

SWALWELL COMMUNITY ASSOCIATION CIO

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2020



Brown & Lough Accountants Ltd

4 Tyne View, Lemington, Newcastle Upon Tyne, NE15 8DE

Telephone: 0191 414 3535

Email: info@brownandlough.co.uk

Registered in England Company Number: 4629791

**SWALWELL COMMUNITY ASSOCIATION CIO
REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31 DECEMBER 2020**

Contents	Page
Trustees' Annual Report	1-3
Receipts and Payments Account	4
Statement of Assets and Liabilities	5
Notes to the Accounts	6

**SWALWELL COMMUNITY ASSOCIATION CIO
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

Trustees	(Chair)	Smitesh Chauhan	Appointed 26 November 2020
	(Treasurer)	Christopher Ord	Appointed 26 November 2020
		Manjinder Singh	Appointed 26 November 2020
		Gary Moorhead	Appointed 26 November 2020
		Sonya Hawkins	
		David Brophy	
		Peter Craig	
		Kenneth Kirsop	resigned 26 November 2020
		Lynne Kirsop	resigned 26 November 2020
		Christine Turnbull	resigned 26 November 2020
		Antony Mullins	resigned 26 November 2020
		Anne Slack	resigned 26 November 2020
		Brenda Lennox	resigned 26 November 2020
		Erica Mullins	resigned 26 November 2020

Registered Charity Number 1160081

Principal Address 74 Clavering Road
Swalwell
Newcastle Upon Tyne
Tyne and Wear
NE16 3EX

Accountants Brown & Lough Accountants Ltd
4 Tyne View
Lemington
Newcastle upon Tyne
NE15 8DE

Bankers Lloyds Bank Plc
44 Front Street
Whickham
Newcastle Upon Tyne
NE16 4DS

SWALWELL COMMUNITY ASSOCIATION CIO TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

Structure, governance and management

Swalwell Community Association became a charitable incorporated organisation (CIO) on 22 January 2015 under its constitution registered with the Charity Commission on that day. The charity aims to maintain its functions by recruiting local people and other appropriate individuals from the locality who have the necessary skills and local knowledge to monitor the financial position of the charity, and to make the necessary provision of accommodation to the community.

The recruitment of new Trustees is a matter for the Board of Trustees, and when vacancies arise, in either numbers or skill coverage, the Chairman will be asked to approach suitable candidates from the combined contacts of all current Trustees. Such appointments will bear in mind the need to have knowledge of the area, an understanding of and empathy with the charitable sector, coupled with a general recognition of the needs of the community. Other than as noted in the financial review on page 3 none of the Trustees are entitled to, nor received, any remuneration for their services to the charity during the year.

Objectives and activities

The charitable objectives of the CIO are:

- To improve the conditions of life of the inhabitants of the local area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together in a common effort to advance education and to provide facilities in the interests of social welfare, recreation and leisure.
- To secure the establishment of a community centre and to maintain and manage that centre (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the objectives.
- To promote such other charitable purposes as may from time to time be determined by the Trustees.

During the year the community centre was made available for various community activities such as dancing clubs, fitness clubs, sports clubs, nature clubs, history clubs, fund raising as well as hosting coffee mornings and bingo in the afternoons.

The trustees have had regard to the guidance issued to the Charity Commission on public benefit.

Achievements and performance

Restrictions imposed by the global COVID pandemic has meant that for periods throughout 2020 the CIO was unable to provide the use of the community centre.

When open the Community Centre continued to host a variety of events and even when closed the CIO has been able to assist local food banks with donations worth £1,000 to help support those most in need in our area.

**SWALWELL COMMUNITY ASSOCIATION CIO
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

Financial review

The financial statements comprise the Receipts and Payments Account, the Statement of Assets and Liabilities and the Notes to the Accounts. They have been prepared as described in Note 1 to the Accounts.

Total receipts in the year amounted to £18,990 (2019: £13,660). Most of these receipts relate to Government grants received which amounted to £12,803. These grants have supported the ongoing operating costs of the centre and the CIO has also made use of furlough payments via the coronavirus Job Retention Scheme.

During the year there was one Trustee in receipt of remuneration, not in her capacity as Trustee but for the provision of cleaning services as agreed.

Payments have reduced this year mainly due to lower repair costs and other operating costs of the centre since it was not in use for the entire year.

