

CHAIRTY COMMISSION REPORT 01/11/2019 - 31/10/2020

CHARITY DETAILS	
Name	Acton Vale Community Association (AVCA)
Registration Number	1161783
Address	Acton Vale Community Centre Beech Avenue LONDON W3 7JZ
Trustee Names (during the year)	<ol style="list-style-type: none"> 1. Paul Woodgate (Chair) 2. Miriam E Mark 3. Helena Cookman 4. Brian Ismael 5. Enos Belnavis 6. Ferne Leigertwood 7. Lola Jones 8. Kenneth Julien Youngblood 9. Ali Asaraf (joined March 2019) 10. Charlotte Roberts (joined March 2019)
Period Covered	01/11/2019 - 31/10/2020

GOVERNANCE	
Structure and management	<p>The governance of AVCA is overseen by the trustees. Until the commencement of the COVID 19 lockdown, they held committee meetings on average every two months. The core committee - those with specified roles met more frequently as and when required. This constituted PW, HC, MM and BI.</p> <p>AVCA main business is managing and developing the Acton Vale Community Centre. The Centre is managed in all aspects on a day to day basis by Grace Ismael (Centre Manager) and Mary Mark (Cleaner). The building is owned by Ealing Council, but AVCA manage all aspects of operating the Community Centre.</p> <p>The lockdown meant different arrangements needed to be put in place to cover the fact that the centre was not being used with flexi furlough policies applying.</p>
Recruitment of Trustees	AVCA recruits its trustees by local advertising and by seeking out interested parties within the organisation using the Centre on a regular basis and approaching people who have an interest in assisting AVCA with developing its aims and can contribute a vital role. We did acquire new Trustees during the course of the year and they are listed above.

ACHIEVEMENTS AND OBJECTIVES IN 2019/20	
Achievements and performance (incl public benefit)	This was our fifth year with charitable status and has been a difficult year disrupted by the COVID 19 lockdown halfway through. Generating income became difficult as the Centre could not be used for half of this year meaning the COVID 19 grant was significant for our sustainment. Until

	<p>lockdown, we were making some progress towards increasing our booking income to reverse the trend of reduced income from previous years.</p> <p>It needs to be acknowledged that the Chair was undergoing serious health concerns that resulted in the loss of his life days into the new AVCA financial year (Nov 2020). His health problems also meant we no longer had the drive he instigated in the organisation and was an upsetting time for staff and Trustees.</p> <p>Our ambitions for the Centre and its use as a hub were inevitably put on hold as we had no idea how long the lockdown would exist for.</p> <p>AVCA has full responsibility for the employment of the Centre Manager and our regular cleaner. An external company (HR Dept) provides HR and payroll support, and a pension scheme is provided for our staff. We continue to learn and will strive to be a good employer. The lockdown meant we could not maintain the employment of the staff in an effective way so were placed on flexi furlough to deal with the situation we had.</p> <p>The nursery that had opened in Sept 2019 continued to operate within COVID regulations.</p> <p>Prior to lockdown, the Centre hosted a variety of activities during the year. These have included:</p> <p>Regular User Groups:</p> <ul style="list-style-type: none"> • Dominoes Club • Sewing Club • Drumming and Steel Pan workshops • Youth Group • Somali Ladies Group • Temperance Lodge • Child Minding Group • Deaf Group <p>We also took private bookings during the year from several church groups, as well as for birthdays and funeral wakes.</p> <p>There was no Mayor of London election in May 2020 as this was postponed for a year. Local councillors were no longer able to hold their monthly surgeries either during lockdown.</p> <p>All our events and hosted activities are accessible to residents of the Vale estate as well as the wider community. This demonstrated the public benefit though we would like to deliver more, and are always open to approaches from people who wish to use the centre to host their activities and events.</p> <p>No significant repairs and maintenance were required in the centre during this year.</p>
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FINANCIAL REVIEW	
Overall	<p>This has been a challenging year. Our actual income increase largely due to the COVID 19 grant and the Job Retention scheme payments.</p> <p>Income from private bookings dropped significantly but the income from the nursery was maintained at a similar level – the year before it set up very late in the financial year.</p> <p>Our expenditure dropped during the year but not as significantly with reductions in some offset but having to give refunds to groups due to non availability of the centre.</p>
Debts	AVCA is not in any debt to any person or organisation.
Reserves policy	Our reserves policy continues as before to maintain approximately £12,500 in reserve at any given time. This would cover our running costs for around four months if we had no income but is a worrying figure in light of the ongoing lockdown.
Any funds held as a custodian trustee	No funds are held by any trustees or on behalf of any groups

