

# **Winnall Community Association CIO**

## **REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE PERIOD**

**1<sup>ST</sup> APRIL 2020 TO 31<sup>ST</sup> MARCH 2021**

**REGISTERED CHARITY NUMBER: 1176108**

**REGISTERED COMPANY NUMBER: CE012555 (ENGLAND AND WALES)**

**Neon Numbers Limited  
259 Copnor Road  
Portsmouth  
Hampshire  
PO3 5EE**

**Winnall Community Association CIO**

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**For the year ending 31<sup>st</sup> March 2021**

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## **Chairman's and trustee report**

As always, I would like to thank all the trustees past and present and our Building Manager, it's been our most challenging year yet as COVID-19 hit us in March. These were very uncertain times for us as community centre. Everyone was put in lock down and we had no idea how we would survive.

But with the hard work of our building manager we were able to get through these tough times. Julie secured a loan from the bank that was put in place via the government. She also secured all the grants from the Winchester city council that were available.

We were put in lock down and Julie had to move the entire office to work from home, which in itself was an important move to keep the centre open. Julie from home kept the centre open, making sure all our users were ready to return as soon as we got the green light to open again.

We did lose users, but our AIM was just to be open again. We lost revenue from the social club as they were the first to have to close. But with the great working relationship Julie has now with the social club, we were able to work with them with reduced rent to allow them to reopen.

When Covid-19 Hit, we were trying to pick the pieces up from Michelle Savoy leaving the Association. We were having many struggles with Michelle which was highlighted in my previous report. Michelle left quite quickly and not on very good terms. So the handover from her didn't happen, and Julie was thrown in at the deep end. Luckily Julie has been with the Association for a number of years either as a working volunteer trustee for 5 years before becoming a valuable member of staff., and her knowledge of the Association was very valuable.

We have had a lot of challenges to overcome, there were a very large amount of refunds to be given, which were bookings for 20/21 Concerns were brought to the trustees by Julie,, but it was agreed that as long as they could bring proof of payment or booking form etc we would honour the refunds. Along with many other hurdles we managed to get through to reopen. We were hit with a major water leak underground. And our insurance at the time did not pay out. This was a major hit, but again with Julie on the case we were able to get some of the cost back. However we racked up a HUGE water bill, which we are in the process paying off.

As we were in lock down, we decided that we would try and get jobs done by the local community who was needing work. Many collections of rubbish, DIY jobs that needed completing, Decoration for our rooms, removals and help within the centre moving rooms. Constant COVID cleaning of the entire centre. Fixing of toilets that needed work. And very Much needed work on the centre grounds.

As a charity we need to give back to the community, so we were doing food donations/packages through 20/21 to those that found themselves without food and supplies, Many of these were elderly and families. Covid hit many of our local community and we helped many people while in lock down.

We are always trying to find ways to make our centre more inviting and welcoming. So, this was the best time to start the much-needed work to be done.

As we were closed most of 20/21 there is very little to report. The trustees did meet twice in lockdown. But again the meetings were not particularly long as we were in lockdown.

We all agree that 20/21 was a tough year for us, but we remained open, I'm sure the following year will be difficult, but with the hard work put in by Julie and our trustees we will overcome anything we have to face.

Our social club were closed due to Covid and NO rent was paid from the while shut. This had a huge impact on us, and we occurred a large Electric bill. Which we are still trying to pay off.

Our relationship with the Social club is always a work in progress and can sometimes be hostile. But we remain hopeful.

The Trustees present their report and accounts for the year ended 31 March 2021. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Governing Document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

The Trustees of Winnall Community Association have considered their duties in accordance with the Charity Commission's regulations. The statement of Activities provided by the Trustees in the Winnall District and at the Winnall Community Centre is contained below and the Trustees believe that it gives a true record of the work the Community Association in fulfilling its charitable purposes for public benefit.

The Trustees believe they have complied with their duty, contained in Section 4 of the Charities Act 2011, to have due regard to public benefit guidance published by the Commission.

The charity registered as a Charitable Incorporated Organisation on the 05 December 2017 with the Charity Commission.

#### **REFERENCE AND ADMINISRATIVE DETAILS**

##### **Registered Charity number**

1176108

##### **Registered office**

Winnall Community Centre  
Garbett Road  
Winchester  
Hampshire  
SO23 0NY

##### **Trustees**

For part of the year the board of trustees was made up as follows.

