

# **LENHAM COMMUNITY CENTRE**

**Charitable Incorporated Organisation  
No. 1166995**



**Accounts for Year Ended 31/12/2020**

# LENHAM COMMUNITY CENTRE

**Charitable Incorporated Organisation**  
**No. 1166995**

## ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2020

### 1. RECEIPTS & PAYMENTS ACCOUNT

	£	[2019]
<b>SUMMARY OF RECEIPTS:</b>		
<u>RECEIPTS FROM OPERATING ACTIVITIES</u>		
Hiring Charges for use of Community Centre	26,939.00	52,463.50
Use of Kitchen & Car Park	305.00	1,470.00
Ancillary Services	562.50	1,553.90
Hire of Equipment	325.00	965.00
	<b>28,131.50</b>	
<u>RECEIPTS FROM FUND RAISING ACTIVITIES</u>	<b>0.00</b>	310.00
<u>RECEIPTS FROM VOLUNTARY SOURCES</u>		
Donations & Bequests	<b>2,059.03</b>	5,012.78
<u>ELECTRIC FEED IN TARIFF</u>	<b>3,733.32</b>	3,883.00
<u>INVESTMENT RECEIPTS</u>		
Lloyds Bank Interest	4.24	7.44
National Savings Account Interest	250.65	225.58
	<b>254.89</b>	
Maidstone BC Grant	<b>12,668.00</b>	0.00
<b>TOTAL RECEIPTS</b>	<b>46,846.74</b>	65,891.20
<b>SUMMARY OF PAYMENTS:</b>		
<u>PAYMENTS FOR OPERATING ACTIVITIES</u>		
Repairs & Maintenance	9,927.84	6,149.60
Insurance	1,576.80	1,568.50
Wages	459.58	9,902.99
Post/Phone/Stationery	435.71	598.62
Electricity	2,035.65	2,729.76
Gas	3,401.23	2,219.39
Water	210.81	513.18
Sewage	319.79	1,033.63
Fire & Security	2,840.57	4,018.60
Room Set Up	3,425.00	3,476.25
Defibrillator	864.00	398.00
Phone Bill	653.01	507.85
Accounting Systems	0.00	234.00
Office Expenses	9,673.46	1,473.29
Licences	342.30	715.46
Audit Fee	185.00	185.00
Cleaning Materials	1,759.25	2,250.71
Cleaning Services	14,410.56	17,134.24
Waste Disposal	709.61	811.84
Miscellaneous	98.99	90.90
	<b>53,329.16</b>	
<u>PAYMENTS FOR OTHER PURPOSES</u>		
Fund Raising Costs	0.00	248.00
Electric Feed-In Tariff	2,488.84	2,589.04
Equipment Purchases/Projects	0.00	11,945.05
	<b>2,488.84</b>	
<b>TOTAL PAYMENTS</b>	<b>55,818.00</b>	70,793.90
<b>(DEFICIT) FOR YEAR</b>	<b>(£8,971.26)</b>	(£4,902.70)



# LENHAM COMMUNITY CENTRE

**Charitable Incorporated Organisation**  
**No. 1166995**  
**ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2020**

## 2. STATEMENT OF ASSETS & LIABILITIES AS AT 31 DECEMBER 2020

	£	31/12/2019
<b>MONETARY ASSETS</b>		
Bank & Cash Balances:		
National Savings Bank Investment Account	31,582.28	31,331.63
New Lloyds Account	4,058.46	5,381.68
Lloyds Bank Instant Access Account	7,665.96	12,003.19
Lloyds Bank Treasurers Account	243.96	1,019.20
Nat West Cheque Account	3.89	3.89
Cash In Hand	139.38	229.10
	<u>43,693.93</u>	<u>49,968.69</u>
Debtors: Outstanding Lettings	3,070.50	5,894.00
Liabilities: Letting Charges Prepaid	<u>(1,628.25)</u>	<u>(1,755.25)</u>
	<u><b>£45,136.18</b></u>	<u><b>£54,107.44</b></u>

## NON-MONETARY ASSETS

Permanent endowment:

Land & Buildings used by the Charity: Lenham Community Centre

Other assets (non endowed):

-held for functional use by the charity-

Furniture & equipment in hall as per inventory (costs unknown);  
Piano, tables, chairs, kitchen equipment etc.  
(all in good condition and 1 - 30 years old).

## 3. NOTES TO THE ACCOUNTS & STATEMENT

Funds of the Charity:

Apart from the hall, all other assets belong to the general purposes fund.

