

OLD STEVENAGE COMMUNITY ASSOCIATION

England & Wales · Charity number 1169829

Details

Status Registered

Legal form CIO

Registered 2016-10-21

Register [View on the Charity Commission register](#)

Contact

Address Springfield House Community Centre
24 High Street
Stevenage
SG1 3EJ

Phone 01438 356705

Email springfieldhousecommunitycentre@hotmail.com

Website www.springfieldhousecommunitycentre

Activities

Objects: (1) PROMOTE THE BENEFIT OF THE INHABITANTS OF OLD STEVENAGE AND SURROUNDING AREA (HEREINAFTER CALLED "THE AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, NATIONALITY, AGE, DISABILITY, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE STATUTORY AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS;(2) ESTABLISH, OR SECURE THE ESTABLISHMENT, OF A COMMUNITY CENTRE (HEREINAFTER CALLED "THE CENTRE") AND TO MAINTAIN AND MANAGE THE SAME (WHETHER ALONE OR IN CO-OPERATION WITH ANY LOCAL AUTHORITY OR OTHER PERSON OR BODY) IN FURTHERANCE OF THESE OBJECTS;(3) PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED.

Activities: Community association managing Springfield House community centre in Stevenage Old Town

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes
- **Who:** Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£70,598	£67,679	-	-
2024-03-31	£57,778	£57,107	-	-
2023-03-31	£63,263	£58,115	-	-
2022-03-31	£76,431	£83,964	-	-
2021-03-31	£71,609	£78,849	-	-

Trustees

Name	Role	Appointed
BARBARA HOWARD	Chair	2011-03-15
GREGORY METCALF		2011-12-07
HUGH TESSIER		

OLD STEVENAGE COMMUNITY ASSOCIATION

England & Wales - Charity number 1169829

Accounts

**OLD STEVENAGE COMMUNITY ASSOCIATION
CHARITABLE INCORPORATED ORGANISATION
REGISTERED CHARITY NO. 1169829**

**ANNUAL REPORT AND ACCOUNTS
FOR THE PERIOD FROM 1st April 2024 TO 31ST MARCH 2025**

OLD STEVENAGE COMMUNITY ASSOCIATION

For the period from 1st April 2024 to 31st March 2025

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OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2024 to 31st March 2025

REFERENCE AND ADMINISTRATION

Registered Charity Name: Old Stevenage Community Association

Registered Charity Number: 1169829

Principal Office: 24 High Street
Stevenage
Herts.
SG1 3EJ

Trustees and Committee: Pamela Gallagher (resigned June 2024)
Barbara Howard
Gregory Metcalf
Richard Mott
Anne-Marie Smith
Jim Brown
Nicola Manning

Bank:

NatWest
Stevenage Queensway Branch
26-28 Queensway, Town Centre
Stevenage
Herts. SG1 1YW

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STRUCTURE, GOVERNANCE AND MANAGEMENT

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The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO They are appointed on an annual basis at the Annual General Meeting.

At every annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office, but are eligible for re-appointment. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office,

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The constitution allows groups that meet the following criteria to appoint a representative to vote at General Meetings:

1. Local statutory authorities
2. Such voluntary organisations as operates in the area of benefit and satisfy the trustees that they are an independent organisation or branch of an independent national or other organisation

OBJECTIVES AND ACTIVITIES

- (1) promote the benefit of the inhabitants of Old Stevenage and surrounding area (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (2) establish, or secure the establishment, of a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects;
- (3) promote such other charitable purposes as may from time to time be determined.

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

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The Association shall be non-party in politics and non-sectarian in religion

The activities of the Community Association are:-

1. The Community Centre:

This building is used throughout the year by the Stevenage Artists Society and hired to a number of local community groups and organisations. It is also used for fundraising and community events from time to time.

The Community Association has its own website - www.springfieldhousecc.org.uk

The Community Association relies on voluntary help to assist with various activities at the Community Centre. Volunteers have previously provided assistance throughout the year with gardening. There were no volunteers during the year.

ACHIEVEMENTS AND PERFORMANCE

The Community Association measures its performance in terms of quantitative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

The Community Association has three rooms available for hire and the provision of additional services such as use of the kitchen and catering for functions. All of these rooms are regularly hired during weekdays by various local community groups and organisations. Other rooms have been made available for hire as office space for local organisations, as the local need has increased in recent years and the Charity has had to look at ways to increase income streams due to the withdrawal of the local authority grant. Office hours are Monday to Friday, 9.30am to 2.30pm which are within normal working hours of staff. The community centre is also usually fully booked at the weekends for various functions and activities throughout the whole year; the halls are used increasingly by private hirers for weddings/receptions, birthdays and wakes. The extensive garden is also available for hire for outside events/activities.

The activities taking place at the community centre returned to a normal level, following the pandemic and some extensive maintenance works during the summer months last year. There remains a diverse range of hirers from within the local community. We have had many new enquiries for bookings, although the lack of parking for the community centre and local restrictions is a common problem amongst hirers. The community centre returned to providing refreshments at Remembrance Day and the Old Town Christmas lights switch on.

FINANCIAL REVIEW

The attached financial statements show the current state of the finances that the Trustees recognise the need to improve the centre's income to ensure sustainability. Careful regular monitoring is carried out to ensure the Association operates efficiently for the community of Stevenage.

We would like to build up greater reserves so as to ensure stability and security. Our

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

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main risk relates to low reserves. We are working to rectify this. The trustees, committee and centre staff are continuously looking for other funding opportunities and other initiatives for the centre so it can be financially self sufficient.

The committee usually meet on a quarterly basis (an average of 160 hours for the year), receiving reports from the centre manager and treasurer. Stevenage Borough Council officers and local councillors are allocated to the centre and attend meetings to give advice. The prime objective is to increase the number of lettings and keep costs down so the Centre is sustainable. The committee are mindful of regularly reviewing the centre's policies and procedures to ensure good working practice and satisfy Stevenage Borough Council's monitoring requirements.

RESERVES POLICY

The Community Association's reserves policy aims to keep undesignated (general) funds at a level equal to three months budgeted expenditure. The committee consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

At the year end the level of unrestricted reserves was £28,064. The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

The Community Association continues to focus on looking at ways in which it can attract new organisations to hire the premises and therefore provide more diverse skills and activities to local residents.

The Community Association will continue to explore grant funding opportunities and initiatives to allow the centre to become self-sufficient.

The Community Association held a licence to be an approved venue for civil marriages and partnerships until June 2019. The committee has no plans to renew the licence, due to the demands these events have on the small staff team. Springfield House still remains a popular venue for receptions. It will continue to be actively promoted as offering a very traditional and picturesque setting for receptions at an affordable price. The social enterprise of offering ceremonies and receptions has provided a benefit to members of the local community in the beautiful surroundings of Springfield House.

Whilst the lunch club stopped in April 2018, the catering for functions and events remains an optional service and will continue to be promoted to anyone hiring the facilities. There are no plans to re-start the lunch club.

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2024 to 31st March 2025

The Community Association has developed and continues to maintain strong relationships with local networks and will continue to develop working partnerships with other voluntary and statutory organisations.

The centre has hosted regular volunteers in the past who have provided much needed skills in garden maintenance, assistance in the kitchen and helping with functions and events. The Association will continue to offer volunteering opportunities at Springfield House.

The Community Association will continue to host social events for regular service users and participate in local community events throughout the year.

Due to changes with activities at the community centre over the past few years, it was necessary to review the staffing structure in the previous year. Two employees who had previously been sub-contracted to another local charity were transferred permanently and OSCA sub-contract for just the hours that are needed at the community centre. This arrangement has resulted in substantial savings in employer staff costs will continue to help with rebuilding the reserves of the charity.