- Clive Gosling
- Chris Bevan
- Jo Parsons

Chairperson: Clive Gosling

Vice Chair: Chris Bevan

Secretary: Vacant

Treasurer: Vacant

Trustee: Jo Parsons

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a constitution, and constitutes a charitable incorporated organisation.

### **Recruitment and appointment of new trustees**

The existing Trustees are responsible for the introduction and recruitment of new trustees (who are generally appointed at each AGM) thereby seeking to become more representative of the local community.

### **Induction and training of new trustees**

A procedure is in place for the introduction, induction and training for new Trustees.

Persons interested in becoming Trustees of the Association are initially invited to an informal meeting with the Chairman and Trustees at which the general role and responsibilities of Trusteeship are explained and a briefing given on the role of the Association within the local community.

Potential Trustees are invited to attend Trustee's meetings in the role of observers during a three month training and probation period and during this time candidates are given details and gain understanding of the Association and its objectives.

Specially tailored training is provided on the role, responsibilities and expectations Trusteeship of the Community Association and the Chairman and Secretary are responsible for ensuring that applicants fully understand the implications of the commitment they will make.

Trustee candidates will be provided with copies of:

- The Association's governing document
- The Charities Act (and interpretation)
- The Charity Commission publication 'The Essential Trustee'
- The previous year's Trustees' Report and the Association's Annual Accounts
- The previous three months General Committee minutes
- The Association's policies and guidance on Charities and Public Benefit and the practical advancement of Public Benefit.

There is a three month probationary period on both sides and following this a mutual decision is reached as to whether Trustee candidates wish to fully participate as Trustees and members of the General Management Committee.

### **Organisational structure**

The Trustees of the charity are jointly responsible for general control and management of the Association. Winnall Community Association Trustees undertake their role in a voluntary capacity, giving their time freely and without remuneration or reward.

The Trustees meet every 6 to 8 weeks as the General Management Committee of the Charity and are jointly responsible for taking all decisions relating to the running and management of the Community Association building (Winnall Community Centre) together with the community facilities and activities provided by the Association.

Association Trustees work in sub-committees as and when required.

General Management Committee members jointly delegate tasks to individual Trustees to ensure that research and preparatory work is undertaken prior to discussion of matters at the following meeting of the Trustees.

### **Risk management**

The Association Trustees continue to assess the risks the Association faces and to develop a comprehensive range of policies to protect users and staff as well as the physical structure of the Community Centre building.

The Association's Trustees are satisfied that appropriate systems are currently in place or the mechanisms are established to manage risks identified in the aforementioned policies.

Insurance cover is in place and the Community Association's finances are under regular review.

Appropriate levels of Disclosure and Barring Services (DBS) checks are made for all persons working with children and other vulnerable persons with the curtilage of the Community Centre or on behalf of the Community Association. Relevant policies are also under regular review.

The trustees accept that all serving members of the Trustees Board and Committee Members' must confirm their eligibility to serve and would have no issues or difficulty in obtaining the appropriate level DBS clearance.

### **Objectives and Activities**

#### **Aims – as identified in the Community Association's Constitution**

The Association's charitable objects are the promotion of the well-being of residents of Winnall and the surrounding neighbourhood in an effort to promote education and to provide facilities for recreation and leisure time.

The Association continues to provide and facilitate a number of training schemes and activities which aim to address, service and support educational, protective and social needs within the community.

### **Objectives**

The objectives of the Association are subject to annual review in order to ensure that the activities available at the centre and within the broader community continue to reflect the above aims. The Trustees of the Association undertake the above review of objectives to ensure that the Association continues to reflect the general guidance on public benefit defined by the Charity Commission.

The Association strives to support the residents of Winnall and the surrounding neighbourhood, and, by means of provision of community facilities and the availability of a range of activities, to promote and encourage a peaceful and caring and supportive cohesive community.

### **Strategies**

The primary drive of our strategy is the development of an environment supportive of personal welfare, education and enjoyment within the local community. The Association's provisions and facilities are openly advertised throughout the community, inviting residents' participation in

classes, health initiatives, activities and meeting which aim to cater to the needs and expressed requirements of community residents.

The majority of activities are either free or of low cost to residents and these are supported by grant funding or donations. Where a charge is made to participants the Association offers concessionary rates for groups such as those on means-tested benefits, pensioners, students and those of limited financial means as appropriate.

