

# Trustees Annual Report March 2021

## Pin Green Community Association

### Charity number 1156808

#### **Charitable Objectives**

1. To promote the benefits available for the inhabitants in the area, without, distinction of sex, sexual orientation, age, disability, nationality, race, political and religious preferences.
2. To improve the conditions of life for local residents, using the statutory authority, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare, recreation and leisure.
3. To establish and secure a community centre, maintaining and managing the centre (whether alone or in co-operation with any local authority or other person or body) in pursuance of the objectives.
4. To promote other charitable purposes as may be determined.

#### **Activities**

We ran the community centre in Hampson Park in the Pin Green area of Stevenage. During the year we were adversely affected by restrictions brought about by the Covid-19 pandemic. We had to close the building in March 2020 due to a national lockdown. In June we re-opened the Coffee Shop for a takeaway service and were working on plans for how to safely reopen for a limited number of groups but unfortunately this was short-lived. The building was inspected and judged to be unsafe so we had to close again in July for the necessary emergency rebuilding work. We moved to St Nicholas Pavilion in St Nicholas Park at the end of October, and in addition we were able to use the hall at Lytton Players building to accommodate a few of our groups. In November/December we were again forced to close due to a further lockdown and were only able to re-open for 3 weeks before a third lockdown. We did not reopen until moving back to Hampson Park in late March 2021. At that point we were only initially able to offer a takeaway service from the Coffee Shop.

The trustees had regard for the Charity Commission's guidance on public benefit.

#### **Achievements and performance**

PGCA aims to help people feel part of their neighbourhood, community and town. By using the community centre, people of similar needs, whether they were physical, social or spiritual, came together to achieve their own aims. PGCA supported the non-profit groups by giving them discounted rates while still allowing small commercial type groups easy, affordable and flexible access to space.

#### **Financial Review**

Like many Charities and business this year has been very challenging financially for us. The beginning of lockdown in March 20 meant that we closed completely. All groups and bookings that had been taken for the first 12 weeks were cancelled and many others who had booking

later in the year either postponed or cancelled. This led to the association having to pay back money that had been received. The rules for furlough at the early stages meant that you either worked or you were furloughed. All staff other than the centre manager were put on this scheme and paid 80% of their salary. The Manager worked from home doing her full 28 hours a week. The trustees felt that topping up to full pay for furloughed staff was not feasible given the small amount of savings and not knowing how long the community centre and coffee shop would be closed for.

Initial cash flow calculations indicated that the association would run out of money by October if restrictions were not lifted. In June, when restrictions began to open, the centre was allowed to have 1 group, a visiting chiropodist and we prepared to open the coffee shop as a takeaway only. At the beginning of July we were then hit with the council, who own the building, closing the building due to defects in the structure that were deemed unsafe. We again had to close completely. We were offered a temporary venue but it had to have work done on it to make it suitable for use. This did not open until the end of October 20. We managed to find a local venue that could accommodate a few of our groups in September and October which allowed them to continue and brought in a very small income (after paying the cleaner and venue hire). We moved in to the temporary venue and a few groups came back plus we opened our coffee shop. Unfortunately we were only open a few weeks and another lockdown was announced and we again had to close to all but a few support groups. When we were allowed to reopen just before Christmas, many groups decided not to restart and the coffee shop was very quiet. We were again locked down after Christmas for the rest of the financial year.

In October and November we received a compensation payment from the council for the period of having no building, July to end October of £11462. This covered the Manager's wage, the utility bills, insurance and other bills that still had to be paid regardless whether we were open or not. The trustees agreed to pay the 20% top up to staff as they had not been able to work and were still receiving 80% furlough. October we ran out of available cash and had to move all the money in our reserves to the general running account in order to pay wages.

This had to be done in stages as the account needed a minimum balance of £5000. The account has now been closed.

The injection of the compensation cash gave us enough cash flow to continue until Christmas. The government grants given out in November, December and March have allowed us to continue trading and means we have ended the year only £4300 down on the previous year. As no more grants are expected and the furlough scheme will be phased out in 2021, this money has to be used carefully until we are able to operate to full capacity again, hopefully towards the end of 2021

As there was no where to run the lunch club at St Nicholas and the furlough position was very unknown, the canteen staff were placed on redundancy warning. This was carried out after talks with our HR company BrightHR who supported us through this processes. We do not know if there will be the demand or the finances to run the canteen once we are fully open at Hampson Park and national restrictions are lifted.