Approved by the trustees and signed on their behalf by:

Barbara Howard

Date: 29th January 2026

OLD STEVENAGE COMMUNITY ASSOCIATION

REPORT OF INDEPENDENT EXAMINER

For the period from 1st April 2024 to 31st March 2025

I report on the accounts for the year ended 31st March 2025, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and FRS 102 have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated 29th January 2026

Mrs L Cronshaw
1 Washington Meads
Stansted
CM24 8NX

OLD STEVENAGE COMMUNITY ASSOCIATION

Statement of Financial Activities

For the period from 1st April 2024 to 31st March 2025

	Notes	2025		2025	2024
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
Income					
Donations	2	5,739	-	5,739	5,888
Charitable activities	3	62,741	-	62,741	49,978
Other trading activities		-	-	-	-
Investments	4	156	-	156	147
Other	3	1,962	-	1,962	1,764
Total income		70,598	-	70,598	57,778
Expenditure	5				
Raising funds		-	-	-	-
Charitable Activities		67,679	-	67,679	57,107
Other		-	-	-	-
Total resources expended		67,679	-	67,679	57,107
Net income		2,919	-	2,919	671
Funds brought forward		25,145	-	25,145	24,474
Total funds carried forward	13	28,064	-	28,064	25,145

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2024 to 31st March 2025

Balance Sheet as at 31st March 2025

		<u>31st March 2025</u>		<u>31st March 2024</u>
	Note	£	£	
FIXED ASSETS	7		1,187	1,483
CURRENT ASSETS				
Sundry debtors and prepayments	8	939		639
Cash at bank and in hand		32,618		32,116
		<u>33,557</u>		<u>32,754</u>
CURRENT LIABILITIES				
Sundry creditors	9	<u>6,680</u>		<u>9,093</u>
NET CURRENT ASSETS			26,877	23,662
NET ASSETS			<u>28,064</u>	<u>25,145</u>
FUNDS OF THE CHARITY	13			
Unrestricted funds (general funds)			28,064	25,145
Restricted funds			-	-
			<u>28,064</u>	<u>25,145</u>

Approved by the trustees on the 29th January 2026 and signed on their behalf by: Barbara Howard

The notes on pages 9 to 12 form part of these accounts

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2024 to 31st March 2025

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation Policy

All assets costing more than £100 are capitalised.

The cost of tangible assets are their purchase cost, together with any incidental expenses of acquisition.

Depreciation is calculated the reducing balance basis.

The principal annual rates for this purpose are:

Fixtures and fittings	20% reducing balance
Meals/Kitchen assets	20% reducing balance

Funds accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Incoming resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall bookings in a future accounting period, the income is deferred until those periods.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2024 to 31st March 2025

2	Unrestricted	Restricted	2025	2024
Income from donations and legacies			£	
Donations	-	-	-	20
Grants	-	-	-	-
Gifts in kind	5,739	-	5,739	5,888
	<u>5,739</u>	<u>-</u>	<u>5,739</u>	<u>5,908</u>

The charity benefits from the involvement and support of volunteers, details of which are given in the annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

3	Unrestricted	Restricted	2024	2023
Income from charitable activities			£	£
Fundraising	-	-	-	-
Hall Hire	57,263	-	57,263	46,418
Buffets and refreshments	5,478	-	5,478	3,560
Services	-	-	-	780
Chairs	-	-	-	-
Other (HMRC employment allowance)	1,962	-	1,962	1,764
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>64,703</u>	<u>-</u>	<u>64,703</u>	<u>51,743</u>

4	Unrestricted	Restricted	2025	2024
Investment income			£	
Interest	156	-	156	147
	<u>156</u>	<u>-</u>	<u>156</u>	<u>147</u>

5		2025	2024
Analysis of charitable expenditure (unrestricted funds)		£	£
Raising Funds		-	-
Notional rent and rates		5,739	5,888
Food and kitchen supplies		2,278	1,393
Event supplies and equipment		1,011	750
Depreciation		297	371
Community centre costs		18,249	19,046
Support costs		39,706	29,259
Governance costs		450	400
Bank charges		-	-
		<u>67,679</u>	<u>57,107</u>

6		General support	Governance	Total
Analysis of governance and support costs		£	£	£
Salaries, wages and related costs		29,118	-	29,118
General community centre costs		-	-	-
Accountancy fee		-	450	450
AGM expenses		-	-	-
		<u>29,118</u>	<u>450</u>	<u>29,568</u>

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2024 to 31st March 2025

7 Fixed assets	General furniture & equipment	Kitchen furniture & equipment	Total
Cost	£	£	£
At 1 April 2024	33,446	17,214	50,660
Additions	-	-	-
Disposals	-	-	-
At 31 March 2025	<u>33,446</u>	<u>17,214</u>	<u>50,660</u>
Depreciation			
At 1 April 2024	32,921	16,256	49,177
Charge for the year	105	192	297
Eliminated on disposal	-	-	-
At 31 March 2025	<u>33,026</u>	<u>16,447</u>	<u>49,473</u>
Net book values			
At 31 March 2024	<u>525</u>	<u>958</u>	<u>1,483</u>
At 31 March 2025	<u>420</u>	<u>767</u>	<u>1,187</u>

8 Debtors & Prepayments	2025	2024
	£	£
Debtors	282	-
Prepayments:	<u>657</u>	<u>639</u>
	<u>939</u>	<u>639</u>

9 Creditors: Amounts falling due within one year	2025	2024
	£	£
Accruals	1,653	1,573
Income prepayments	-	-
Hall deposits	300	1,475
Other creditors	<u>4,727</u>	<u>6,045</u>
	<u>6,680</u>	<u>9,093</u>

10 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

11 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £29,118.

No employees had benefits in excess of £60,000. The average numbers of paid staff for the year were 2.

12 Related party transactions

Stevenage Borough Council nominates a representative to the trustee board. No funding has been provided by Stevenage Borough Council to assist the charity in carrying out its charitable objectives within this financial year. The total amount of funding in 2023/24 was zero.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2024 to 31st March 2025

13 Fund Analysis

	Balance b/f	Incoming resources	Outgoing resources	Transfers	Balance c/f	Fixed assets	Current assets	Current liabilities	Total
	£	£	£	£	£	£	£	£	£
General (unrestricted)	25,145	70,598	(67,679)	-	28,064	1,187	33,557	(6,680)	28,064
Restricted:	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	25,145	70,598	(67,679)	-	28,064	1,187	33,557	(6,680)	28,064

15 Independent Examiner's Remuneration

Fees of £450 have been accrued for the 2025 examination and preparation of accounts.

OLD STEVENAGE COMMUNITY ASSOCIATION

England & Wales - Charity number 1169829

Accounts

**OLD STEVENAGE COMMUNITY ASSOCIATION
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The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

At the year end the level of unrestricted reserves was £25,145. The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

The Community Association continues to focus on looking at ways in which it can attract new organisations to hire the premises and therefore provide more diverse skills and activities to local residents.

The Community Association will continue to explore grant funding opportunities and initiatives to allow the centre to become self-sufficient.

The Community Association held a licence to be an approved venue for civil marriages and partnerships until June 2019. The committee has no plans to renew the licence, due to the demands these events have on the small staff team. Springfield House still remains a popular venue for receptions. It will continue to be actively promoted as offering a very traditional and picturesque setting for receptions at an affordable price. The social enterprise of offering ceremonies and receptions has provided a benefit to members of the local community in the beautiful surroundings of Springfield House.

Whilst the lunch club stopped in April 2018, the catering for functions and events remains an optional service and will continue to be promoted to anyone hiring the facilities. There are no plans to re-start the lunch club.

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2023 to 31st March 2024

The Community Association has developed and continues to maintain strong relationships with local networks and will continue to develop working partnerships with other voluntary and statutory organisations.

The centre has hosted regular volunteers in the past who have provided much needed skills in garden maintenance, assistance in the kitchen and helping with functions and events. The Association will continue to offer volunteering opportunities at Springfield House.

The Community Association will continue to host social events for regular service users and participate in local community events throughout the year.