The Community Centre provides a permanent venue for the following community resources:

Winnall Social Club Ltd is a separate limited Company by guarantee, renamed Winnall SC Ltd on 18<sup>th</sup> September 2012 and is registered at Companies House under number 08217945 whose registered office is at the Community Centre Garbett Road, Winnall Winchester SO23 0NY. The registered address does not bear the name of the company.

The Winnall CS premises are within the same curtilage as that of the Winnall Community Association but operates entirely as a separate entity. Winnall SC Ltd does not appear to carry charitable status. Therefore, it is assumed that under UK Company rules the WSC is a profit-making Company.

Winnall SC pay the Association a monthly rent. The Winnall Community Association does not benefit from the Winnall SC set up as is directed in the current Lease Agreement of the WCA.

The Association works through the Community Centre to provide activities which will benefit and engage members of the community from birth to old age.



## **Achievement and Performance**

### **Charitable activities**

The following activities are either promoted or supported by the Community Association at the Community Centre or in the local area. The aim is to promote the wellbeing of the inhabitants of Winnall and the surrounding neighbourhood, and to promote education and provide facilities for recreation and leisure time in the Winnall community.

### **Activities**

The list below is a list of some of the activities that have taken place but due to the impact of COVID-19, the ability to provide these activities was significantly impacted and we focused on supporting locals with food packages and hosting Sunday lunches for the elderly.

- Regular hall and room bookings
- Birthday parties
- Christenings
- Children's parties
- Parents/careers groups
- Winchester SC Ltd
- Winnall Community Forum
- Boogie Bounce FITNESS
- Women's shed.
- Children services
- Yoga
- Rhyme time
- Boogie mites
- Silver Sundays
- LD Discos
- Community events
- Community forums
- Stay & Play

## Balance Sheet Continued

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) Preparing financial statements which give a fair and true view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 17.3.23 And were signed on its behalf by:



**D.Sillence – Trustee**

## **Notes to the Accounts**

### **1. Accounting Policies**

#### **Basis of preparation**

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102. The financial statements have been prepared under the historical cost convention.

#### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Resources expended.**

Expenditure is accounted for on an accruals basis and has been classified under heading that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to Property – 3% on cost  
Office Equipment – 20% reducing balance.

#### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### **Taxation**

The charity is exempt from corporation tax on its taxable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

## 2. Net Incoming/(outgoing) resources

Net resources are stated after charging/(crediting)

	Year Ended 31.03.2021	Year Ended 31.03.2022
	£	£
Depreciation on owned assets	1,639	1,727

## 3. Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ending 31 March 2021 nor for the period ended 31 March 2020.

## 4. Staff Costs

	Year Ended 31.03.2021	Year Ended 31.03.2022
	£	£
Wages and salaries	12,653	24,512

The average monthly number of employees during the year was as follow.

	Year Ended 31.03.2021	Year Ended 31.03.2020
Activities	1	1
Other	1	1
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

## 5. Tangible Fixed Assets

	<b>Plant and Machinery etc £</b>
<b>COST</b>	
At 1 April 2020 and 31 March 2021	45,698
<b>DEPRECIATION</b>	
At 1 April 2020	3,537
Charge for year	1,639
At 31 March 2021	<u>5,176</u>
<b>NET BOOK VALUE</b>	
At 31 March 2021	<u>40,522</u>
At 31 March 2020	<u>42,161</u>

## 6. Debtors: Amounts falling due within one year

	<b>2021 £</b>	<b>2020 £</b>
Trade debtors	1,076	1,508
Other debtors	<u>1,400</u>	<u>1,400</u>
	<u>2,476</u>	<u>2,908</u>

## 7. Creditors: Amounts falling due within one year

	<b>2021 £</b>	<b>2020 £</b>
Trade creditors	393	393
Bank loans and overdrafts	412	-
Taxation and social security	-	92
Other creditors	3,777	5,381
Provision for liability	<u>22,575</u>	<u>-</u>
	<u>27,157</u>	<u>5,682</u>

## 8. Creditors: Amounts falling due within 1 and 5 years

	2021 £	2020 £
Bank loans	11,949	-
	<u>11,949</u>	<u>-</u>

## 9. Movement in funds

	At 01.04.2020 £	Net Movement in funds £	Transfer between funds £	At 31.03.2020 £
<b>Unrestricted funds</b>				
General fund	45,316	-29,720	-70	15,526
<b>Restricted funds</b>				
Stay & Play	500	-500		
News Letter Funding	2,930	-3,000	70	-
Silver Sunday	3,430	- 3,500	70	-
	<u>48,746</u>	<u>- 33,220</u>	<u>-</u>	<u>15,526</u>
<b>Total Funds</b>				

