

**ST NICHOLAS COMMUNITY ASSOCIATION**

**Accounts for the year ended 31<sup>st</sup> March 2022**

**Charity No: 1170645**

Wags LLP t/a Wagstaffs  
Richmond House  
Walkern Road  
Stevenage  
Hertfordshire  
SG1 3QP

**ST NICHOLAS COMMUNITY ASSOCIATION**

**For the year ended 31<sup>st</sup> March 2022**

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**ST NICHOLAS COMMUNITY ASSOCIATION**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**FOR THE YEAR ENDED 31ST MARCH 2022**

**Trustees**

Mr S Adeyemi (Chairman)  
Rev K Wood (Treasurer)  
Mrs C Wood  
Mrs A Kagunga  
Mrs L Awiah  
Mrs C Parris  
Mr P Wainika

**Charity number** 1170645

**Principal address**

The Community Centre  
59 Canterbury way  
Stevenage  
Herts  
SG1 4LJ

**Independent Examiner**

Stuart Cuzner FCCA ACA  
Wags LLP t/a Wagstaffs  
Richmond House  
Walkern Road  
Stevenage  
Herts  
SG1 3QP

**Bankers**

Barclays Bank plc  
North Herts Group  
5/6 High Street  
Hitchin  
Herts  
SG5 1BJ

**ST NICHOLAS COMMUNITY ASSOCIATION**

**TRUSTEES REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2022**

The trustees have the pleasure in presenting their annual report, together with the unaudited accounts for the year ended 31 March 2022.

**Charitable Objectives and Activities**

The principal activity of the association is to promote the benefit of the inhabitants of the St Nicholas area of Stevenage, by associating with local authorities, voluntary organisations and inhabitants 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.

Additionally to establish or to secure the establishment of a community building and to maintain and manage or to co-operate with any local statutory authority in the maintenance and management of such a centre for activities promoted by the association and its constituent bodies in furtherance of the above objectives.

The trustees confirms that they have had regard for the Charity Commission guidance on public benefit.

**Governance**

The association is governed by the constitution dated 16th April 1975, which was later amended on 19th August 1994.

**Achievements and Performance and Financial Review**

At the year end the association held funds of £54,845 (2021 - £42,818) in various bank and cash accounts.

The receipts and payments account this year shows a net surplus of £12,027.

**Risk Review**

The trustees actively review the major risks which the association faces on a regular basis and believe that maintaining reserves, combined with an annual review of the controls over key financial systems will provide sufficient resources for normal operating risks. The trustees have also examined other operational and business risks which are faced and confirm they have established systems to mitigate significant risks.

**Reserves Policy**

In the past the St. Nicholas Community Association has suffered a number of financial difficulties, are a result of unforeseen and unbudgeted expenditure or, more usually, unanticipated reductions in income. The intention of this reserves policy is to ensure that the organisation has adequate funds to meet both forecast and unexpected expenditures.

The current Trustees have reviewed and endorsed this policy, which is to try to build up and maintain a level of reserves in the form of cash deposited with banks or other sound financial institutions which can be accessed at short notice, and which would provide the Association with three months income. If all other sources of income dried up. In arriving at the three months income figure, the Trustees took into account:-

The likely impact of significant bank balances on the attitude of our principal grant providers, the probable scenarios which would result in a sudden and significant reduction of income, the undesirability of leaving large sums of money in the bank doing nothing for our area of benefit.

**ST NICHOLAS COMMUNITY ASSOCIATION**

**TRUSTEES REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2022**

The current Trustees have reviewed and endorsed this policy, which is to try to build up and maintain a level of reserves in the form of cash deposited with banks or other sound financial institutions which can be accessed at short notice, and which would provide the Association with three months income, if all other sources of income dried up. In arriving at the three months income figure, the Trustees took into account:

- 1) the likely impact of significant bank balances on the attitude of our principal grant providers,
- 2) the probable scenarios which would result in a sudden and significant reduction of income,
- 3) the undesirability of leaving large sums of money in the bank doing nothing for our area of benefit.

**ST NICHOLAS COMMUNITY ASSOCIATION**

**TRUSTEES REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2022**

**Chairman's Report**

The chairman's report has been appended to these accounts.

**Statement of trustees responsibilities**

The law applicable to Charities in England Wales requires the trustees to prepare financial statements for each financial year which gives a true and fair view of the associations financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the trustees are required to :

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the association will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the association, and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provision of the associations governing document. The trustees are also responsible for safeguarding the assets of the association and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees declare that they have approved the trustees report signed on behalf of the charity's trustees above.

Signed: .....

Date: .....



