,739	96	2,023	2,119
Balance of Funds at 31st March 2022	3,939	13,373	17,312	96	18,643	18,739

Please note that additions may vary by +/- £1 due to rounding

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2021 to 31st March 2022

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

Knoll Pavilion

	2021/22 Restricted	2021/22 Unrestricted	2021/22 Total	2020/21 Restricted	2020/21 Unrestricted	2020/21 Total
Income Receipts						
<i>Income from charitable activities</i>						
There was no income during this period	-	-	-	-	-	-
Total Receipts	-	-	-	-	-	-
Payments						
<i>Expenditure on Charitable activities</i>						
Fire Safety & maintenance	-	-	-	-	134	134
Cleaning and cleaning materials	-	-	-	-	50	50
Music Project	-	-	-	-	-	-
Total Payments	-	-	-	-	184	184
Net receipts (payments) for the year	-	-	-	-	(184)	(184)
Transfer to KCA - management fees	-	-	-	-	(400)	(400)
Balance of Funds at 1st April 2021* (see note)	-	(193)	(193)	-	391	391
Transfer from General Fund * (see note)	-	193	193			
Balance of Funds at 31st March 2022	-	-	-	-	(193)	(193)

* Note: The management of Knoll Pavilion was passed to the Hangleton and Knoll Project in 2021/22. These accounts assume that the sum of £193 which was owed by the Pavilion to the Knoll Community Association General Fund at the date of handover has been absorbed by the General Fund.

Knoll Community Association CIO

Charity Reg. No. 1155501

Receipts and Payments Account for the period 1st April 2021 to 31st March 2022

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

Knoll Community Association - Tenant Participation

	2021/22	2021/22	2021/22	2020/21	2020/21	2020/21
	Restricted	Unrestricted	Total	Restricted	Unrestricted	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
AGM costs and meeting refreshments	-	-	-	45	-	45
Total Payments	-	-	-	148	-	148
Net receipts (payments) for the year	-	-	-	501	-	501
Transfer to Saint Richards re room hire	-	-	-	-	-	-
Transfer between funds	-	-	-	(211)	211	-
Balance of Funds at 1st April 2021	290	-	290	-	(211)	(211)
Balance of Funds at 31st March 2022	290	-	290	290	-	290

Knoll Community Association CIO

Charity Reg. No. 1155501

Statement of Assets and Liabilities at 31st March 2022

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		6,811.09	-	-	6,811.09
Barclays Bank Community Account ****053	2,463.27	4,300.00	-	298.00	7,061.27
Barclays Savings account ****280	-	6,200.73	-	-	6,200.73
Cash in hand (owed to R. Sarker)	-	-	-	(8.18)	(8.18)
	2,463.27	17,311.82	-	289.82	20,064.91

Non-Monetary Assets

The association has no non-monetary assets

Liabilities

Owed to R Sarker £8.18

Knoll Community Association CIO

Charity Reg. No. 1155501

Restricted funds held at 31st March 2022

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

Project	Balance of fund at 31/03/22
Trust for Developing Communitites: grants for website,window repairs and carpet repairs	3,843
Youth support grant	96
Brighton and Hove Council:Tenant Particpation	290
TOTAL of restricted funds held at 31st March 2022	4,229

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 2021 to 31st March 2022

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 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 to be reached.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY
28th January 2022

Disclosure section

none