

# **ROYSTON COMMUNITY ASSOCIATION**

## **Report for the Trustees for the Year End 31<sup>st</sup> March 2024**

The trustees present their report of the financial statements of the charity for the year end 31<sup>st</sup> March 2024. The trustees have adopted the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) issued in 2005.

### **REFERENCE AND ADMINISTRATION DETAILS**

**Registered Charity number – 1171548**

#### **Principal address**

Coombes Community Centre,  
Burns Road,  
Royston,  
Hertfordshire SG8 5PT

**All the Trustees are volunteers and have given their time freely during this period covered by this report:**

Mrs Sylvia Daintrey – President  
Mr Phillip Townsend – Vice-Chairman  
Mrs Susan Thornton – Treasurer  
Mr David Allard (Deceased 2023)  
Mr Fred Bendall  
Mr Jonathan Wylie Scott

#### **Bankers**

NatWest Bank  
Lloyds Bank

#### **Independent Examiner**

Jean Waldock

# ROYSTON COMMUNITY ASSOCIATION

## OBJECTIVES AND AIMS

The Royston Community Association is a voluntary organisation formed to promote social, welfare and recreational activities for people of all ages living in Royston and the surrounding area. The trustees maintain and manage Coombes Community Centre in Burns Road, Royston. The facilities are hired by organisations and individuals for various activities. The trustees also offer encouragement and practical assistance to anyone wishing to start up new activities for the community.

The usage and hirings of the centre have continued to increase during the year 2023-2024. Expenditure has increased on maintenance and repairs, and inevitably all running costs have increased as well. Overall balances of the Charity have been maintained in a reasonable position.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Government document

The charity is a charitable incorporated organisation (CIO) and has adopted the Charity Commission Foundation model constitution as its governing document.

### Recruitment and appointment of new trustees

Person entitled to appoint the trustees: -

- Existing trustees of Royston Community Association (elected by nomination)

### Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

### Staff

As of the end of March 2024 the charity employs five part-time staff: a manager, an assistant manager and three cleaners. The current manager retires on the 31st March 2024. The assistant manager has been promoted to take over her role and a new assistant manager has been recruited. It also currently has 2 regular volunteers.

SIGNED ON BEHALF OF THE BOARD:



20/5/24

Date.....

Acting Chairman & Trustee  
Phillip Townsend

## ROYSTON COMMUNITY ASSOCIATION

### Independent Examiner's Report to the Trustees of Royston Community Association

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2024 as set out on pages four, five and six of seven.

#### Basis of the independent examiner's report:

An examination has been conducted 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 statements below.

#### Independent examiner's statement:

**I have completed my review, no matter has come to my attention** which gives me reasonable cause to believe that, in any material respect, the requirements to prepare accounts and keep accounting records in accordance with Section 31 of the 1993 Act is complied with.

*J. Waldock*

.....  
Independent Inspector  
Jean Waldock

Date..... *7/7/2024* .....



# ROYSTON COMMUNITY ASSOCIATION

## Statement of Financial Activities for the Year End 31<sup>st</sup> March 2024

	31/03/24	31/03/23
<b>INCOME</b>		
Income including Grants	£102,365.54	£98,726
Investment Income	£0	£0
<b>Total Income</b>	£102,365.54	£98,726
<b>EXPENDITURE</b>		
Costs	£103,703.85	£78,242
<b>NET INCOME</b>	-£1,338.31	£20,484
<b>RECONCILIATION OF FUNDS</b>		
<b>Total funds C/F 31<sup>st</sup> March 2024</b>	<b>£69,756.69</b>	<b>£71,095.00</b>
<b>Represented by</b>		
Nat West Bank C/A	£24,624.20	£32,656.01
Advance Hirer's Income year 23-24		£5,000.00
Lloyds Bank C/A	£27,128.48	£21,436.03
Lloyds - Rainy Day Account	£18,000.00	£12,000.00
Petty Cash	£4.01	£2.96
<b>TOTAL</b>	<b>£69,756.69</b>	<b>£71,095.00</b>

# ROYSTON COMMUNITY ASSOCIATION

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2024

INCOME	31/03/24	31/03/23
Membership		
Room Hire	£0.00	£10.00
Advance Room Hire 24-25	£98,202.13	£91,059.91
Photocopier/sundries	£3,750.00	£5,000.00
Grants	£63.41	£1,943.67
HMRC Furlough	£0.00	£307.00
Donations	£0.00	£0.00
Compensation	£100.00	£105.00
Refunds	£250.00	£300.00
	£0.00	£0.00
Investment Income		
Interest	£0.00	£0.00
	£0.00	£0.00
<b>TOTAL INCOME</b>	<b>£102,365.54</b>	<b>£98,725.58</b>
<b>EXPENDITURE</b>		
Lease	£100	£100.00
Admin Wages	£41,643.39	£40,317.47
Cleaning Wages	£11,353.83	£9,058.55
Insurance	£1,587.76	£2,083.10
Electric & Gas & Water	£12,588.15	£7,087.92
Postage/Stationery/Phone/Copier/BB	£1,531.18	£1,321.18
Cleaning materials/refuse	£3,525.90	£3,196.13
Repairs Maintenance	£8,790.41	£11,730.73
Licences	£1,888.85	£180.00
Site Development (Office/kitchen)	£0.00	£1,287.91
CCTV	£19,284.77	£24.00
Sundries	£768.03	£818.84
Equipment	£641.58	£1,036.11
<b>TOTAL EXPENDITURE</b>	<b>£103,703.85</b>	<b>£78,241.94</b>
<b>NET INCOME</b>	<b>-£1,338.31</b>	<b>£20,483.64</b>

# ROYSTON COMMUNITY ASSOCIATION

## BALANCE SHEET AS AT 31ST MARCH 2024

	31/03/24	31/03/23
CURRENT ASSET	£69,756.69	£71,095.00
TOTAL ASSETS	£69,756.69	£71,095.00
NET ASSETS	£69,756.69	£71,095.00
FUNDS		
Unrestricted funds	£48,006.69	£54,095.00
Reserves Account	£18,000.00	£12,000.00
Advance receipts	£3,750.00	£5,000.00
TOTAL FUNDS	£69,756.69	£71,095.00

## RCA Bank Reconciliation as of 31st March 2024


<b>B/F Balances on 1st April 2023</b>	
RCA Current Account Nat West	£37,656.01
RCA Current Account Lloyds plc	£21,436.03
Reserves Lloyds Account	£12,000.00
Petty Cash	£2.96
<b>April 23-Mar 24</b>	<b>April 2023 TOTAL</b>
Plus, Income	£71,095.00
Minus, Expenses	£102,365.54
	<b>-£103,703.85</b>

<b>Bank Balances 31<sup>st</sup> March 2024</b>	
RCA Current Account Nat West	£24,624.20
RCA Current Account Lloyds plc	£27,128.48
RCA Reserves Account Lloyds plc	£18,000.00
Petty Cash	£4.01
<b>March 2024 TOTAL</b>	<b>£69,756.69</b>


<b>Year End Balance 23-24</b>	<b>£66,006.69</b>
<b>Advance Hiring income 24-25</b>	<b>£3,750.00</b>
<b>Total Funds March 2024</b>	<b>£69,756.69</b>

# ROYSTON COMMUNITY ASSOCIATION

The Board of Trustees approved this Financial Statement on 20/5/2024  
Signed by:

  
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Acting Chairman & Trustee  
Phillip Townsend

Date 20/5/24 .....

  
.....  
S. P Thornton – Treasurer & Trustee

Date 20/5/24 .....