

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

CONTENTS

	Page
Trustees Annual Report	1-5
Reference and Administration	1
Structure, Governance and Management	2
Objectives and Activities	2
Achievements and Performance	3
Financial Review	3
Reserves Policy	4
Plans for the Future	5
 Independent Examiner's Report	 6
 Statement of Financial Activities (SOFA)	 7
 Balance Sheet	 8
 Notes to the accounts	 9-12

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>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>37,901</u>	<u>-</u>	<u>37,901</u>	<u>96,263</u>

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