Final Comments
<p>This report is being written retrospectively, as the person who would normally produce the report became very ill during 2020 and later passed away in Nov 2020 – this also had a knock on effect on the functioning of the Board of Trustees. This report is therefore being produced by a Trustee who was not on the Board of Trustee during the year this report covers but has liaised with Trustees who were.</p> <p>We would like to thank everyone who has helped, including staff, volunteers, those who paid to use the Centre and organisations that have assisted AVCA.</p> <p>Thanks to all the Trustees who helped to manage AVCA.</p> <p>Can we also thank Fred Burley for his examination of our accounts for this year. He has verified them as a true record of AVCA's finance in 2019/20 and provided advice to ensure we remain in reasonable shape despite the challenges we faced.</p>



Receipts and payments accounts

CC16a

For the period
from

01-Nov-19

To

31-Oct-20

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
One off, private bookings (parties etc)	2,795	-	-	2,795	8,000
withheld deposits	680	-	-	680	975
invoiced income (mainly occasional, non private use)	225	-	-	225	1,288
regular usage income ('rents' from groups/organisations regularly using the Centre)	24,131	-	-	24,131	21,130
Covid-19 Grant	25,000	-	-	25,000	-
JRS Payment	7,072	-	-	7,072	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	59,903	-	-	59,903	31,393
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	59,903	-	-	59,903	31,393
A3 Payments					
Staff salaries & employer's costs; occasional relief staffing; HR support; payroll; pensions	38,744	-	-	38,744	38,113
Volunteer expenses, refreshments, travel, DBS checks	1,452	-	-	1,452	2,124
Training provision (sewing, first aid etc)	1,080	-	-	1,080	2,035
phone/internet bills, printer ink, cleaning materials	1,618	-	-	1,618	1,438
pest control, electrical testing, keys, centre maintenance & refurbishment, alarm system etc	195	-	-	195	1,102
insurance	724	-	-	724	733
tv licence, business rates	809	-	-	809	2,244
Centre equipment	79	-	-	79	-
bank charges, bounced cheques	85	-	-	85	462
legal fees	-	-	-	-	350
refunds	1,030	-	-	1,030	-
misc	47	-	-	47	-
Sub total	45,862	-	-	45,863	48,602
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	45,862	-	-	45,863	48,602
Net of receipts/(payments)	14,041	-	-	14,041	- 17,209
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds at start of year	-	1	-	-	-

Cash funds this year end	14,041	-	-	14,041	-	17,209
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Petty cash	15	-	-
	Current account	30,046	-	-
		-	-	-
	Total cash funds	30,061	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Main Kitchen fixtures and fitting etc	Unrestricted	1,232	-
	Main entrance hall furniture etc	Unrestricted	54	-
	Main hall, furniture etc	Unrestricted	4,951	-
	Youth area furniture etc	Unrestricted	984	-
	small kitchen	Unrestricted	-	-
	Family area furniture etc	Unrestricted	200	-
	Upstairs room furniture etc	Unrestricted	2,428	-
	Toaster	Unrestricted	-	-
	2 Kettles	Unrestricted	50	-
	Curtains	Unrestricted	85	-
	Office chairs	Unrestricted	194	-
	Projector Trolley	Unrestricted	-	-
	Vacuum cleaner	Unrestricted	112	-
	Sewing machines x4	Unrestricted	955	-
	first aid kit	Unrestricted	15	-
	Upstairs room 4x small folding tables	Unrestricted	150	-
	Projector Screen	Unrestricted	200	-
	Steam Iron	Unrestricted	50	-
			-	-
			-	-

Recommendation

- ① I would recommend that a Card Reader is purchased.
ALL bookings should either be sent to the Bank Account by BACS,
or online ~~and~~ direct into the a/c.
- ② The Committee should look at a Grant Application for developing the
Centre for the benefit of the ~~area~~ Community.
- ③ CUE reach and awareness of the Centre in the Community. For
Promotion of the Centre.

The accounts are all ok.


 D. F. BURLEY

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Audit

Signature	Print Name	Date of approval
	D. F. BURLEY	6.10.21



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		-	
		-	
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