## **Reserves**

The Association has 2 separate savings accounts in which surplus money is kept. The Monmouthshire Building Society which is solely for reserves, and a gold account attached to our bank accounts for quick access to surplus money. The Monmouthshire Building society was closed in November 2020 as all the reserves were needed to support the staff costs. At 31<sup>st</sup> March 2021 the total reserves were zero. Our reserves policy states that we should keep 1 months' worth of core operating costs plus the cost of making all staff redundant in reserve. Even if we had this money, it would not have been enough. The trustees will reassess the reserves policy once we are fully open in the next financial year.

## **Assets**

No new equipment was added to our asset register.

## **Staffing Levels**

The number of staff employed by the Community Association remained stable despite all being furloughed for the majority of the year. In the Coffee Shop 1 member of staff retired and 1 student left to go to University. In addition, 1 of our caretakers left.

## **Serious incidents**

There were no serious incidents.

## **Structure, Governance and Management**

Pin Green Community Association is a charitable incorporated organisation (CIO) as recommended by the Charity Commission.

The number of trustees remained stable. We continue to try to recruit more trustees from the local community and these can be elected by a majority decision of the current trustees. There is no constitutional requirement for any person from any statutory body to be a trustee but a representative from the local council is assigned to the Association as a non-voting member of the board acting in an advisory capacity only.

There is a part time manager who runs the centre dealing with all the hall bookings, general care of the building, paying bills including staff wages and HMRC, dealing with day to day finances, supervising and managing staff and representing the Association at meetings. The trustees oversee the running of the centre as a whole, looking at the policies, pricing, staff issues and pay, overseeing the H & S of the building and planning for the successful continuation of the Association.

The centre is also an active member of the Stevenage Community Centre Alliance which enables centres in Stevenage work together as well as the Stevenage Community Association Network, which meets 4 times a year with Council representatives. The Association has a good working relationship with the local council which is keen to promote the use of community centres in the town.

## **Reference and administrative details**

The Pin Green Community Association is a CIO and registered with the Charity Commission with registration number 1156808.

The registered address is:	Pin Green Community Association Hampson Park Community Centre Webb Rise Stevenage Hertfordshire SG1 5QU
Tel:	01438 354662
Email:	Email: <a href="mailto:hampsonparkcc@gmail.com">hampsonparkcc@gmail.com</a>
Website:	Website: <a href="http://www.hampsonparkcc.co.uk">www.hampsonparkcc.co.uk</a>
Charity Trustees	Ms Lin Martin-Haugh - Chair Mrs Jackie Curtin - Treasurer Mr Ken Moore Mrs Dianne Green Mr Michael Symmons

There are no corporate trustees.

No trustees hold title to any property.

There are no exemptions from disclosure.

Centre Manager: Mrs Helen Henry



Pin Green Community Association  
Charity No 1156808  
Hampson Park Community Centre  
Webb Rise  
Stevenage  
SG1 5QU

Accounts for year April 2020 to March 2021



# **Pin Green Community Association**

## **Charity number 1156808**

### **Financial Review for the year ending 31<sup>st</sup> March 2021**

Like many Charities and business this year has been very challenging financially for us. The beginning of lockdown in March 20 meant that we closed completely. All groups and bookings that had been taken for the first 12 weeks were cancelled and many others who had booking later in the year either postponed or cancelled. This led to the association having to pay back money that had been received. The rules for furlough at the early stages meant that you either worked or you were furloughed. All staff other than the centre manager were put on this scheme and paid 80% of their salary. The Manager worked from home doing her full 28 hours a week. The trustees felt that topping up to full pay for furloughed staff was not feasible given the small amount of savings and not knowing how long the community centre and coffee shop would be closed for.