Overall the CIO has achieved a significant surplus of £7,339 and reserves are healthy which can be used for ongoing maintenance and improvement of the centre and for the CIO to be a greater asset to the local community when national lockdown restrictions are lifted.



The CIO has engaged the services of Brown & Lough Accountants Ltd, an independent firm of accountants, after the sad and sudden passing away of Tony Turner, our former accountant, in order to ensure continued annual reporting compliance. The Trustees are grateful for their time and assistance for this work.

Reserves policy

The trustees have agreed that the association should maintain a minimum level of reserves sufficient to cover all operating costs for at least 6 months. At the year end funds on hand were sufficient to potentially cover over 2 years' normal operating costs however the Trustees recognise the need to continually invest funds into the maintenance and improvement of the Community Centre and facilities.

Declaration

The Trustees declare that they have approved the Trustees' report above.
Signed on behalf of the charity's Trustees:

Signature:		
	Smitesh Chauhan - Chair	Christopher Ord - Treasurer
Date:	<u>12 August 2021</u>	

**SWALWELL COMMUNITY ASSOCIATION CIO
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020	2019
	£	£
Receipts		
Centre hire	5,486	10,526
Canteen income	33	319
Fund raising activities	375	2,522
Grants received	12,803	-
Membership fees	184	128
Bank interest	109	165
	<hr/>	<hr/>
	18,990	13,660
	<hr/>	<hr/>
Payments		
Trustee remuneration	3,925	2,675
Volunteers' gratuities	66	657
Food bank donations	1,000	-
Water rates	165	372
Heat and light	2,617	3,884
Cleaning and hygiene	277	609
Canteen expenses	-	55
Telephone and internet	425	471
Postage, printing and stationery	-	4
Repairs and maintenance	996	1,995
Insurance	730	1,870
PPL/PRS Licence	254	292
TV Licence	116	150
Professional fees	1,038	432
Sundries	42	157
	<hr/>	<hr/>
	11,651	13,623
	<hr/>	<hr/>
Net Receipts / (Payments)	7,339	37
Cash Funds		
At the beginning of the year	30,667	30,630
	<hr/>	<hr/>
At the end of the year	38,006	30,667
	<hr/>	<hr/>

All above transactions and balances relate to unrestricted funds.

SWALWELL COMMUNITY ASSOCIATION CIO
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2020

	<u>2020</u>	<u>2019</u>
	£	£
Cash at bank and in hand		
Lloyds Bank Treasurer's Account	15,764	8,515
Virgin Money Savings Account	22,230	22,121
Cash in hand	12	31
	<u>38,006</u>	<u>30,667</u>
Total Cash Funds		
Other monetary assets		
Stock at cost	15	30
Credit on Electricity Account	-	157
Insurance paid for the next year	730	770
PPL/PRS prepaid for the next year	31	43
PAYE balance due from HMRC	22	22
Council grant receivable	1,334	-
	<u>2,132</u>	<u>1,022</u>
Assets retained for the charity's own use		
Computer equipment - at current value*	-	50
Other equipment - at current value*	750	1,000
	<u>750</u>	<u>1,050</u>
Liabilities		
Heat and light	1,173	669
Water and sewerage	10	20
Professional fees	360	360
	<u>1,543</u>	<u>1,049</u>



All balances recorded above relate to unrestricted funds.

*Current value has been estimated by the Trustees.

Other assets and financial commitments

At the period end the CIO was the registered leaseholder of Swalwell Community Centre, 74 Clavering Road, Swalwell, Newcastle Upon Tyne, NE16 3EX. The lease expires on 4 June 2050 and has been provided to the CIO at no charge by The Borough Council of Gateshead.

The Statement of Assets and Liabilities was approved by the trustees on 12 August 2021 and signed on their behalf by:

Signature:  

Smitesh Chauhan - Chair **Christopher Ord - Treasurer**

**SWALWELL COMMUNITY ASSOCIATION CIO
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

1 Accounts: Basis of preparation

These accounts have been prepared on a Receipts and Payments basis under section 133 of The Charities Act 2011 and with regard to the application of s.62 of The Charitable Incorporated Organisations (General) Regulations 2012.

2 Guarantees and security

During the entire year under review and at the year end the CIO has not entered into any agreements for which guarantees of debt have been provided.

The CIO does not have any liabilities at the year end for which security over any of its assets has been given.