Due to changes with activities at the community centre over the past few years, it was necessary to review the staffing structure in the previous year. Two employees who had previously been sub-contracted to another local charity were transferred permanently and OSCA sub-contract for just the hours that are needed at the community centre. This arrangement has resulted in substantial savings in employer staff costs will continue to help with rebuilding the reserves of the charity.

Approved by the trustees and signed on their behalf by:

Barbara Howard

Date: 31st January 2025

OLD STEVENAGE COMMUNITY ASSOCIATION

REPORT OF INDEPENDENT EXAMINER

For the period from 1st April 2023 to 31st March 2024

I report on the accounts for the year ended 31st March 2024, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and FRS 102 have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated 14th January 2025

N Manning

OLD STEVENAGE COMMUNITY ASSOCIATION

Statement of Financial Activities

For the period from 1st April 2023 to 31st March 2024

	Notes	2024		2024	2023
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
Income					
Donations	2	5,888	-	5,888	5,888
Charitable activities	3	49,978	-	49,978	55,692
Other trading activities		-	-	-	-
Investments	4	147	-	147	48
Other	3	1,764	-	1,764	1,634
Total income		57,778	-	57,778	63,263
Expenditure					
	5				
Raising funds		-	-	-	-
Charitable Activities		57,107	-	57,107	58,115
Other		-	-	-	-
Total resources expended		57,107	-	57,107	58,115
Net income		671	-	671	5,148
Funds brought forward		24,474	-	24,474	19,327
Total funds carried forward	13	25,145	-	25,145	24,474

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2023 to 31st March 2024

Balance Sheet as at 31st March 2024

		<u>31st March 2024</u>		<u>31st March 2023</u>
	Note	£	£	
FIXED ASSETS	7		1,483	1,855
CURRENT ASSETS				
Sundry debtors and prepayments	8	639		773
Cash at bank and in hand		32,116		25,437
		<u>32,754</u>		<u>26,210</u>
CURRENT LIABILITIES				
Sundry creditors	9	<u>9,093</u>		<u>3,590</u>
NET CURRENT ASSETS			23,662	22,620
NET ASSETS			<u>25,145</u>	<u>24,474</u>
FUNDS OF THE CHARITY	13			
Unrestricted funds (general funds)			25,145	24,474
Restricted funds			-	-
			<u>25,145</u>	<u>24,474</u>

Approved by the trustees on the 31st January 2025 and signed on their behalf by:

Barbara Howard

The notes on pages 9 to 12 form part of these accounts

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2023 to 31st March 2024

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation Policy

All assets costing more than £100 are capitalised.

The cost of tangible assets are their purchase cost, together with any incidental expenses of acquisition.

Depreciation is calculated the reducing balance basis.

The principal annual rates for this purpose are:

Fixtures and fittings	20% reducing balance
Meals/Kitchen assets	20% reducing balance

Funds accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Incoming resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall bookings in a future accounting period, the income is deferred until those periods.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2023 to 31st March 2024

2	Unrestricted	Restricted	2024	2023
Income from donations and legacies			£	
Donations	-	-	-	20
Grants	-	-	-	-
Gifts in kind	5,888	-	5,888	5,888
	<u>5,888</u>	<u>-</u>	<u>5,888</u>	<u>5,908</u>

The charity benefits from the involvement and support of volunteers, details of which are given in the annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

3	Unrestricted	Restricted	2024	2023
Income from charitable activities			£	£
Fundraising	-	-	-	-
Hall Hire	46,418	-	46,418	52,608
Buffets and refreshments	3,560	-	3,560	2,285
Services	-	-	-	780
Chairs	-	-	-	-
Other (HMRC employment allowance)	1,764	-	1,764	1634
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>51,743</u>	<u>-</u>	<u>51,743</u>	<u>57,307</u>

4	Unrestricted	Restricted	2024	2023
Investment income			£	
Interest	147	-	147	48
	<u>147</u>	<u>-</u>	<u>147</u>	<u>48</u>

5		2024	2023
Analysis of charitable expenditure (unrestricted funds)		£	£
Raising Funds		-	-
Notional rent and rates		5,888	5,888
Food and kitchen supplies		1,393	1,759
Event supplies and equipment		750	650
Depreciation		371	464
Community centre costs		19,046	16,030
Support costs		29,259	32,924
Governance costs		400	400
Bank charges		-	-
		<u>57,107</u>	<u>58,115</u>

6		General support	Governance	Total
Analysis of governance and support costs		£	£	£
Salaries, wages and related costs		29,659	-	29,659
General community centre costs		-	-	-
Accountancy fee		-	400	400
AGM expenses		-	-	-
		<u>29,659</u>	<u>400</u>	<u>30,059</u>

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2023 to 31st March 2024

7 Fixed assets	General furniture & equipment	Kitchen furniture & equipment	Total
Cost	£	£	£
At 1 April 2023	33,446	17,214	50,660
Additions	-	-	-
Disposals	-	-	-
At 31 March 2024	33,446	17,214	50,660
Depreciation			
At 1 April 2023	32,790	16,016	48,806
Charge for the year	131	240	371
Eliminated on disposal	-	-	-
At 31 March 2024	32,921	16,256	49,177
Net book values			
At 31 March 2023	657	1,198	1,855
At 31 March 2024	525	958	1,483

8 Debtors & Prepayments	2024 £	2023 £
Debtors	-	-
Prepayments:	639	773
	639	773

9 Creditors: Amounts falling due within one year	2024 £	2023 £
Accruals	1,573	482
Income prepayments	-	-
Hall deposits	1,475	950
Other creditors	6,045	2,158
	9,093	3,590

10 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

11 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £29,659.

No employees had benefits in excess of £60,000. The average numbers of paid staff for the year were 2.

12 Related party transactions

Stevenage Borough Council nominates a representative to the trustee board. No funding has been provided by Stevenage Borough Council to assist the charity in carrying out its charitable objectives within this financial year. The total amount of funding in 2022/23 was zero.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2023 to 31st March 2024

13 Fund Analysis

	Balance b/f	Incoming resources	Outgoing resources	Transfers	Balance c/f	Fixed assets	Current assets	Current liabilities	Total
	£	£	£	£	£	£	£	£	£
General (unrestricted)	24,474	57,778	(57,107)	-	25,145	1,483	32,754	(9,093)	25,145
Restricted:	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	24,474	57,778	(57,107)	-	25,145	1,483	32,754	(9,093)	25,145

15 Independent Examiner's Remuneration

Fees of £400 have been accrued for the 2024 examination and preparation of accounts.

OLD STEVENAGE COMMUNITY ASSOCIATION

England & Wales - Charity number 1169829

Accounts

**OLD STEVENAGE COMMUNITY ASSOCIATION
CHARITABLE INCORPORATED ORGANISATION
REGISTERED CHARITY NO. 1169829**

**ANNUAL REPORT AND ACCOUNTS
FOR THE PERIOD FROM 1st April 2022 TO 31ST MARCH 2023**

OLD STEVENAGE COMMUNITY ASSOCIATION

For the period from 1st April 2022 to 31st March 2023

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OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2022 to 31st March 2023

REFERENCE AND ADMINISTRATION

Registered Charity Name: Old Stevenage Community Association

Registered Charity Number: 1169829

Principal Office: 24 High Street
Stevenage
Herts.
SG1 3EJ

Trustees and Committee: Pamela Gallagher
Barbara Howard
Gregory Metcalf
Richard Mott
Anne-Marie Smith
Jim Brown

Bank: NatWest
Stevenage Queensway Branch
26-28 Queensway, Town Centre
Stevenage
Herts. SG1 1YW

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2022 to 31st March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is a Charitable Incorporated Organisation (the CIO) governed according to the Constitution dated 28th June 2013. It was established on 21st October 2016 to take forward the work of the Unincorporated Association registered charity number 308003.