Initial cash flow calculations indicated that the association would run out of money by October if restrictions were not lifted. In June, when restrictions began to open, the centre was allowed to have 1 group, a visiting chiropodist and we prepared to open the coffee shop as a takeaway only. At the beginning of July we were then hit with the council, who own the building, closing the building due to defects in the structure that were deemed unsafe. We again had to close completely. We were offered a temporary venue but it had to have work done on it to make it suitable for use. This did not open until the end of October 20. We managed to find a local venue that could accommodate a few of our groups in September and October which allowed them to continue and brought in a very small income (after paying the cleaner and venue hire). We moved in to the temporary venue and a few groups came back plus we opened our coffee shop. Unfortunately we were only open a few weeks and another lockdown was announced and we again had to close to all but a few support groups. When we were allowed to reopen just before Christmas, many groups decided not to restart and the coffee shop was very quiet. We were again locked down after Christmas for the rest of the financial year.

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October we ran out of available cash and had to move all the money in our reserves to the general running account in order to pay wages. This had to be done in stages as the account needed a minimum balance of £5000. The account has now been closed. The injection of the compensation cash gave us enough cash flow to continue until Christmas. The government grants given out in November, December and March have allowed us to continue trading and means we have ended the year only £4300 down on the previous year. As no more grants are expected and the furlough scheme will be phased out in 2021, this money has to be used carefully until we are able to operate to full capacity again, hopefully towards the end of 2021.

General running account. This would expect to have a turnover of around £60,000+ but we took, excluding grants and compensation, £2,365. Grants from the government £20,241, Total furlough £44,420 and compensation £11,462. All wages were paid from the general account.

Canteen Account. We were unable to run a lunch club over the whole of lockdown as the temporary venue only had 1 kitchen which was used for the coffee shop and the rest of the time government restrictions would not have allowed it. As the bank account incur a monthly charge it was decided to close the canteen account and use the general account if the lunch club does runs again. Most of our stock including frozen food was lost due to being closed for so long.

Coffee Shop Account. We tried to run a takeaway service in June 20 but were only open a 3 days when we were told to shut by the council. We eventually reopened the coffee shop at the temporary venue but were put back in lockdown. The 2 weeks before Christmas saw a very small footfall. We did not open again after Christmas due to lockdown. We would have expected to take around £50,000 but only took £1,140. Over £500 worth of stock was also lost due to it going out of date while we were closed.

Reserve Policy. It is the Associations policy to try and keep 3 months worth of operating costs in reserve. We did not have this amount before we were lockdown and what we had proved completely inadequate. It would never have been anticipated that we would be closed for so long and we have business interruption insurance that may have covered us if we had had to close for other reasons We will now look to rebuild our reserves and open a new account to keep it in.



# Pin Green Community Association Annual Accounts

Year ending 31<sup>st</sup> March 2020

## Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £	Restricted funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 2)</b>				
<b>Income from:</b>				
Donations and fundraising (notes 2a-b)	2,365	-	2,365	72,119
Charitable activities (note 2c)	64,663	1,685	66,348	3,829
Other trading activities	1,140	-	1,140	48,049
Investments (note 2d)	22	-	22	45
Other (note 2e)	11,644	-	11,644	3,042
<b>Total</b>	<b>79,834</b>	<b>1,685</b>	<b>81,519</b>	<b>127,084</b>
<b>Resources expended (Note 3)</b>				
<b>Expenditure on:</b>				
Raising funds	-	-	-	377
Charitable activities (notes 3a-b)	38,786	867	39,653	125,009
Other (note 3c)	46,256	-	46,256	864
<b>Total</b>	<b>85,042</b>	<b>867</b>	<b>85,909</b>	<b>126,251</b>
<b>Net income/(expenditure)</b>	<b>-5,208</b>	<b>818</b>	<b>-4,390</b>	<b>833</b>
Net gains/(losses) on investments	-	-	-	-
<b>Transfer between funds in</b>	<b>18,504</b>	<b>-</b>	<b>18,504</b>	<b>10,053</b>
<b>Transfer between funds out</b>	<b>-17,432</b>	<b>-1,071</b>	<b>-18,504</b>	<b>-10,053</b>
Other gains/(losses)	-	-	-	-
<b>Net movement in funds</b>	<b>-4,137</b>	<b>-1,152</b>	<b>-4,390</b>	<b>833</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	27,009	3,099	30,108	29,275
<b>Total funds carried forward</b>	<b>22,872</b>	<b>1,947</b>	<b>25,718</b>	<b>30,108</b>

