



Chesham & District Community Association

Charitable Incorporated Organisation No. 1168816

**Annual Report from the Chair
for the year ended 31st March 2021**

**White Hill Centre
White Hill, Chesham
Buckinghamshire HP5 1AG**

Annual Report from the Chair & Accounts
for the period from
1st April 2019 to 31st March 2021

Names of the Charity Trustees and Management Committee who manage the charity:

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|---|-------------------|--------------------------------------|
| • | Nigel Brand | Chair of the Management Committee |
| • | John Hatton | Trustee and Treasurer |
| • | Keith Farlie | Trustee and Licensee |
| • | Patricia Cherrill | Trustee |
| • | Alison Shepherd | Hon. Secretary and Personnel Officer |
| • | Yvonne Plester | Management Committee Member |

We sadly report that our President for Life, Cic Upcott, passed away in March. She was fundamental in creating Chesham & District Community Association along with her husband Derek and she will be greatly missed.

Structure, Governance, and Management of the Association

How the Charity is constituted:	The charity is a Charitable Incorporated Organisation registered with the Charity Commission and has a constitution approved by the Charity Commission.
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How the Association is governed:	The Association is governed by a Board of Trustees and a Management Committee.
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The Persons forming the Management Committee may be representatives of individual groups or ordinary members.

Trustee Selection methods:	The Trustees have, so far, not considered it necessary to hold separate meetings with all matters covered by the regular Management Committee meetings.
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Trustees are elected to the Board of Trustees at the annual general meeting each year from the Membership. At every annual general meeting one-third of the Trustees shall retire from office but are eligible for reappointment.

Objectives and Activities

Summary of the Charity Objects set out in the Governing Document:	To benefit the residents of Chesham by associating together to advance education and provide facilities for recreation and leisure time activities. To establish, maintain and manage a community centre.
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Summary of the main activities in relation to these objectives:	The Association owns the Freehold of the White Hill Centre, Chesham, (the Centre) which it manages as a major resource for the community and the members. Activities are arranged for members; in addition, the Centre accommodates a variety of Groups which provide cultural and recreational
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facilities for the community. Parts of the building are let on short leases to other organisations.

Objectives and Activities:

Due to the size and age of the Centre a major part of the work of the Association is directed towards maintaining and improving the facilities available within the building. Our objective is to provide accommodation which the members and the wider community will find attractive and will wish to use as much as possible.

Achievements and Challenges

Summary of the main achievements during the year, and challenges facing the Charity:

Achievements:

- As a result of the Covid-19 lockdown instructed by the UK Government, the building was closed on 23 March 2020. We have received grants from Bucks Council and Sports England under their Covid-19 schemes. We are indebted to Joanne Blackwell for her excellent and diligent work in identifying and pursuing grant opportunities for the Centre as and when her furlough status within government guidelines allowed. All staff have been furloughed. As with similar organisations dealing with reopening what followed represented the greatest challenge to the Centre in its existence but we remain hugely positive in our future going forward. We opened again over the Summer of 2020 and continued within government guidelines and restrictions until Christmas when we again closed our doors until the Spring. Thanks are also in order to William Kidd for his due diligence and care for the centre along with its necessary maintenance as and when furlough limitations allowed.
- The Main Hall was painted by our Chair, Nigel Brand, with the assistance of a limited number of volunteers and this has improved it greatly. The floor was also renovated due to a generous grant from Heart of Bucks. We hope to mark the badminton court out again in time for September.
- The Downstairs Lecture Room 6 was redecorated in 2019 after a grant was awarded by Mobbs Trust. The automatic blinds for this room were purchased by the proceeds from Jackie's Quiz in February. Mobbs Trust awarded us a further grant in Summer 2020 to renovate the floor of this room. The Committee decided that it would be a good time to also renovate the floors of the Exhibition Room 3 and the Committee Room 4. Thank you to the French class who made a large donation towards these blinds.
- Chesham Town Council gave us £500 in November 2020 to replace the old gas cooker in the downstairs kitchen as our fire assessment recommended that we changed to electric.

Challenges:

- Appointing new Trustees with the variety of skills needed to run a Community Centre of this size.
- Increasing the committees with people who have experience and skills in dealing with funding applications, human resources, building maintenance and community work.