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO They are appointed on an annual basis at the Annual General Meeting.

At every annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office, but are eligible for re-appointment. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office,

The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or re-appointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;

The constitution allows groups that meet the following criteria to appoint a representative to vote at General Meetings:

1. Local statutory authorities
2. Such voluntary organisations as operates in the area of benefit and satisfy the trustees that they are an independent organisation or branch of an independent national or other organisation

OBJECTIVES AND ACTIVITIES

- (1) promote the benefit of the inhabitants of Old Stevenage and surrounding area (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (2) establish, or secure the establishment, of a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects;
- (3) promote such other charitable purposes as may from time to time be determined.

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2022 to 31st March 2023

The Association shall be non-party in politics and non-sectarian in religion

The activities of the Community Association are:-

1. The Community Centre:

This building is used throughout the year by the Stevenage Artists Society and hired to a number of local community groups and organisations. It is also used for fundraising and community events from time to time.

The Community Association has its own website - www.springfieldhousecc.org.uk

The Community Association relies on voluntary help to assist with various activities at the Community Centre. Volunteers have previously provided assistance throughout the year with gardening. There were no volunteers during the year.

ACHIEVEMENTS AND PERFORMANCE

The Community Association measures its performance in terms of quantitative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

The Community Association has three rooms available for hire and the provision of additional services such as use of the kitchen. All of these rooms are regularly hired during weekdays by various local community groups and organisations. Other rooms have been made available for hire as office space for local organisations, as the local need has increased in recent years and the Charity has had to look at ways to increase income streams due to the withdrawal of the local authority grant. Office hours are Monday to Friday, 9.30am to 2.30pm which are within normal working hours of staff. The community centre is also usually fully booked at the weekends for various functions and activities throughout the whole year; the halls are used increasingly by private hirers for weddings/receptions, birthdays and wakes. The extensive garden is also available for hire for outside events/activities.

The activities taking place at the community centre have returned to a normal level, following the pandemic, and maintain a diverse range of hirers from within the local community. We have had many new enquiries for bookings, although the lack of parking for the community centre and local restrictions is a common problem amongst hirers. The community centre returned to providing refreshments at Remembrance Day and the Old Town Christmas lights switch on.

FINANCIAL REVIEW

The attached financial statements show the current state of the finances that the Trustees recognise the need to improve the centre's income to ensure sustainability. Careful regular monitoring is carried out to ensure the Association operates efficiently for the community of Stevenage.

We would like to build up greater reserves so as to ensure stability and security. Our main risk relates to low reserves. We are working to rectify this. The trustees,

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2022 to 31st March 2023

committee and centre staff are continuously looking for other funding opportunities and other initiatives for the centre so it can be financially self sufficient.

The committee usually meet on a quarterly basis (an average of 160 hours for the year), receiving reports from the centre manager and treasurer. Stevenage Borough Council officers and local councillors are allocated to the centre and attend meetings to give advice. The prime objective is to increase the number of lettings and keep costs down so the Centre is sustainable. The committee are mindful of regularly reviewing the centre's policies and procedures to ensure good working practice and satisfy Stevenage Borough Council's monitoring requirements.

RESERVES POLICY

The Community Association's reserves policy aims to keep undesignated (general) funds at a level equal to three months budgeted expenditure. The committee consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

At the year end the level of unrestricted reserves was £24,474. The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

The Community Association continues to focus on looking at ways in which it can attract new organisations to hire the premises and therefore provide more diverse skills and activities to local residents.

The Community Association will continue to explore grant funding opportunities and initiatives to allow the centre to become self-sufficient.

The Community Association held a licence to be an approved venue for civil marriages and partnerships until June 2019. The committee has no plans to renew the licence, due to the demands these events have on the small staff team. Springfield House still remains a popular venue for receptions. It will continue to be actively promoted as offering a very traditional and picturesque setting for receptions at an affordable price. The social enterprise of offering ceremonies and receptions has provided a benefit to members of the local community in the beautiful surroundings of Springfield House.

Whilst the lunch club stopped in April 2018, the catering for functions and events remains an optional service and will continue to be promoted to anyone hiring the facilities. There are no plans to re-start the lunch club.

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2022 to 31st March 2023

The Community Association has developed and continues to maintain strong relationships with local networks and will continue to develop working partnerships with other voluntary and statutory organisations.

The centre has hosted regular volunteers in the past who have provided much needed skills in garden maintenance, assistance in the kitchen and helping with functions and events. The Association will continue to offer volunteering opportunities at Springfield House.

The Community Association will continue to host social events for regular service users and participate in local community events throughout the year.

Due to changes with activities at the community centre over the past few years, it was necessary to review the staffing structure in the previous year. Two employees who had previously been sub-contracted to another local charity were transferred permanently and OSCA sub-contract for just the hours that are needed at the community centre. This arrangement has resulted in substantial savings in employer staff costs will continue to help with rebuilding the reserves of the charity.

Approved by the trustees and signed on their behalf by:

Barbara Howard

Date: 30th January 2024

OLD STEVENAGE COMMUNITY ASSOCIATION

REPORT OF INDEPENDENT EXAMINER

For the period from 1st April 2022 to 31st March 2023

I report on the accounts for the year ended 31st March 2023, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and FRS 102 have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated 30th January 2024

N Manning

OLD STEVENAGE COMMUNITY ASSOCIATION

Statement of Financial Activities

For the period from 1st April 2022 to 31st March 2023

	Notes	2023		2023	2022
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
Income					
Donations	2	5,888	-	5,888	6,928
Charitable activities	3	55,692	-	55,692	65,947
Other trading activities		-	-	-	-
Investments	4	48	-	48	1
Other	3	1,634	-	1,634	3,554
Total income		63,263	-	63,263	75,431
Expenditure					
	5				
Raising funds		-	-	-	-
Charitable Activities		58,115	-	58,115	83,964
Other		-	-	-	-
Total resources expended		58,115	-	58,115	83,964
Net income		5,148	-	5,148	(7,553)
Funds brought forward		19,327	-	19,327	26,860
Total funds carried forward	13	24,474	-	24,474	19,327

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2022 to 31st March 2023

Balance Sheet as at 31st March 2023

		<u>31st March 2023</u>		<u>31st March 2022</u>
	Note	£	£	
FIXED ASSETS	7		1,855	2,318
CURRENT ASSETS				
Sundry debtors and prepayments	8	773		2,577
Cash at bank and in hand		25,437		21,165
		<u>26,210</u>		<u>23,741</u>
CURRENT LIABILITIES				
Sundry creditors	9	<u>3,590</u>		<u>6,733</u>
NET CURRENT ASSETS			22,620	17,009
NET ASSETS			<u>24,474</u>	<u>19,327</u>
FUNDS OF THE CHARITY	13			
Unrestricted funds (general funds)			24,474	19,327
Restricted funds			-	-
			<u>24,474</u>	<u>19,327</u>

Approved by the trustees on the 30th January 2024 and signed on their behalf by:

Barbara Howard

The notes on pages 9 to 12 form part of these accounts

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2022 to 31st March 2023

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation Policy

All assets costing more than £100 are capitalised.

The cost of tangible assets are their purchase cost, together with any incidental expenses of acquisition.

Depreciation is calculated the reducing balance basis.