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	24,957	- 54,677	-29,720
<b>Restricted funds</b>			
Stay & Play		500	500
News Letter Funding		2,930	2,930
Silver Sunday		3,500	3,430
	<u>24,957</u>	<u>- 58,177</u>	<u>- 33,150</u>
<b>Total Funds</b>			

## Financial Review

The charity was significantly affected in 2020/21, due to COVID-19. They received £24,957 of income in the year compared with £74,495 in the previous. £19,907 of 2020/21 income were COVID-19 grants issued by the local authorities and £1,199 in furlough payments. They received £19,530 in hall hire sales but due to COVID-19 £15,680 were payments in advance which could not be fulfilled, £4,105 of these were repaid in the year, leaving £11,575 declared as a provision for liability in the accounts, to be repaid at a later date. The charity took out a £12,361 bounce-back loan to support during the pandemic, which they have started repaying.

COVID-19 alongside the water leak at the Community Centre, has significantly affected the funds available, funds in the charity have reduced from £48,746 (19/2020) to £15,526 (2020/21).

The Trustee team continue to look at the future sustainability of the Centre and are still working towards a business plan which will lead the Centre to become less reliant on grants and more self-funded via hire fees with a priority to build up the reserves of the charity once more.

Approved by order of the board of trustees on 13.3.23 And signed on its behalf by:



.....  
**D.Sillence – Trustee**

## Statement of Financial Activities for the year ended 31 March 2021

Recommended categories by activity	Notes	Unrestricted funds £	Restricted income funds £	Year Ended 31.03.2021 Total funds £	31.03.2020 funds £
<b>Incoming resources</b>					
<b>Income and endowments from:</b>					
Voluntary income		-	-	-	1,143
<b>Charitable activities</b>		-	-	-	-
Community Centre		-	-	-	21,440
Hall / Office Hire		3,850	-	3,850	51,894
Newsletter		-	-	-	-
Job retention Grant		1,199	-	1,199	-
COVID-19 Local Council Grants		19,907	-	19,907	-
Other operating income		-	-	-	18
<b>Total</b>		24,957	-	24,957	74,495
<b>Resources expended</b>					
<b>Expenditure on:</b>					
Raising funds: COGS & Other costs		5,539	-	5,539	6,269
<b>Charitable activities</b>		-	-	-	-
<b>Stay and Play</b>		-	-	-	501
Community Centre		49,138	3,500	52,638	63,431
<b>Total</b>		54,677	3,500	58,177	70,201
<b>Net income/(expenditure) before investment gains/(losses)</b>		( 29,720)	( 3,500)	( 33,220)	4,294
Net gains/(losses) on investments		-	-	-	-
<b>Net income/(expenditure)</b>		( 29,720)	( 3,500)	( 33,220)	4,294
<b>Extraordinary items</b>		-	-	-	-
<b>Transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		( 29,720)	( 3,500)	( 33,220)	4,294
<b>Reconciliation of funds:</b>					
Total funds brought forward		45,316	3,430	48,746	44,452
<b>Total funds carried forward</b>		15,596	( 70)	15,526	48,746



## Balance Sheet at 31 March 2021

		Unrestricted funds £	Restricted income funds £	2021 Total fund £	2020 Total funds £
<b>Fixed assets</b>	<b>Notes</b>				
Tangible assets	5	40,523	-	40,523	42,161
<b>Current assets</b>					
Stocks		1,496	-	1,496	1,496
Debtors	6	2,476	-	2,476	2,908
Cash at bank and in hand		10,135	2	10,137	7,863
<b>Total current assets</b>		14,107	2	14,109	12,267
<b>Creditors: amounts falling due within one year</b>	7	27,157	-	27,157	5,682
<b>Net current assets/(liabilities)</b>		( 13,050)	2	( 13,048)	6,585
<b>Total assets less current liabilities</b>		27,473	2	27,475	48,746
<b>Creditors: amounts falling due after one year</b>	8	11,949	-	11,949	-
<b>Total net assets or liabilities</b>		15,524	2	15,526	48,746
<b>Funds of the Charity</b>					
Restricted income funds			-	-	3,430
Unrestricted funds		15,526		15,526	45,316
Revaluation reserve				-	
<b>Total funds</b>	9	15,526	-	15,526	48,746