## Section B

## Balance sheet

		Unrestricted funds £	Restricted income funds £	Designated funds £	Total this year £	Total last year £
<b>Fixed assets</b>						
Tangible assets	(Note 5)	2,605	-	2,223	4,828	9,704
<b>Total fixed assets</b>		2,605	-	2,223	4,828	9,704
<b>Current assets</b>						
Debtors	(Note 7)	3,372	-	-	3,372	2,769
Investments	(Note 6)	-	-	-	-	-
Cash at bank and in hand	(Note 6)	14,527	3,269	711	18,507	20,211
<b>Total current assets</b>		17,899	3,269	711	21,878	22,980
<b>Creditors: amounts falling due within one year</b>	(Note 8)	495	425	68	988	2,576
<b>Net current assets/(liabilities)</b>		17,403	2,844	642	20,890	20,404
<b>Total assets less current liabilities</b>		20,008	2,844	2,865	25,718	30,108

Excess to date

Brought forward

Total funds

-4,390	832
30,108	29,275
25,718	30,108

## Funds of the Charity

Designated funds	-	1,073	1,073	12,419
Restricted income funds (Note 6)	2,844		2,844	3,099
Unrestricted funds	21,980		21,980	14,590
<b>Total funds</b>	21,980	2,844	1,073	25,898
				30,108

Approved on behalf of the trustees of Pin  
Green Community Association

Print Name

Signature

Date of  
approval  
dd/mm/yyyy

DIANNE GREEN

DGreen

10/8/21

JACKIE CURTIN

JACurtin

11/8/21

# **Pin Green Community Association**

**Charity number 1156808**

## **Notes to the Financial Statements**

**For the Year Ended 31<sup>st</sup> March 2021**

### **Note 1**

#### **Accounting Convention**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with: the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the charities Act 2011. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts

#### **Income resources**

income resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be qualified with reasonable accuracy. All

#### **Resources expended**

Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all cost related to the category. costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants

offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure. Where

#### **Taxation**

charity is exempt from corporation tax on it's charitable activities. The

#### **Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

#### **Depreciation of Fixed Assets**

Equipment will be depreciated over a 5 year period, where improvements have been made to the building these will be done over an 8 year period.

## 2 INCOMING RESOURCES

	General centre funds £	Canteen designated funds £	Coffee shop designated funds £	Restricted Funds £	2020-21 £	TOTAL 2019-20 £
2(a) <i>Incoming Resources</i>						
Donations & fundraising	144	0			144	2,502
Private hire	534	-			534	23,640
Lettings	1,673				1,673	33,895
canteen income & Christmas dinner		-		-	-	12,034
office services & adverts	14				14	49
	2,365	-	-	-	2,365	72,119
2(b) Trading activities						
Coffee shop takings			1,140		1,140	48,049
	-		1,140		1,140	48,049
2(c) "Grants						
grants				1,685	-	3,829
Furlough wages grant JTS	44,422					
Government lockdown grants	20,241					
	64,663			1,685	66,348	3,829
2(d) <i>Income from investments</i>						
Bank interest receivable	22				22	45
	22				22	45
2(e) <i>Other incoming resources</i>						
*Other income	11,644		611		11,644	3,042
	11,644		611	-	11,644	3,042
	78,694	-	1,751	1,685	81,519	127,084
TOTAL INCOMING RESOURCES						

\* The restricted grant of £750 is for New cameras to expand our network, the restricted money of £935 belongs to Stevenage Community centre Alliance to be spent on items that affect all centres moved from Agency account

\* Includes £10,851 & £611 compensation from SBC for enforced closure due to building work and furlough grant received in April for March 21 pay.

### 3 RESOURCES EXPENDED

	General centre funds £	Canteen designated funds £	Coffee shop designated funds £	Restricted Funds £	2020-21 £	2019-20 £
<b>TOTAL</b>						
<b>3(a) Charitable activities</b>						
Staff costs	18,634	1383	6366	-	26,383	85,083
Food & drink			138	-	138	15,468
cleaning	130			-	130	1815.29
utilities	1,479				1,479	6826
Insurance	1,230			-	1,230	1,185
Licenses and subscriptions (payroo, internet security, ppuf/s zoom, BrightIR)	1,668			-	1,668	1,877
Telephone & internet (landline mobile phone)	783			-	783	910
Disposables & Uniform		20			20	684
Office services & Advertising (printing, postage stationary)	335				335	1,419
Equipment & repairs	1,165		98	750	2,013	3,489
Other (bank charges, charity, sundry expenses)	481				481	1,378
Depreciation	1,796		3,080	-	4,876	4,875
	27,701	1,383	9,702	750	39,536	125,009
<b>3(b) Other expenditure</b>						
charity donations	25				25	684
Governance	105				105	180
Furlough wages grant JTS	44,421				44,421	-
*sundry expenses	1,705			117	1,822	
	46,256	-	0	117	46,373	864
<b>3(c) Fundraising</b>						
	-					377
	-					377
<b>Total Expenditure</b>	<u>73,957</u>	<u>1,383</u>	<u>9,702</u>	<u>867</u>	<u>85,909</u>	<u>126,251</u>