The principal annual rates for this purpose are:

Fixtures and fittings	20% reducing balance
Meals/Kitchen assets	20% reducing balance

Funds accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Incoming resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall bookings in a future accounting period, the income is deferred until those periods.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2022 to 31st March 2023

2	Unrestricted	Restricted	2023	2022
Income from donations and legacies			£	
Donations	20	-	20	-
Grants	-	-	-	3,767
Gifts in kind	5,888	-	5,888	6,928
	<u>5,908</u>	<u>-</u>	<u>5,908</u>	<u>10,695</u>

The charity benefits from the involvement and support of volunteers, details of which are given in the annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

3	Unrestricted	Restricted	2023	2022
Income from charitable activities			£	£
Fundraising	-	-	-	-
Hall Hire	52,608	-	52,608	48,437
Buffets and refreshments	2,285	-	2,285	4,960
Services	780	-	780	8,784
Chairs	-	-	-	-
Other (HMRC employment allowance)	1,634	-	1,634	3,554
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>57,307</u>	<u>-</u>	<u>57,307</u>	<u>65,735</u>

4	Unrestricted	Restricted	2023	2022
Investment income			£	
Interest	48	-	48	1
	<u>48</u>	<u>-</u>	<u>48</u>	<u>1</u>

5		2023	2022
Analysis of charitable expenditure (unrestricted funds)		£	£
Raising Funds		-	-
Notional rent and rates		5,888	6,528
Food and kitchen supplies		1,759	1,789
Event supplies and equipment		650	788
Depreciation		464	580
Community centre costs		16,030	17,187
Support costs		32,924	55,993
Governance costs		400	400
Bank charges		-	-
		<u>58,115</u>	<u>83,264</u>

6		General support	Governance	Total
Analysis of governance and support costs		£	£	£
Salaries, wages and related costs		22,800	-	22,800
General community centre costs		10,124	-	10,124
Accountancy fee		-	400	400
AGM expenses		-	-	-
		<u>32,924</u>	<u>400</u>	<u>33,324</u>

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2022 to 31st March 2023

7 Fixed assets	General furniture & equipment	Kitchen furniture & equipment	Total
Cost	£	£	£
At 1 April 2022	33,446	17,214	50,660
Additions	-	-	-
Disposals	-	-	-
At 31 March 2023	<u>33,446</u>	<u>17,214</u>	<u>50,660</u>
Depreciation			
At 1 April 2022	32,626	15,717	48,342
Charge for the year	164	299	464
Eliminated on disposal	-	-	-
At 31 March 2023	<u>32,790</u>	<u>16,016</u>	<u>48,806</u>
Net book values			
At 31 March 2022	<u>821</u>	<u>1,497</u>	<u>2,318</u>
At 31 March 2023	<u>657</u>	<u>1,198</u>	<u>1,855</u>

8 Debtors & Prepayments	2023	2022
	£	£
Debtors	-	455
Prepayments:	<u>773</u>	<u>2,121</u>
	<u>773</u>	<u>2,577</u>

9 Creditors: Amounts falling due within one year	2023	2022
	£	£
Accruals	482	437
Income prepayments	-	1,335
Hall deposits	950	950
Other creditors	<u>2,158</u>	<u>4,011</u>
	<u>3,590</u>	<u>6,733</u>

10 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

11 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £22,800.

No employees had benefits in excess of £60,000. The average numbers of paid staff for the year were 2.

12 Related party transactions

Stevenage Borough Council nominates a representative to the trustee board. No funding has been provided by Stevenage Borough Council to assist the charity in carrying out its charitable objectives within this financial year. The total amount of funding in 2021/22 was zero.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2022 to 31st March 2023

13 Fund Analysis

	Balance b/f	Incoming resources	Outgoing resources	Transfers	Balance c/f	Fixed assets	Current assets	Current liabilities	Total
	£	£	£	£	£	£	£	£	£
General (unrestricted)	19,327	63,263	(58,115)	-	24,474	1,855	26,210	(3,590)	24,474
Restricted:	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	19,327	63,263	(58,115)	-	24,474	1,855	26,210	(3,590)	24,474

15 Independent Examiner's Remuneration

Fees of £400 have been accrued for the 2023 examination and preparation of accounts.

OLD STEVENAGE COMMUNITY ASSOCIATION

England & Wales - Charity number 1169829

Accounts

OLD STEVENAGE COMMUNITY ASSOCIATION
CHARITABLE INCORPORATED ORGANISATION
REGISTERED CHARITY NO. 1169829

ANNUAL REPORT AND ACCOUNTS
FOR THE PERIOD FROM 1st April 2021 TO 31ST MARCH 2022

OLD STEVENAGE COMMUNITY ASSOCIATION

For the period from 1st April 2021 to 31st March 2022

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OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2021 to 31st March 2022

REFERENCE AND ADMINISTRATION

Registered Charity Name: Old Stevenage Community Association

Registered Charity Number: 1169829

Principal Office: 24 High Street
Stevenage
Herts.
SG1 3EJ

Trustees and Committee: Barbara Howard
Gregory Metcalf
Richard Mott
Anne-Marie Smith
Nicola Manning
Jim Brown
Pamela Gallagher

Bank:

NatWest
Stevenage Queensway Branch
26-28 Queensway, Town Centre
Stevenage
Herts. SG1 1YW

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2021 to 31st March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is a Charitable Incorporated Organisation (the CIO) governed according to the Constitution dated 28th June 2013. It was established on 21st October 2016 to take forward the work of the Unincorporated Association registered charity number 308003.

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO They are appointed on an annual basis at the Annual General Meeting.

At every annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office, but are eligible for re-appointment. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office,

The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or re-appointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;

The constitution allows groups that meet the following criteria to appoint a representative to vote at General Meetings:

1. Local statutory authorities
2. Such voluntary organisations as operates in the area of benefit and satisfy the trustees that they are an independent organisation or branch of an independent national or other organisation

OBJECTIVES AND ACTIVITIES

- (1) promote the benefit of the inhabitants of Old Stevenage and surrounding area (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (2) establish, or secure the establishment, of a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects;
- (3) promote such other charitable purposes as may from time to time be determined.

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2021 to 31st March 2022

The Association shall be non-party in politics and non-sectarian in religion

The activities of the Community Association are:-

1. The Community Centre:

This building is used throughout the year by the Stevenage Artists Society and hired to a number of local community groups and organisations. It is also used for fundraising and community events from time to time.

The Community Association has its own website - www.springfieldhousecc.org.uk

The Community Association relies on voluntary help to assist with various activities at the Community Centre. Volunteers have provided 50 hours assistance throughout the year with gardening. Due to the community centre being closed or restricted access throughout the year due COVID-19 regulations volunteers have not been required in the usual way.

ACHIEVEMENTS AND PERFORMANCE

The Community Association measures its performance in terms of quantitative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

The Community Association has three rooms available for hire and the provision of additional services such as use of the kitchen. All of these rooms are regularly hired during weekdays by various local community groups and organisations. Other rooms have been made available for hire as office space for local organisations, as the local need has increased in recent years and the Charity has had to look at ways to increase income streams due to the withdrawal of the local authority grant. Office hours are Monday to Friday, 9.30am to 2.30pm which are within normal working hours of staff. The community centre is also usually fully booked at the weekends for various functions and activities throughout the whole year; the halls are used increasingly by private hirers for weddings/receptions, birthdays and wakes. The extensive garden is also available for hire for outside events/activities.

The community centre is usually involved in Remembrance Day and the Old Town Christmas lights switch on. This year, due to continued COVID-19 restrictions Remembrance Day remained a smaller event and there was no public Christmas lights switch on. The restrictions on social activities have had an enormous impact on income again this year, with many groups easing back slowly and private functions being cancelled due to the uncertainties.

FINANCIAL REVIEW

The attached financial statements show the current state of the finances that the Trustees recognise the need to improve the centre's income to ensure sustainability. Careful regular monitoring is carried out to ensure the Association operates efficiently for the community of Stevenage.

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2021 to 31st March 2022

We would like to build up greater reserves so as to ensure stability and security. Our main risk relates to low reserves. We are working to rectify this. The trustees, committee and centre staff are continuously looking for other funding opportunities and other initiatives for the centre so it can be financially self sufficient.

The committee usually meet on a 6 week basis (an average of 160 hours for the year), receiving reports from the centre manager and treasurer. Stevenage Borough Council officers and local councillors are allocated to the centre and attend meetings to give advice. The prime objective is to increase the number of lettings and keep costs down so the Centre is sustainable. The committee are mindful of regularly reviewing the centre's policies and procedures to ensure good working practice and satisfy Stevenage Borough Council's monitoring requirements.

Due to COVID-19 restrictions continuing into this year, the number of meetings has been reduced. The Chair and Centre Manager have kept in regular contact with regards to the running of the community centre.

RESERVES POLICY

The Community Association's reserves policy aims to keep undesignated (general) funds at a level equal to three months budgeted expenditure. The committee consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

At the year end the level of unrestricted reserves was £19,327. The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

The Community Association continues to focus on looking at ways in which it can attract new organisations to hire the premises and therefore provide more diverse skills and activities to local residents.

The Community Association will continue to explore grant funding opportunities and initiatives to allow the centre to become self-sufficient.

The Community Association held a licence to be an approved venue for civil marriages and partnerships until June 2019. The committee has no plans to renew the licence, due to the demands these events have on the small staff team. Springfield House still remains a popular venue for receptions. It will continue to be actively promoted as offering a very traditional and picturesque setting for receptions at an affordable price. The social enterprise of offering ceremonies and receptions has provided a benefit to members of the local community in the beautiful surroundings of

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2021 to 31st March 2022

Springfield House.

Whilst the lunch club stopped in April 2018, the catering for functions and events remains an optional service and will continue to be promoted to anyone hiring the facilities. There are no plans to re-start the lunch club.

The Community Association has developed and continues to maintain strong relationships with local networks and will continue to develop working partnerships with other voluntary and statutory organisations.

The centre has hosted regular volunteers in the past who have provided much needed skills in garden maintenance, assistance in the kitchen and helping with functions and events. The Association will continue to offer volunteering opportunities at Springfield House.

The Community Association will continue to host social events for regular service users and participate in local community events throughout the year.

Due to changes with activities at the community centre over the past few years, it has been necessary to review the staffing structure during the year. Two employees who had previously been sub-contracted to another local charity have now been transferred permanently and OSCA will sub-contract for just the hours that are needed. It is hoped that the savings in employer staff costs will help with rebuilding the reserves of the charity.

Statement regarding COVID-19 pandemic: the community centre closed for all activities with effect from 20th March 2020 due to the national lockdown. Government restrictions affecting the activities of the community centre and its service users continued into this year and has once again affected income greatly. The Government furlough scheme was accessed until it ended in September 2021. The situation continues to be monitored closely, however the community centre has now returned to the normal operating conditions with slightly reduced capacity for health and safety reasons.

Approved by the trustees and signed on their behalf by:

Pamela Gallagher

Date: 24/11/2022

OLD STEVENAGE COMMUNITY ASSOCIATION

REPORT OF INDEPENDENT EXAMINER

For the period from 1st April 2021 to 31st March 2022

I report on the accounts for the year ended 31st March 2022, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and FRS 102have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated 24/11/2022

J Millard

OLD STEVENAGE COMMUNITY ASSOCIATION

Statement of Financial Activities

For the period from 1st April 2021 to 31st March 2022

	Notes	2022		2022	2021
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
Income					
Donations	2	6,928	-	6,928	7,312
Charitable activities	3	65,947	-	65,947	60,927
Other trading activities		-	-	-	-
Investments	4	1	-	1	4
Other	3	3,554	-	3,554	3,366
Total income		76,431	-	76,431	71,609
Expenditure					
	5				
Raising funds		-	-	-	-
Charitable Activities		83,264	700	83,964	78,849
Other		-	-	-	-
Total resources expended		83,264	700	83,964	78,849
Net income		(6,833)	(700)	(7,533)	(7,240)
Funds brought forward		26,160	700	26,860	34,100
Total funds carried forward	13	19,327	-	19,327	26,860

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2021 to 31st March 2022

Balance Sheet as at 31st March 2022

		<u>31st March 2022</u>		<u>31st March 2021</u>
	Note	£	£	
FIXED ASSETS	7		2,318	2,898
CURRENT ASSETS				
Sundry debtors and prepayments	8	2,577		1,719
Cash at bank and in hand		21,165		26,984
		<u>23,741</u>		<u>28,703</u>
CURRENT LIABILITIES				
Sundry creditors	9	<u>6,733</u>		<u>4,740</u>
NET CURRENT ASSETS			17,009	23,962
NET ASSETS			<u>19,327</u>	<u>26,860</u>
FUNDS OF THE CHARITY	13			
Unrestricted funds (general funds)			19,327	26,160
Restricted funds			-	700
			<u>19,327</u>	<u>26,860</u>

Approved by the trustees on the and signed on their behalf by:

Pamela Gallagher

The notes on pages 9 to 12 form part of these accounts

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2021 to 31st March 2022

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation Policy

All assets costing more than £100 are capitalised.

The cost of tangible assets are their purchase cost, together with any incidental expenses of acquisition.

Depreciation is calculated the reducing balance basis.

The principal annual rates for this purpose are:

Fixtures and fittings	20% reducing balance
Meals/Kitchen assets	20% reducing balance

Funds accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Incoming resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall bookings in a future accounting period, the income is deferred until those periods.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2021 to 31st March 2022

2	Unrestricted	Restricted	2022	2021
Income from donations and legacies			£	
Donations	-	-	-	-
Grants	3,767	-	3,767	26,391
Gifts in kind	6,928	-	6,928	7,312
	<u>10,695</u>	<u>-</u>	<u>10,695</u>	<u>33,703</u>

The charity benefits from the involvement and support of volunteers, details of which are given in the annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

3	Unrestricted	Restricted	2022	2021
Income from charitable activities			£	£
Fundraising	-	-	-	-
Hall Hire	48,437	-	48,437	19,884
Luncheon club, buffets and refreshments	4,960	-	4,960	-
Services	8,784	-	8,784	14,651
Chairs	-	-	-	-
Other (HMRC employment allowance)	3,554	-	3,554	3,366
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>65,735</u>	<u>-</u>	<u>65,735</u>	<u>37,901</u>

4	Unrestricted	Restricted	2022	2021
Investment income			£	
Interest	<u>1</u>	<u>-</u>	<u>1</u>	<u>4</u>
	<u>1</u>	<u>-</u>	<u>1</u>	<u>4</u>

5		2022	2021
Analysis of charitable expenditure (unrestricted funds)		£	£
Raising Funds		-	-
Notional rent and rates		6,528	6,912
Food and kitchen supplies		1,789	10
Event supplies and equipment		788	-
Depreciation		580	724
Community centre costs		17,187	15,917
Support costs		55,993	54,886
Governance costs		400	400
Bank charges		-	-
		<u>83,264</u>	<u>78,849</u>

6		General support	Governance	Total
Analysis of governance and support costs		£	£	£
Salaries, wages and related costs		55,953	-	55,953
General community centre costs		40	-	40
Accountancy fee		-	400	400
AGM expenses		-	-	-
		<u>55,993</u>	<u>400</u>	<u>56,393</u>

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2021 to 31st March 2022

7 Fixed assets	General furniture & equipment	Kitchen furniture & equipment	Total
Cost	£	£	£
At 1 April 2021	33,446	17,214	50,660
Additions	-	-	-
Disposals	-	-	-
At 31 March 2022	<u>33,446</u>	<u>17,214</u>	<u>50,660</u>
Depreciation			
At 1 April 2021	32,420	15,342	47,763
Charge for the year	205	374	580
Eliminated on disposal	-	-	-
At 31 March 2022	<u>32,626</u>	<u>15,717</u>	<u>48,342</u>
Net book values			
At 31 March 2021	<u>1,026</u>	<u>1,871</u>	<u>2,898</u>
At 31 March 2022	<u>821</u>	<u>1,497</u>	<u>2,318</u>

8 Debtors & Prepayments	2022	2021
	£	£
Debtors	455	957
Prepayments:	<u>2,121</u>	<u>762</u>
	<u>2,577</u>	<u>1,719</u>

9 Creditors: Amounts falling due within one year	2022	2021
	£	£
Accruals	437	425
Income prepayments	1,335	930
Hall deposits	950	200
Other creditors	<u>4,011</u>	<u>2,541</u>
	<u>6,733</u>	<u>4,740</u>

10 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

11 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £51,817.