Reconciliation of monetary assets:-

Total balances at 31 December 2019	54,107.44	
Receipts & Payments Account Deficiency for Year	(8,971.26)	
Total Balances at 31 December 2019 (as above)		<u><b>£45,136.18</b></u>

## 4. APPROVAL OF THE ACCOUNTS

Signed on behalf of the Management Committee:

Date: 11th January 2021

I. GEORGE (Treasurer)

Date: 11th January 2021

M.P Osborne (Chairman)

## 5. REPORT OF THE INDEPENDENT EXAMINER

In accordance with Clause 22(c) of the Trust Deed, I have examined the Accounts Of Lenham Community Centre for 12 Months to 31st December 2020 together with the charity's accounting records, and report that proper accounting records have been kept and the Accounts are in agreement with those records.

SHAREN CAIN FCCA

*Sharen Cain*

14th March 2021

# LENHAM COMMUNITY CENTRE

Charitable Incorporated Organisation

No. 1166995

## ANALYSIS OF BOOKINGS 12 MONTHS ENDED 31 DECEMBER 2020

NAME	BALANCE 31/12/19	LETTINGS for 12 Months	OTHER Services	PAYMENTS for 12 Months	BALANCE 31/12/20	O/S LETTINGS	PRE- PAID
Local Society 2019	280.00	0.00	0.00	(280.00)	0.00	0.00	0.00
Local Society 2020	0.00	2,249.00	20.00	(2,304.00)	(35.00)	65.00	(100.00)
Badminton	40.00	380.00	0.00	(420.00)	0.00	0.00	0.00
Ballet School	330.00	2,790.00	0.00	(2,888.00)	232.00	232.00	0.00
Bridge Club	0.00	360.00	0.00	(432.00)	(72.00)	0.00	(72.00)
Feathers Badminton	40.00	380.00	0.00	(400.00)	20.00	20.00	0.00
Film Club	0.00	158.00	55.00	(213.00)	0.00	0.00	0.00
LenARA	232.00	1,284.00	0.00	(1,516.00)	0.00	0.00	0.00
Lenham Parish Council	197.50	613.50	45.00	(715.00)	141.00	141.00	0.00
Lenham Women's Institute	0.00	300.00	100.00	(460.00)	(60.00)	0.00	(60.00)
Pathways Church	144.00	522.00	0.00	(666.00)	0.00	0.00	0.00
Quilters & Stitchers	(142.00)	349.00	0.00	(249.00)	(42.00)	8.00	(50.00)
Young at Heart	(50.00)	30.00	0.00	0.00	(20.00)	0.00	(20.00)
Baby & Toddler	0.00	312.00	0.00	(312.00)	0.00	0.00	0.00
Private Bookings 2019	115.00	0.00	0.00	(115.00)	0.00	0.00	0.00
Private Bookings 2020	(236.25)	352.00	25.00	(180.75)	(40.00)	0.00	(40.00)
Ed Ault	91.00	3,188.50	0.00	(2,842.00)	437.50	437.50	0.00
Government Agencies 2019	658.00	0.00	0.00	(658.00)	0.00	0.00	0.00
Government Agencies 2020	(300.00)	5,211.00	255.00	(4,310.00)	856.00	1096.00	(240.00)
East Kent Training	396.00	2,380.00	40.00	(2,636.00)	180.00	180.00	0.00
Kent NHS Trust	1,985.00	2,352.00	440.00	(4,645.00)	132.00	132.00	0.00
Mid Kent Training	72.00	120.00	0.00	(192.00)	0.00	0.00	0.00
Kent County Council	617.50	1,428.00	67.50	(1,354.00)	759.00	759.00	0.00
Commercial Bookings 2019	465.00	10.00	0.00	(475.00)	0.00	0.00	0.00
Commercial Bookings 2020	(967.00)	1,332.00	145.00	(1,122.00)	(612.00)	0.00	(612.00)
Pilates	114.00	380.00	0.00	(494.00)	0.00	0.00	0.00
Tai Chi	57.00	458.00	0.00	(515.00)	0.00	0.00	0.00
Commercial Bookings 2021	0.00	0.00	0.00	(434.25)	(434.25)	0.00	(434.25)
<b>TOTAL</b>	<b>£4,138.75</b>	<b>£26,939.00</b>	<b>£1,192.50</b>	<b>(£30,828.00)</b>	<b>£1,442.25</b>	<b>£3,070.50</b>	<b>(£1,628.25)</b>

## **Lenham Community Centre.**

Annual General Meeting

Monday 17<sup>th</sup> May 2021.