**ST NICHOLAS COMMUNITY ASSOCIATION**

**RECEIPTS AND PAYMENTS ACCOUNT**

**For the year ended 31st March 2022**

|  | <b>General<br/>Fund<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total 2022<br/>£</b> | <b>Total 2021<br/>£</b> |
|--|-------------------------------|-----------------------------------|-------------------------|-------------------------|
| <b>RECEIPTS</b>                        |                               |                                   |                         |                         |
| Photocopy sale income                  | 18                            | -                                 | 18                      | 8                       |
| Sundry Income                          | -                             | -                                 | -                       | 30                      |
| Room hire and lettings                 | 42,089                        | -                                 | 42,089                  | 10,610                  |
| Grants                                 | 34,103                        | -                                 | 34,103                  | 26,758                  |
| Donations                              | 77                            | -                                 | 77                      | 5                       |
| Storage income                         | 214                           | -                                 | 214                     | 106                     |
| <b>TOTAL RECEIPTS</b>                  | <b>76,501</b>                 | <b>-</b>                          | <b>76,501</b>           | <b>37,518</b>           |
| <b>PAYMENTS</b>                        |                               |                                   |                         |                         |
| Water rates                            | 1,760                         | -                                 | 1,760                   | 1,641                   |
| Health and safety                      | 357                           | -                                 | 357                     | 335                     |
| Wages and salaries                     | 26,766                        | -                                 | 26,766                  | 27,460                  |
| Licences and subscriptions             | 1,969                         | -                                 | 1,969                   | 1,578                   |
| Telephone charges                      | 877                           | -                                 | 877                     | 900                     |
| Cleaning materials/ costs              | 8,130                         | -                                 | 8,130                   | 3,407                   |
| Printing, postage and stationery       | 405                           | -                                 | 405                     | 336                     |
| Training and reference manuals         | 78                            | -                                 | 78                      | 6                       |
| Sundry expenses                        | 1,152                         | -                                 | 1,152                   | 1,389                   |
| Heating and lighting                   | 5,988                         | -                                 | 5,988                   | 5,355                   |
| Repairs and renewals                   | 570                           | -                                 | 570                     | 4,061                   |
| Insurance                              | 1,364                         | -                                 | 1,364                   | 1,357                   |
| Waste disposal                         | 615                           | -                                 | 615                     | 542                     |
| Centre refurbishment                   | 9,413                         | -                                 | 9,413                   | 4,547                   |
| Gardening                              | 482                           | -                                 | 482                     | 130                     |
| Computer expenses                      | 599                           | -                                 | 599                     | -                       |
| Advertising                            | -                             | -                                 | -                       | 350                     |
| Petty cash drawn                       | -                             | -                                 | -                       | 31                      |
| Professional Fees/ Accountancy & Legal | 1,351                         | -                                 | 1,351                   | 529                     |
| Discounts allowed                      | 2,596                         | -                                 | 2,596                   | -                       |
| <b>TOTAL PAYMENTS</b>                  | <b>64,474</b>                 | <b>-</b>                          | <b>64,474</b>           | <b>53,955</b>           |
| <b>NET SURPLUS/(DEFICIT)</b>           | <b>12,027</b>                 | <b>-</b>                          | <b>12,027</b>           | <b>(16,437)</b>         |

|  |                      |
|--|----------------------|
| <i>Cash and bank balance at 31/03/2021</i> | <u>42,818</u>        |
| <b>Cash and bank balance at 31/03/2022</b> | <u><b>54,845</b></u> |

## **ST NICHOLAS COMMUNITY ASSOCIATION**

### **ACCOUNTING POLICIES**

#### **For the year ended 31<sup>st</sup> March 2022**

The accounts have been prepared using the Receipts and Payments basis.

#### **Funds**

General funds represent funds that are not subject to any special restrictions regarding their use and are available for application to the general purpose of the Charity.

The accounts include monetary transactions, assets and liabilities for which the Charity can be held responsible.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

#### **Statement of Assets and Liabilities**

The following assets are recognised but not valued in Statement of Assets and Liabilities:

- Fixtures, fittings and office equipment where the Charity is free to dispose of such assets.

Closing bank balances are shown in the receipts and payments account.

The following liabilities are recognised in the Statement of Assets and Liabilities

- Creditors for goods or services where the supply has been received and invoiced by 31<sup>st</sup> March 2022.
- Debtors where invoices had been raised by 31<sup>st</sup> March 2022.

#### **Taxation**

The trust is a Registered Charity (No. 1170645) and accordingly is not liable to taxation on its income.