No employees had benefits in excess of £60,000. The average numbers of paid staff for the year were 3.

12 Related party transactions

Stevenage Borough Council nominates a representative to the trustee board. No funding has been provided by Stevenage Borough Council to assist the charity in carrying out its charitable objectives within this financial year. The total amount of funding in 2020/21 amounted to £600, included in the financial statements under income from charitable activities.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2021 to 31st March 2022

13 Fund Analysis

	Balance b/f	Incoming resources	Outgoing resources	Transfers	Balance c/f	Fixed assets	Current assets	Current liabilities	Total
	£	£	£	£	£	£	£	£	£
General (unrestricted)	26,160	76,431	(83,264)	-	19,327	2,318	23,741	(6,733)	19,327
Restricted:	700								
SBC – shed	-	-	(700)	-	-	-	-	-	-
	26,860	76,431	(83,964)	-	19,327	2,318	23,741	(6,733)	19,327

- A grant was given from the SBC Locality Budget in 2019/20 for the purchase of a new shed – this had been delayed due to issues relating to the pandemic but has now been purchased.

15 Independent Examiner's Remuneration

Fees of £400 have been accrued for the 2022 examination and preparation of accounts.

OLD STEVENAGE COMMUNITY ASSOCIATION

England & Wales - Charity number 1169829

Accounts

**OLD STEVENAGE COMMUNITY ASSOCIATION
CHARITABLE INCORPORATED ORGANISATION
REGISTERED CHARITY NO. 1169829**

**ANNUAL REPORT AND ACCOUNTS
FOR THE PERIOD FROM 1st April 2020 TO 31ST MARCH 2021**

OLD STEVENAGE COMMUNITY ASSOCIATION

For the period from 1st April 2020 to 31st March 2021

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OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2020 to 31st March 2021

REFERENCE AND ADMINISTRATION

Registered Charity Name: Old Stevenage Community Association

Registered Charity Number: 1169829

Principal Office: 24 High Street
Stevenage
Herts.
SG1 3EJ

Trustees and Committee: Pamela Gallagher
Barbara Howard
Gregory Metcalf
Richard Mott
Anne-Marie Smith

Bank: NatWest
Stevenage Queensway Branch
26-28 Queensway, Town Centre
Stevenage
Herts. SG1 1YW

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2020 to 31st March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is a Charitable Incorporated Organisation (the CIO) governed according to the Constitution dated 28th June 2013. It was established on 21st October 2016 to take forward the work of the Unincorporated Association registered charity number 308003.

The individual member trustees and Honorary Officers are elected or appointed on an annual basis at the Annual General Meeting. In the event of a vacancy occurring within the Honorary Officers the trustees can fill the vacancy from the committee membership.

The constitution allows groups that meet the following criteria to appoint a representative to be a member of the committee:

1. Local statutory authorities and such voluntary organisations as operates in the area of benefit and satisfy the Committee that they are an independent organisation or branch of an independent national or other organisation.
2. Sections shall be such groups, with permission of committee, be formed within the Association among the individual members for the furtherance of a common activity. Groups that currently meet these criteria are:
 - Stevenage Borough Council
 - Haven First
 - British Legion
 - Bridge Club

All members of the Committee must retire annually but are eligible for reappointment

OBJECTIVES AND ACTIVITIES

The objects of the Community Association are:-

To promote the benefit of the inhabitants Old Stevenage and the neighbourhood without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory in the maintenance and management of such a Centre for activities promoted by the Association and its constitute bodies in furtherance of the above objects.

The activities of the Community Association are:-

1. The Community Centre:

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2020 to 31st March 2021

This building is used throughout the year by the Stevenage Artists Society and hired to a number of local community groups and organisations. It is also used for fundraising and community events from time to time.

The Community Association has its own website - www.springfieldhousecc.org.uk

The Community Association relies on voluntary help to assist with various activities at the Community Centre. Volunteers have provided 50 hours assistance throughout the year with gardening. Due to the community centre being closed or restricted access throughout the year due COVID-19 regulations volunteers have not been required in the usual way.

ACHIEVEMENTS AND PERFORMANCE

The Community Association measures its performance in terms of quantitative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

The Community Association has three rooms available for hire and the provision of additional services such as use of the kitchen. All of these rooms are regularly hired during weekdays by various local community groups and organisations. Other rooms have been made available for hire as office space for local organisations, as the local need has increased in recent years and the Charity has had to look at ways to increase income streams due to the withdrawal of the local authority grant. Office hours are Monday to Friday, 9.30am to 2.30pm which are within normal working hours of staff. The community centre is also usually fully booked at the weekends for various functions and activities throughout the whole year; the halls are used increasingly by private hirers for weddings/receptions, birthdays and wakes. The extensive garden is also available for hire for outside events/activities.

The community centre is usually involved in Remembrance Day and the Old Town Christmas lights switch on. This year, due to COVID-19 restrictions Remembrance Day was a private and small event and there was no event for the Christmas lights switch on. The restrictions on social activities have had an enormous impact on income this year, with many groups not able to meet and private functions being cancelled.

FINANCIAL REVIEW

The attached financial statements show the current state of the finances that the Trustees recognise the need to improve the centre's income to ensure sustainability. Careful regular monitoring is carried out to ensure the Association operates efficiently for the community of Stevenage.

We would like to build up greater reserves so as to ensure stability and security. Our main risk relates to low reserves. We are working to rectify this. The trustees, committee and centre staff are continuously looking for other funding opportunities and other initiatives for the centre so it can be financially self sufficient.

The committee usually meet on a 6 week basis (an average of 160 hours for the year),

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2020 to 31st March 2021

receiving reports from the centre manager and treasurer. Stevenage Borough Council officers and local councillors are allocated to the centre and attend meetings to give advice. The prime objective is to increase the number of lettings and keep costs down so the Centre is sustainable. The committee are mindful of regularly reviewing the centre's policies and procedures to ensure good working practice and satisfy Stevenage Borough Council's monitoring requirements.

Due to COVID-19 restrictions throughout this year, the number of meetings has been reduced. The Chair and Centre Manager have kept in regular contact with regards to the running of the community centre.

RESERVES POLICY

The Community Association's reserves policy aims to keep undesignated (general) funds at a level equal to three months budgeted expenditure. The committee consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

At the year end the level of unrestricted reserves was £26,160. The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

The Community Association continues to focus on looking at ways in which it can attract new organisations to hire the premises and therefore provide more diverse skills and activities to local residents.

The Community Association will continue to explore grant funding opportunities and initiatives to allow the centre to become self-sufficient.

The Community Association held a licence to be an approved venue for civil marriages and partnerships until June 2019. The committee has no plans to renew the licence, due to the demands these events have on the small staff team. Springfield House still remains a popular venue for receptions. It will continue to be actively promoted as offering a very traditional and picturesque setting for receptions at an affordable price. The social enterprise of offering ceremonies and receptions has provided a benefit to members of the local community in the beautiful surroundings of Springfield House.

Whilst the lunch club stopped in April 2018, the catering for functions and events remains an optional service and will continue to be promoted to anyone hiring the facilities. There are no plans to re-start the lunch club.

OLD STEVENAGE COMMUNITY ASSOCIATION

Trustees Annual Report

For the period from 1st April 2020 to 31st March 2021

The Community Association has developed and continues to maintain strong relationships with local networks and will continue to develop working partnerships with other voluntary and statutory organisations.

The centre has hosted regular volunteers who have provided much needed skills in garden maintenance, assistance in the kitchen and helping with functions and events. The Association will continue to offer volunteering opportunities at Springfield House.