Financial Review

The Trustees have reviewed the level of reserves considered appropriate. A driver in this has been the need to identify the level of funds that can be made available for the on-going upgrade of the Centre. A decision was taken that the General Reserve should be approximate to three months of normal expenditure. This level of reserves is set to cover the immediate and complete closure of the Centre. Further reserves may be required for specific purposes. The Trustees decided the appropriate figure for minimum of reserves is £25,000 of net current assets. Added to which is the book value of the fixed assets which currently equates to around £60,000.


Further details are provided in the Treasurer's report.

Declaration

The Trustees declare that they have approved the Annual Report from the Chair set out above and the financial accounts that follow.

Signed on behalf of the Charity Trustees

Signature:



Full Name Nigel Brand
Position Chair
Date May 2021

Registered number 1168816

Chesham & District Community Association

Accounts

31 March 2021

Chesham & District Community Association

Treasurer's Overall Summary

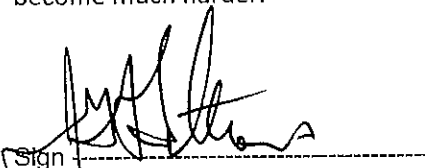
As in previous years formal audited accounts are not required. However, as for last year we have enlisted the assistance of SRL Accounting Services Ltd of Chesham to assist in preparing these accounts. The completed accounts have been inspected by an 'overseer' – Stephen L'Estrange whose formal statement appears at the end of these accounts.

During Lockdown we have sought to continue the planned refurbishment of the building within the funds available, largely due to volunteer effort, particularly from Nigel Brand, together with the employment of William to assist in this work, much progress has been achieved.

Last year I reported how due to the need for immediate replacement of the boiler system the planned (smaller) deficit was very substantially exceeded. The result was the figure for net current assets had fallen substantially below the recommended minimum of £25,000.

This year as a result of the improved position the shortfall of net current assets against recommended minimum has improved and we are now closer to bringing the reserves above the recommended figure. I am confident we should recover the remaining shortfall in 2021/22.

The Trustees will continue to seek ways continue refurbishment of the building, but this has now become much harder.

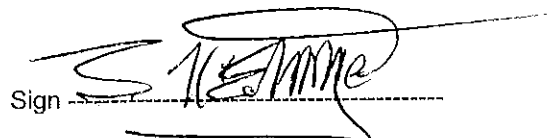
A handwritten signature in black ink, appearing to be 'John Watton', written over a horizontal dashed line.

Sign

John Watton
Honorary Treasurer
Chesham & District Community Association
White Hill Centre

Report of Independent Examiner

Having had access to the bookkeeping records of the Association I have inspected the accounts submitted for the year ended 31st March 2021 and consider these to be a fair representation of the financial position for the year.

A handwritten signature in black ink, appearing to be 'Stephen L'Estrange', written over a horizontal dashed line.