Tonight I would like to welcome you all to the Annual General Meeting of Lenham Community Centre and as this is the first meeting that we have been able to get together for over year I thank you for attending.

This year has been like no other that we have experienced since we opened in 2004. I would like to give you a summary of the decisions we have had to make over the past year to make sure that at the end of the pandemic we will be able to continue to provide a viable facility for all our residents.

At the first lockdown it was a worry on how the hall would cope with a long period of no income, as a guide it cost £1000 a week to run Lenham Community Centre.

In March last year after we were ordered to close, the decision was taken to review how this was going to affect the viability of the Community Centre and we had some difficult decisions to make, but to lock the doors and all go home it was decided this would not be an option, therefore during the pandemic we were able to offer the NHS a venue for limited training sessions, also we set up a system where we offered training on line using the Zoom facility for people working alone, although we had to open the hall at times with just one person in attendance, however this proved a success.

At the beginning of the Pandemic our finances were in a favourable state with our capital fund standing at £31,000 and a working capital of around £20,000.

In the long term it was considered that it would be between 2022/23 before we would return to a profitable situation.

Over the years 2020/21 it was envisaged that without grant funding we would have a deficit in the region of £25 to £35 thousand pounds.

In March 2020 it was agreed that until further notice Teresa would work from home until it was deemed safe for her to return to work, we also decided to ask Nigel Turner and Nathen Beale to continue with their duties to enable the centre to operate and provide a service to those who relied on our facilities, this system has worked very well, and I thank Teresa, Nigel & Nathan for the effort they have put in.

As you will see later from Ian, in our accounts for the year 2020 we had a deficit of £8971 this despite receiving a government grant of £12,688, we had agreed at the start of the second lockdown to continue with the arrangement with our staff, and at the start of 2021 it was projected that we would again lose in the region of £10,000 to £15,000 without further grant funding, but since January we have successfully applied and secured further grants of £16,338 and with this I am confident that without further disruption we could break even by the end of this year.

Over the period 2020/21 we have received total government grants of £29,051.

But I do urge caution as we do not know if there will be further restrictions as we go into Autumn and Winter, but unless the worst happens, we should be in a good position to face 2022 with confidence.



As from today the 17<sup>th</sup> May we have reopened the centre with each room operating at 50% capacity except the main hall, this will have a maximum of 60 people and will continue until 21<sup>st</sup> June when unless further restrictions are agreed we should be able to offer all our hirers unrestricted access to all our facilities.

After this date I expect that we will have to endure some restrictions for perhaps another 12 to 18 months but this will depend on a successful vaccination program continuing.

Going forward we should all be aware that the village is going to double in size over the next 10 years this will give us opportunities to strengthen the clubs and societies that already exist in the village and to promote further facilities as the population increases, we must be ready to welcome all new residents to the Parish, so they are able to enjoy the facilities we are able to offer.

John Bailey has donated an area of land to enlarge the carpark he also paid all the legal fees. We will have to raise the money to develop this or to come to an arrangement with the developers

During the winter we had the front doors of the building vandalized resulting in a bill for £255 to replace the glass, I thank Mrs Viv Lawrence for her contribution towards this cost.

This year we welcome 2 new trustees to our team, from the Gardening Club, Margaret Bains and from the Parish Council Kate Hammond who as required by our constitution has joined the management committee.

I would like to thank my Vice Chairman David Abson for the support he has given me over this difficult period, also I thank Teresa for the work she has carried out over the last year and for upgrading our IT and booking system.

I thank Nathan for the work he has undertaken to keep the centre clean and tidy, Also to Nigel who has taken on the role of caretaker he has become an important member of our team, also Ian our treasurer for his efforts in making sure that the Community Centre's finances remain sound when the pandemic ends.

In June hopefully we will welcome back Sheila Mill to make sure all the kitchen equipment is cleaned monthly, also to Julia Allen who keeps our IT running smoothly. I am sure I have not acknowledged all the help and support that many people have given us to make sure that the community centre will after this pandemic continue to operate successfully, we all continue to work together to provide a community Centre that all the residents of Lenham can be proud of. I will close by saying you have all been missed during this period and thanking you all for your help and support over the last year.

Thank You.

Nick Osborne,  
Chairman