The Community Association will continue to host social events for regular service users and participate in local community events throughout the year.

Statement regarding COVID-19 pandemic: the community centre closed for all activities with effect from 20th March 2020 due to the national lockdown. Government restrictions affecting the activities of the community centre and its service users continued throughout the year and affected income greatly. Government support grants were received over the year and the charity was able to use the furlough scheme when it was re-introduced later in the year. The situation continues to be monitored closely and the community centre will be available to its users as and when regulations allow, with the aim of returning to the normal operating conditions when the restrictions have been removed.

Approved by the trustees and signed on their behalf by:

Barbara Howard

Date: 17/1/2022

OLD STEVENAGE COMMUNITY ASSOCIATION

REPORT OF INDEPENDENT EXAMINER

For the period from 1st April 2020 to 31st March 2021

I report on the accounts for the year ended 31st March 2021, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and FRS 102have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated 17th January 2022

J Millard

OLD STEVENAGE COMMUNITY ASSOCIATION

Statement of Financial Activities

For the period from 1st April 2020 to 31st March 2021

	Notes	2021		2021	2020
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
Income					
Donations	2	7,312	-	7,312	11,324
Charitable activities	3	59,327	1,600	60,927	93,263
Other trading activities		-	-	-	-
Investments	4	4	-	4	12
Other	3	3,366	-	3,366	3,000
Total income		70,009	1,600	71,609	107,599
Expenditure					
	5				
Raising funds		-	-	-	-
Charitable Activities		77,249	1,600	78,849	81,452
Other		-	-	-	-
Total resources expended		77,249	1,600	78,849	81,452
Net income		(7,240)	-	(7,240)	26,147
Funds brought forward		33,400	700	34,100	7,953
Total funds carried forward	13	26,160	700	26,860	34,100

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2020 to 31st March 2021

Balance Sheet as at 31st March 2021

		<u>31st March 2021</u>		<u>31st March 2020</u>
	Note	£	£	
FIXED ASSETS	7		2,898	3,622
CURRENT ASSETS				
Sundry debtors and prepayments	8	1,719		1,152
Cash at bank and in hand		26,984		36,552
		<u>28,703</u>		<u>37,704</u>
CURRENT LIABILITIES				
Sundry creditors	9	<u>4,740</u>		<u>7,226</u>
NET CURRENT ASSETS			23,962	30,478
NET ASSETS			<u>26,860</u>	<u>34,100</u>
FUNDS OF THE CHARITY	13			
Unrestricted funds (general funds)			26,160	33,400
Restricted funds			700	700
			<u>26,860</u>	<u>34,100</u>

Approved by the trustees on the and signed on their behalf by:

Barbara Howard

The notes on pages 9 to 12 form part of these accounts

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2020 to 31st March 2021

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation Policy

All assets costing more than £100 are capitalised.

The cost of tangible assets are their purchase cost, together with any incidental expenses of acquisition.

Depreciation is calculated the reducing balance basis.

The principal annual rates for this purpose are:

Fixtures and fittings	20% reducing balance
Meals/Kitchen assets	20% reducing balance

Funds accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Incoming resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall bookings in a future accounting period, the income is deferred until those periods.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2020 to 31st March 2021

2	Unrestricted	Restricted	2021	2020
Income from donations and legacies			£	
Donations	-	-	-	1,240
Grants	24,791	1,600	26,391	3,280
Gifts in kind	7,312	-	7,312	6,804
	<u>32,103</u>	<u>1,600</u>	<u>33,703</u>	<u>11,324</u>

The charity benefits from the involvement and support of volunteers, details of which are given in the annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

3	Unrestricted	Restricted	2021	2020
Income from charitable activities			£	£
Fundraising	-	-	-	60
Hall Hire	19,884	-	19,884	80,671
Luncheon club and refreshments	-	-	-	6,239
Services	14,651	-	14,651	6,292
Chairs	-	-	-	-
Other (HMRC employment allowance)	3,366	-	3,366	3,000
	-	-	-	-
	<u>37,901</u>	<u>-</u>	<u>37,901</u>	<u>96,263</u>

4	Unrestricted	Restricted	2021	2020
Investment income			£	
Interest	4	-	4	12
	<u>4</u>	<u>-</u>	<u>4</u>	<u>12</u>

5		2021	2020
Analysis of charitable expenditure (unrestricted funds)		£	£
Raising Funds		-	16
Notional rent and rates		6,912	6,804
Food and kitchen supplies		10	2,553
Event supplies and equipment		-	419
Depreciation		724	906
Community centre costs		15,917	14,884
Support costs		54,886	54,331
Governance costs		400	400
Bank charges		-	-
		<u>78,849</u>	<u>80,313</u>

6		General support	Governance	Total
Analysis of governance and support costs		£	£	£
Salaries, wages and related costs		54,856	-	54,856
General community centre costs		30	-	30
Accountancy fee		-	400	400
AGM expenses		-	-	-
		<u>54,886</u>	<u>400</u>	<u>55,286</u>

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2020 to 31st March 2021

7 Fixed assets	General furniture & equipment	Kitchen furniture & equipment	Total
Cost	£	£	£
At 1 April 2020	33,446	17,214	50,660
Additions	-	-	-
Disposals	-	-	-
At 31 March 2021	<u>33,446</u>	<u>17,214</u>	<u>50,660</u>
Depreciation			
At 1 April 2020	32,164	14,874	47,038
Charge for the year	257	468	725
Eliminated on disposal	-	-	-
At 31 March 2021	<u>32,420</u>	<u>15,342</u>	<u>47,763</u>
Net book values			
At 31 March 2020	<u>1,283</u>	<u>2,339</u>	<u>3,622</u>
At 31 March 2021	<u>1,026</u>	<u>1,872</u>	<u>2,898</u>

8 Debtors & Prepayments	2021	2020
	£	£
Debtors	957	390
Prepayments:	<u>762</u>	<u>762</u>
	<u>1,719</u>	<u>1,152</u>

9 Creditors: Amounts falling due within one year	2021	2020
	£	£
Accruals	425	467
Income prepayments	930	2,290
Hall deposits	200	900
Other creditors	<u>2,541</u>	<u>3,569</u>
	<u>4,740</u>	<u>7,226</u>

10 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

11 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £50,941.

No employees had benefits in excess of £60,000. The average numbers of paid staff for the year were 3.

12 Related party transactions

Stevenage Borough Council nominates a representative to the trustee board. Funding has been provided by Stevenage Borough Council to assist the charity in carrying out its charitable objectives. The total amount of funding in 2020/21 amounted to £600 (2019/20: £3,280) and has been included in the financial statements under income from charitable activities.

OLD STEVENAGE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

For the period from 1st April 2020 to 31st March 2021

13 Fund Analysis

	Balance b/f	Incoming resources	Outgoing resources	Transfers	Balance c/f	Fixed assets	Current assets	Current liabilities	Total
	£	£	£	£	£	£	£	£	£
General (unrestricted)	33,400	70,009	(77,249)	-	26,160	2,898	28,003	(4,740)	26,160
Restricted:									
SBC – shed	700	-	-	-	700	-	700	-	700
Patio repairs	-	1,300	(1,300)	-	-	-	-	-	-
SBC – PPE	-	300	(300)	-	-	-	-	-	-
	34,100	71,609	(78,849)	-	26,860	2,898	28,703	(4,740)	26,860

- A grant was given from the SBC Locality Budget in 2019/20 for the purchase of a new shed – this has been delayed due to issues relating to the pandemic.
- Grant received from Stevenage Community Trust (£1,000) and SBC Locality Budget (£300) towards the cost of repairs to the patio.
- A grant was received from the SBC Locality Budget towards PPE supplies for the community centre.

15 Independent Examiner's Remuneration

Fees of £400 have been accrued for the 2021 examination and preparation of accounts.