Sign

Stephen L'Estrange
Independent Examiner

Chesham & District Community Association

Income & Expenditure

Turnover to date - year ended 31 March 2021	31-Mar-21	31-Mar-20
Archery	£0.00	£705.00
Badminton	£0.00	£2,135.25
Casual Badminton	£0.00	£1,884.75
Pioneer Bowls	£0.00	£530.20
Over 50s Bowls	£0.00	£1,736.60
U3A Bowls	£0.00	£555.00
French - Income	£0.00	£3,934.75
Tutor's Salary		-£2,152.85
Keep Fit	£0.00	£1,967.25
Tutor's Salary		-£692.22
Mixed Craft	£0.00	£402.80
Casual Table Tennis	£1,277.50	£633.50
Over 50s Table Tennis	£0.00	£2,906.05
	£1,277.50	£14,546.08
Membership Fees	£741.20	£2,384.93
Affiliations	£0.00	£117.00
Donations Received	£783.75	£2,433.37
Tax recovered - Membership & Dona	£203.84	£512.00
Rent and Service Charges	£16,569.17	£75,554.61
Commercial Rents	£25,028.00	£25,455.75
Fundraising Activities	£400.00	£2,207.43
Jackie's Quiz	£0.00	£1,445.90
Grants	£36,866.00	£80,591.96
		£4,025.00
		£114,135.99
Bank Interest Received	£158.52	£368.99
Total Turnover	£82,027.98	£129,051.06
Administrative Costs		
Salaries & Employer's NIC	£41,506.46	£54,765.13
Job Retention Scheme	-£24,363.26	£0.00
Employer Pension Contributions	£376.64	£539.08
Office Wages - Self Employed Staff	£0.00	£3,745.00
Accountants Fees	£936.00	£18,455.84
		£2,643.00
		£61,692.21
Electricity	£4,449.83	£6,707.94
Gas	£5,652.56	£5,916.34
Insurance	£6,492.24	£5,563.18
Security System Maintenance	£817.39	£980.14
Telephone Costs	£1,576.85	£1,549.38
Waste Removal	£2,213.38	£2,456.56
Water	£2,780.51	£2,713.13
Repairs, Renewals and Maintenance	£20,458.06	£86,710.33
Cleaning Materials	£517.24	£44,958.06
		£3,002.06
		£115,599.06
General Office Costs	£222.50	£579.32
Accounting System	£417.60	£448.88
Website	£92.00	£275.00
Photocopier Rental	£1,728.00	£1,728.00
Photocopying Income	-£5.00	£1,723.00
		-£247.62
Postage & Stationery		-£35.20
Print Supplies		£46.41
PRS/PPL & MPL Licences	£2,574.88	£2,476.71
PRS/PPL Recoveries	-£390.00	£2,184.88
		-£1,513.60
Premises/Personal Licences		£200.00
Brochure		£0.00
Bank Fees		£68.51
Debit Card Machine		£365.74
Legal & Professional Fees		£0.00
Depreciation		£2,149.93
Bad Bedts Write off		£1,402.35
Total Administrative Costs	£72,251.62	£188,521.60
Operating Surplus / Deficit	£9,776.36	-£59,470.54

£32,040.37
£4,952.64
£17,772.12
£54,765.13

Other Income

Bar Sales		£0.00		£13,160.72
Bar Stock - Coronavirus write-off		-£211.52		-£342.35
Bar Purchases		£0.00		-£9,403.56
Percentage Sales / Purchases	0.0%	-£211.52	135.0%	£3,414.81
Refreshment Inc/exp		£0.00		£389.78
Water Machine		-£436.62		-£376.74
Total Other Income		-£648.14		£3,427.85
Overall Surplus / Deficit on Activities		£9,128.22		-£56,042.69

Balance Sheet
Chesham & District Community Association
As at 31 March 2021

	31-Mar-21	31-Mar-20
Assets		
Bank	£889.25	£788.09
Bank Current Account	£12,000.00	£7,000.00
Barclays Business Banking Savings	£204.17	£203.94
COIF Charities Deposit Fund	£31,463.19	£31,309.23
Virgin Money	£0.00	£250.00
Bar Float	£0.00	£40.00
Office Float	£44,556.61	£39,591.26
Total Bank		
Current Assets	£0.00	£638.33
Bar Stock	£0.00	£992.15
Invoices receivable	£0.00	£1,630.48
Total Current Assets		
Fixed Assets	£21,223.52	£21,223.52
Buildings	£6,449.80	£8,599.73
Fixed Assets	£27,673.32	£29,823.25
Total Fixed Assets		
Total Assets	£72,229.93	£71,044.99
Liabilities		
Current Liabilities	£0.00	£708.30
Accruals/Prepayments	£615.00	£615.00
Commercial Letting Deposits	£3,869.72	£2,696.67
Invoices payable	£101.80	£0.00
Arts & Crafts Society - Creditor account	£20,666.81	£29,176.64
Macquarie Corporate & Asset Finance loan	£25,253.33	£33,196.61
Total Current Liabilities		
Total Liabilities	£25,253.33	£33,196.61
Net Assets	£46,976.60	£37,848.38
Equity		
General Fund	£37,848.38	£93,891.07
Current Year Earnings	£9,128.22	-£56,042.69
	£46,976.60	£37,848.38
Total Equity	£46,976.60	£37,848.38
Calculation of Net Current Assets		
Actual position	£72,229.93	£71,044.99
Total Assets	-£27,673.32	-£29,823.25
less Fixed Assets	£44,556.61	£41,221.74
less Liabilities	-£25,253.33	-£33,196.61
Net Current Assets	£19,303.28	£8,025.13
Recommended minimum net current assets	£25,000.00	£25,000.00