\*£1705 adjustment made to deposits. Changed from using a nominal account to an agency to record deposits but did not carry over balance correctly. £117 for payments on behalf of Stevenage community centres alliance for upkeep of website.

#### 4 STAFF COSTS

	2020-21	2019-20
	£	£
Office Staff	###	29,762
Cleaners	4,576	4,941
Caretakers	1,771	2,977
Canteen Staff	8,103	8,680
Coffee Shop Staff	29,074	36,415
Pension & Employers pension and NI	3,933	1,408
HR payments	980	900
<b>Total</b>	<b>75,306</b>	<b>85,082</b>

#### 5 FIXED ASSETS

	General equipment	General build	Coffee shop equipment	Coffee shop build	Total 2020-21
	£	£	£	£	£
<b>Cost</b>					
Brought forward	4,397	6,164	11,696	5,923	28,180
Additions	737				737
Disposals	-	-	-		28,917
Carried forward	5,134	6,164	11,696	5,923	28,917
<b>Depreciation</b>					
Brought forward	3,813	3,084	9,357	2,960	19,214
Charge for year	1,025	771	2,339	740	4,875
Disposal	-	-	-		-
Carried forward	4,838	3,855	11,696	3,700	24,089
<b>Net Book Value 2019-20</b>	<b>1,321</b>	<b>3,080</b>	<b>2,340</b>	<b>2,963</b>	<b>9,704</b>
<b>Net Book Value 2020-21</b>	<b>296</b>	<b>2,309</b>	<b>-</b>	<b>2,223</b>	<b>4,828</b>

## 6 ANALYSIS OF NET ASSETS BY FUND

	General centre funds £	Canteen designated funds £	Coffee shop designated funds £	Restricted Funds £	TOTAL £
Fixed Assets	2,605		2223		4,828
Cash at bank and at hand	£14,527	0	711	3269	18,507
Building society reserves	0				-
	17,132	0	2934	3,269	23,335

## 7 DEBTORS

	2020-21 £	2019-20 £
Hall Hire		
Dinners	618	2,309
Designated		460
Other Debtors	2,754	-
	3,372	2,769

## 8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020-21 £	2019-20 £
Unrestricted	495	1,688
Designated	68	310
Agency collections	425	579
	988	2,576

## 9 FUND DETAILS

Unrestricted Funds	2020-21 £	2019-20 £
General Funds	21,981	14,619
Designated	1,073	12,390
Restricted Funds	23,054	27,009
fence		213
Dementia Cafe	1,950	1950
booklet money SCCA	894	936
	2,844	3,099
TOTALS	25,898	30,108





**Independent examiner's report to the trustees of Pin Green Community Association – Registered Charity No. 1156808**

I report to the trustees on my examination of the accounts of Pin Green Community Association (the Charity) for the year ended 31 March 2021.

**Responsibilities and basis of report**

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

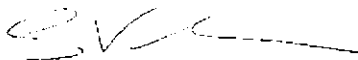
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed by 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 Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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.



Signed:

Name: S Viles

Address: 14 St Marys, Gamlingay SG19 3ET

Date: 9<sup>th</sup> August 2021



**Independent examiner's report to the trustees of Pin Green Community Association – Registered Charity No. 1156808**

I report to the trustees on my examination of the accounts of Pin Green Community Association (the Charity) for the year ended 31 March 2021.

**Responsibilities and basis of report**

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

I report in respect of my examination of the Charity'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.

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- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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Signed:

Name: S Viles

Address: 14 St Marys, Gamlingay SG19 3ET

Date: 9<sup>th</sup> August 2021