

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

**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE PERIOD FROM 1<sup>st</sup> April 2021 TO 31<sup>ST</sup> MARCH 2022**

# **OLD STEVENAGE COMMUNITY ASSOCIATION**

For the period from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

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# OLD STEVENAGE COMMUNITY ASSOCIATION

## Trustees Annual Report

For the period from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

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### 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 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

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### **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 21<sup>st</sup> 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.

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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](http://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.

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## **Trustees Annual Report**

**For the period from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

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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 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

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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 20<sup>th</sup> 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 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

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I report on the accounts for the year ended 31<sup>st</sup> 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 1<sup>st</sup> April 2021 to 31st March 2022

	Notes	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>Income</b>					
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
<b>Total income</b>		<b>76,431</b>	<b>-</b>	<b>76,431</b>	<b>71,609</b>
<b>Expenditure</b>	5				
Raising funds		-	-	-	-
Charitable Activities		83,264	700	83,964	78,849
Other		-	-	-	-
<b>Total resources expended</b>		<b>83,264</b>	<b>700</b>	<b>83,964</b>	<b>78,849</b>
<b>Net income</b>		<b>(6,833)</b>	<b>(700)</b>	<b>(7,533)</b>	<b>(7,240)</b>
Funds brought forward		26,160	700	26,860	34,100
<b>Total funds carried forward</b>	13	<b>19,327</b>	<b>-</b>	<b>19,327</b>	<b>26,860</b>

# OLD STEVENAGE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS

For the period from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

### Balance Sheet as at 31<sup>st</sup> March 2022

		<u>31st March 2022</u>		<u>31st March 2021</u>
	Note	£	£	
<b>FIXED ASSETS</b>	7		2,318	2,898
<b>CURRENT ASSETS</b>				
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>
<b>CURRENT LIABILITIES</b>				
Sundry creditors	9	<u>6,733</u>		<u>4,740</u>
<b>NET CURRENT ASSETS</b>			17,009	23,962
<b>NET ASSETS</b>			<u>19,327</u>	<u>26,860</u>
<b>FUNDS OF THE CHARITY</b>	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 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

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### 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 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

2	Unrestricted	Restricted	2022 £	2021
<b>Income from donations and legacies</b>				
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 £
<b>Income from charitable activities</b>				
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
<b>Investment income</b>				
Interest	<u>1</u>	<u>-</u>	<u>1</u>	<u>4</u>
	<u>1</u>	<u>-</u>	<u>1</u>	<u>4</u>

5	Analysis of charitable expenditure (unrestricted funds)	2022 £	2021 £
	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	-	-
		83,264	78,849

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

# OLD STEVENAGE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS

For the period from 1<sup>st</sup> April 2021 to 31<sup>st</sup> 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	33,446	17,214	50,660
	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	32,626	15,717	48,342
	Net book values			
	At 31 March 2021	1,026	1,871	2,898
	At 31 March 2022	821	1,497	2,318

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

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

### 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 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

### 13 Fund Analysis

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

- 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.