**ST NICHOLAS COMMUNITY ASSOCIATION**

**STATEMENT OF ASSETS AND LIABILITIES**

**For the year ended 31st March 2022**

|                               | Total 2022  | Total 2021   |
|-------------------------------|---|--------------|
| <b>Cash funds</b>             |   |              |
| Bank current account          | 54,828  | 42,787       |
| Building society account      | -   | -            |
| Cash in hand                  | 17  | 31           |
|                               | <hr/> 54,845  | <hr/> 42,818 |
| <b>Other monetary assets</b>  |   |              |
| Room hire and lettings        | 4,091   | 629          |
|                               | <hr/> 4,091   | <hr/> 629    |
| <b>Liabilities</b>            |   |              |
| Creditors                     | 1,487   | 998          |
|                               | <hr/> 1,487   | <hr/> 998    |
| <b>Other Assets</b>           |   |              |
| For use by the Charity        |   |              |
| Extra playground items        | (Cost £6,353.57 paid for by grants from Herts. Comm. Trust, SBC Comm. Trust, English P/ships Millennium project and fundraising - Oct. '00) |              |
| New flooring                  | (Cost £2,000 paid for by grant from Joint Local Committee July '00)   |              |
| Patio slabbing                | (Cost £2,169 paid for by grant from Joint Local Committee June '00)   |              |
| Cupboards and filing cabinets | (Cost £1,357 paid mostly by SRB underspend grant '02)   |              |
| Office furniture              | (Cost £1,082 paid for by SRB underspend grant '02)  |              |
| New flooring                  | (Cost £3,416 paid for by SRB underspend grant '02)  |              |
| Furniture                     | (Cost £898 paid for by SRB Underspend 02/03)  |              |
| Tables                        | (Cost £697 paid for by SRB Underspend 03/04)  |              |
| Stacking chairs               | (Cost £736 paid for by Stevenage Community Trust Grant 04/05)   |              |
| New tables                    | (Cost £1,157 paid for by Young Women's Group 04/05)   |              |
| Cupboard                      | (Cost £528 paid for by Young Women's Group 05/06)   |              |
| Blinds                        | (Cost £1,103.33 paid for by St Nicholas Community Association 03/06)  |              |
| Photocopier                   | (Cost £1,231.40 paid for by SBC grant 04/06)  |              |
| Cupboard                      | (Cost £1,080 paid for by St Nicholas Community Association 03/07)   |              |
| Electric Cooker               | (Cost £1,522.13 paid in part by SCT and St Nicholas Community Association 07/07)  |              |
| Notice Boards                 | (Cost £298.22 paid by SCT grant 05/07)  |              |
| Mobile Screens                | (Cost £620.22 paid by SCT grant 05/07)  |              |
| Folding tables                | (Cost £769.39 paid by SCT grant 05/07)  |              |
| Kitchen units                 | (Cost £1,011.12 paid by SBC grant 11/08)  |              |
| Cooker                        | (Cost £776.75 paid by SBC grant 11/08)  |              |
| Fridge                        | (Cost £238.00 paid by SBC grant 11/08)  |              |
| Storage shed                  | (Cost £650.00 paid partly by Fijitsu Services 06/09)  |              |
| Garden benches                | (Cost £754.84 paid partly by SBC grant 07/09)   |              |
| Built-in cupboards            | (Cost £2,495.00 paid for by St Nicholas Community Association 06/10)  |              |
| Storage shed                  | (Cost £1,014.09 paid for by grant aid from Councillor's budgets 01/12)  |              |
| New flooring                  | (Cost £1,147.50 paid partly by grant aid from Councillor's budgets 03/12)   |              |
| Printer                       | (Cost £360 paid for by St Nicholas Community Association 08/13)   |              |
| Computer Equipment            | (Cost £570.40 paid for by St Nicholas Community Association 08/13)  |              |
| Stacking chairs               | (Cost £1440 paid by St Nicholas Community Association 02/14)  |              |
| CCTV Equipment                | (Cost £680 paid by St Nicholas Community Association 02/14)   |              |

Approved by the Trustees on;

Signed: ..... Date: .....

**ST NICHOLAS COMMUNITY ASSOCIATION**

**INDEPENDENT EXAMINERS REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2022**

I report on the accounts of the charity for the year ended 31st March 2022, which are set out on pages 2 to 7.

**Respective responsibilities of trustees and examiners**

As the charity's trustees you are responsible for the preparation of the accounts. You 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
- to state whether particular matters have come to my attention.

**Basis of independent examiners 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 as 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 to comply with the accounting requirements of the 2011 Act 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.

Stuart Cuzner FCCA ACA  
Wagstaffs Chartered Accountants  
Richmond House  
Walkern Road  
Stevenage  
Herts  
SG1 3QP

Date: