

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

Charity number 1178692

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2021**





# BEDFORD HOUSE COMMUNITY ASSOCIATION

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# BEDFORD HOUSE COMMUNITY ASSOCIATION

## LEGAL AND ADMINISTRATION INFORMATION FOR THE YEAR ENDED 31 AUGUST 2021

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**Registration Number:** 1178692

### **Trustees**

Tony Oliva	Chair
Sylvia Watson	Deputy Chair
Julie Chapman	Appointed 12 October 2020
Ann Haigh	
David Jacob	
Olivia Lowe	
Dr Bernard Mooney	
Fiona Wheeler OBE	

Shan Ali	Resigned 6 November 2020
Christopher Bennett	Resigned 9 December 2020
Miriam Murphy	Resigned 30 June 2021
Victoria King MA FRSA	Resigned 2 August 2021

### **Charity Offices:**

Bedford House  
4 Westbury Road  
Buckhurst Hill  
Essex  
IG9 5NW

### **Bankers:**

HSBC  
193-195 High Road  
Loughton  
Essex, IG10 4LF

### **Independent Examiners:**

Community360  
Winsley's House  
High Street  
Colchester  
CO1 1UG

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

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The Trustees present their report together with the financial statements of the Association for the period ended 31 August 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 9 and comply with the Association's Constitution and applicable law.

### **Bedford House Community Association-Charitable Incorporated Organisation**

The charity was incorporated in June 2018 as a Charitable Incorporated Organisation to take over the operations of Buckhurst Hill Community Association which was formed in December 1946. Its members had decided to convert to a Charitable Incorporated Organisation and the new charity began trading from September 2018.

### **Management Structure**

The Association is a Charitable Incorporated Organisation registered charity, number 1178692. The organisation and operation of the Association are primarily governed by its Constitution. The Association employs a Centre Manager who is responsible for all operational activity and for reporting regularly to the Board of Trustees. There are also a number of subcommittees that also report regularly on their area or work.

### **Board of Trustees**

The Board of Trustees is responsible for directing the policy and general management of the affairs of the Association. The Board meets bi-monthly.

The members named on page 1 have served throughout the period unless otherwise stated.

Appointment of members to the Board is governed by the Constitution. The Board has the power to fill vacancies arising during the year up to a maximum of 12 trustees.

### **Unpaid Volunteers**

All members of the Board provide their services and support on a voluntary unpaid basis. There are other regular unpaid volunteers involved who assist in the day to day management and activities of the Association and some who may also assist with fund raising, events and other activities of the Association.

### **Investment Powers**

The constitution authorises the trustees to make and hold investments using the general funds of the Association.

### **Constitution, Objects and Policies**

Bedford House Community Association is governed by its Constitution and its objects are to promote benefits to the people in and around Buckhurst Hill, regardless of sex, sexual orientation, race or political, religious or other opinions, by advancing education and providing facilities for recreation and leisure-time occupations with the aim of improving the quality of life for those people, and to establish and maintain a Community Centre in the furtherance of the above objectives.

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

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The Association carries out this obligation by providing facilities for education and recreation classes across a wide spectrum of activities including art, handicrafts, yoga and Keep Fit for the Over 60's. Particularly for older students, BHCA provides an invaluable opportunity for them to meet like-minded people and many comment that without BHCA, they would be isolated and cut off from society.

### **Funding**

Essex County Council provides the premises at Bedford House at a peppercorn rent under a thirty year lease dated December 1998.

All other funding is generated from the activities of the Association.

### **Donations**

The trustees are grateful to the Association's members for all the donations received during the year and also for the many class fee refunds that were waived when the Association had to close during the lockdowns.

### **Management Review**

In the 2020/21 brochure the Association offered 35 courses plus 1-day workshops over 3 terms covering 37 weeks. COVID 19 required the Association to close down frequently with the loss of activities and income. This was mitigated at times with the launch for the first time of on line courses.

During closure most of the staff were furloughed, leaving just a small skeleton team to look after the building and the office.

Almost 400 members have attended our classes over the whole year.

The Association was able to hold its Summer Exhibition on 24 July 2021 and this was a great success followed by a well-attended Summer School in August.

Additionally, the Association has the following membership club:

- Buckhurst Hill Wine Club

The following organisations were also regular hirers of the Association's facilities:

Leigh Languages, National Childbirth Trust (NCT), Ichthus After School Club, Sing and Sign (baby and toddler classes), JH Aerobics, Happy Yoga, DD Ballet, Reddo Recruitment, Smiley Minds and DSD Kravmaga Essex.

### **Staff**

The Trustees would like to thank all the staff and tutors for all their efforts during a very challenging time during the pandemic and their ongoing efforts to keep all our services running for both members and hirers.

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

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### **Financial Review**

The Association suffered an Unrestricted Loss of £41,404 for the year (2020 loss of £9,162). Unrestricted Reserves are £54,177, (2020 £95,581).

Total Unrestricted Income for the year was £181,057 (2020 £196,582).

The revenue from class fees and hirers was reduced by the loss of activities during lockdowns but this was partially offset by COVID government grants. However the Association's costs have risen with the need to become a COVID 19 compliant location.

Due to the dedication of the trustees, the commitment of its staff, and the support of its students who are enthusiastic for the chance to learn new skills, the Association has overcome many obstacles over the years. The Association provides a valuable and high standard of educational service. It is the only one of its kind in the area and draws students from Buckhurst Hill and beyond. Although the majority of students live within the authority of Epping Forest District Council and the London Borough of Redbridge, a substantial number come from areas in surrounding boroughs in Essex and Greater London.

### **Public Benefit**

The Association provides an opportunity for students/members to show their work at the annual Summer Exhibition to which entrance is free for all. The Exhibition is also an opportunity for prospective students to get a taste of the friendly atmosphere at Bedford House, and be inspired by the high standard of work produced here.

The Association is a charitable body committed to upholding the Objects of the Association. Fees for classes are kept as low as possible in order to remain within the reach of everyone in the neighbourhood and, being independent, the Association has been able to continue with many popular leisure and educational classes which are being phased out by local authorities. However our Fees do not cover our full costs which are offset by donations, grants and income from Space Hire in order for the charity to be financially viable.

The Association aims to cover its annual running costs from grants, donations, membership and tuition fees and space hire although it is necessary to utilise our reserves for any deficit and for major items of repair to the Hall, for which it is responsible under the terms of the lease from the landlords Essex County Council, and for replacement of equipment used by the classes. The Council is responsible for maintenance of Bedford House and to the Stables (the front part of the Hall

The facilities are used by outside organisations including Leigh Languages, NCT and two musical groups of classes for babies and young children. During term times Bedford House and Hall were used by almost 500 people per week. The policy of the Association is to continue to maintain and manage Bedford House and Hall, to organise educational and leisure-based courses at that location, and to enable the use of those facilities for other activities commensurate with its Objects.



# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

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Many of our members are seniors and the activities of the Association make a major contribution to reducing the impact of loneliness on elderly people and also help with their mental and physical health especially in recent times when Covid has impacted heavily upon this age group.

The Association also worked with other local groups including Buckhurst Hill Parish Council, Buckhurst Hill Residents Society, Buckhurst Hill Horticultural Society, Epping Forest District Museum and St James' United Reformed Church.

### **Risk Management**

The Trustees actively review on a regular basis the operational risks which the Association faces, and believe that maintaining reserves in accordance with the reserves policy will, as far as the Trustees can reasonably determine, ensure sufficient resources in the event of adverse conditions.

### **Future Developments**

The Trustees intend that the charity should continue to develop its programme of education and leisure courses, together with the provision of other facilities and activities for the benefit of the community.

### **Reserves Policy**

It is the policy of the Association to try to maintain unrestricted funds at a level which equates to at least twelve months' unrestricted overhead expenditure, excluding donated services. The unrestricted reserves at the balance sheet date amounted to £54,177 (2020 £95,581) and the unrestricted annual overhead expenditure, excluding the charge for donated services is estimated to be £100,000 for the 12 months ended 31 August 2022.

The trustees aim to restore the level of the reserves to this level over the medium term once the COVID 19 situation allows.

### **Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Association's incoming resources and resources expended during expended during that year and of its state of affairs at the end of the year. In preparing those financial statements the trustees are required to:



# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

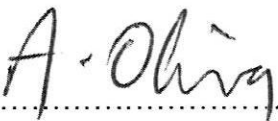
## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

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- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- 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; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The trustees are also 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. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 30th November 2021 and signed on their behalf by:

  
.....

Tony Oliva, Chair of the Board of Trustees

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

	Note	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Incoming resources</b>					
Donations and legacies	2	75,171	-	75,171	77,631
Income from charitable activities	3	104,231	311	104,542	118,706
Other income		1,648	-	1,648	35
Income from investments		8	-	8	210
<b>Total incoming resources</b>		<b>181,058</b>	<b>311</b>	<b>181,369</b>	<b>196,582</b>
<b>Resources expended</b>					
Charitable activities	4	221,922	311	222,233	205,329
Cost of generating funds	5	540	-	540	415
<b>Total resources expended</b>		<b>222,462</b>	<b>311</b>	<b>222,773</b>	<b>205,744</b>
<b>Net Income/(Expense)</b>		<b>(41,404)</b>	<b>-</b>	<b>(41,404)</b>	<b>(9,162)</b>
<b>As at 1 September 2020</b>		<b>95,581</b>	<b>-</b>	<b>95,581</b>	<b>104,743</b>
<b>As at 31 August 2021</b>		<b>54,177</b>	<b>-</b>	<b>54,177</b>	<b>95,581</b>

The notes on page 9 - 13 form part of these financial statements.

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## BALANCE SHEET AS AT 31 AUGUST 2021

	Note	2021 £	2020 £
<b>Tangible fixed assets</b>	<b>8</b>	7,598	8,647
<b>Current assets</b>			
Cash at bank and in hand		106,860	121,993
Debtors	<b>6</b>	1,008	1,511
		<b>107,868</b>	<b>123,504</b>
<b>Current Liabilities</b>			
Creditors: Due within one year	<b>7</b>	61,289	36,571
<b>Total current liabilities</b>		<b>61,289</b>	<b>36,571</b>
<b>Net current assets</b>		<b>46,579</b>	<b>86,934</b>
<b>Net assets</b>		<b>54,177</b>	<b>95,581</b>
Unrestricted funds	<b>11</b>	54,177	95,581
<b>Total funds</b>		<b>54,177</b>	<b>95,581</b>

These accounts have been approved by the Trustees on  
and signed on their behalf:

Signed:

A. Oliva  
Tony Oliva

Date: 30th November 2021

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

### 1. Accounting Policies

#### Basis of the preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

#### Incoming resources

All material incoming resources have been included on a receivable basis i.e. they are included if the date receivable falls within the period covered by these accounts.

#### Resources expended

These have been analysed using a natural classification.

#### Accounting Period

The charity was incorporated on the 7th June 2018.

#### Tangible fixed assets for use by the Association and depreciation

Tangible fixed assets for use by the Association are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Furniture and Equipment	over 4 to 10 years, on a straight line basis.
Fixtures and Fittings	over 20 years on a straight line basis.

### 2. Donations and legacies

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Donations and fundraising	2,489	-	2,489	6,869
Government grants	37,204	-	37,204	35,284
Donated services	35,478	-	35,478	35,478
	<u>75,171</u>	<u>-</u>	<u>75,171</u>	<u>77,631</u>

### 3. Income from charitable activities

Class Income	89,303	-	89,303	88,242
Membership and affiliation fees	3,809	-	3,809	2,599
Room and hall hire	10,168	-	10,168	25,191
Canteen income	-	-	-	1,160
Winter Craft Fayre and Summer Exhibition	951	-	951	1,514
Grants	-	311	311	-
	<u>104,231</u>	<u>311</u>	<u>104,542</u>	<u>118,706</u>

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2021

4. Direct Charitable Expenditure	Unrestricted 2021	Restricted 2021	Total 2021	Total 2020
<b>Cost of running classes</b>				
Tutor salaries and expenses	57,962		57,962	62,799
<b>Management and administration</b>				
Cost of donated services	35,478	-	35,478	35,478
Office salaries	77,787	-	77,787	65,834
Insurance	3,759	-	3,759	2,890
Rates and water	324	-	324	641
Repairs and maintenance	4,865	-	4,865	6,374
Light and heat	6,314	-	6,314	4,923
Printing	1,521	-	1,521	1,300
Postage	29	-	29	186
Stationery	194	-	194	849
Telephone	845	-	845	852
Accountancy & professional fees	250	-	250	541
Consultancy fees	-	-	-	6,490
Canteen costs	-	-	-	190
Cleaning and waste disposal	16,299	-	16,299	3,283
Sundry expenses and consumables	3,852	311	4,163	1,775
Payroll costs	2,429	-	2,429	2,175
Equipment	7,776	-	7,776	7,583
Bank charges	1,188	-	1,188	712
Depreciation	1,050	-	1,050	454
	<b>221,922</b>	<b>311</b>	<b>222,233</b>	<b>205,329</b>
<b>5. Cost of generating funds</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Advertising & fundraising	540	-	540	415
	<b>540</b>	<b>-</b>	<b>540</b>	<b>415</b>
<b>6. Debtors</b>			<b>2021</b>	<b>2020</b>
			<b>£</b>	<b>£</b>
Prepayments			932	70
Debtors			76	1,441
			<b>1,008</b>	<b>1,511</b>
<b>7. Creditors</b>			<b>2021</b>	<b>2020</b>
			<b>£</b>	<b>£</b>
Accruals			2,506	9,898
Trade creditors			2,153	14
Tax and social security			2,074	674
Deferred income			53,356	24,935
Deposits held			1,200	1,050
			<b>61,289</b>	<b>36,571</b>

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2021

### 8. Tangible fixed assets

	Fixtures & Fittings £	Furniture & Equipment £	Total £
<b>Cost</b>			
At 1 September 2020	4,000	5,402	9,402
Additions	-	-	-
At 31 August 2021	4,000	5,402	9,402
<b>Depreciation</b>			
At 1 September 2020	100	654	754
Charge for the year	400	650	1,050
At 31 August 2021	500	1,304	1,804
<b>Net book values</b>			
At 31 August 2021	3,500	4,098	7,598
At 31 August 2020	3,900	4,747	8,647

Fixtures and fittings additions are a donation from the Bewick family of paintings by Vivian Bewick and the cost is based upon the valuation at the time of donation.

### 9. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees' expenses reimbursed. No trustee is reimbursed for any reason for such things as parking costs, train or bus fares, or stationery, nor are they paid by the Association directly. Trustees always pay for any such expenses themselves for which the Association is extremely grateful.

	2021 £	2020 £
Wages and salaries	135,749	129,861
National insurance	-	-
	<u>135,749</u>	<u>129,861</u>
Employee numbers are as follows:		
Tutor	23	26
Office and other administration	6	5
	<u>29</u>	<u>31</u>

### Key Management Personnel

For 2021, a total of £21,011.74 was paid to key management personnel (2020 £24,175).

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2021

<b>10. Other income and expenditure</b>			
<b>Funds</b>	<b>Buckhurst Hill Wine Club £</b>	<b>Bedford House Bridge Club £</b>	<b>Total £</b>
<b>Other Income</b>			
Subscription fees and table money	-	-	-
<b>Total Income</b>	-	-	-
<b>Other Expenditure</b>			
Room and hall hire	-	-	-
Wine, food and refreshments	-	-	-
Payment to Bedford House	-	117	117
<b>Total Expenditure</b>	-	117	117
Total brought forward	1,191	117	1,308
<b>Total carried forward</b>	1,191	-	1,191

Buckhurst Hill Wine Club is a member organisation and uses the Centre at reduced rates. Bedford House Bridge Club closed during the year. In the event of closure any moneys left will be donated to Bedford House Community Association. The trustees of Bedford House Community Association have no control of income and expenditure.

During the year the Wine club did not meet due to Covid restrictions but it has now resumed its normal activities.

<b>11. Analysis of net assets between funds</b>	<b>Unrestricted £</b>
Fixed assets	7,598
Current assets (excluding cash)	1,008
Current assets - cash at bank	106,860
Current liabilities	61,289
	<b>54,177</b>

## 12. Financial commitments and contingencies

There were no commitments to capital expenditure as at 31 August 2021.

The Association has an operating lease in respect of its photocopier, with quarterly rental of £178.74.

The trustees consider that there are no material identifiable contingent liabilities that may impact upon the Association within the foreseeable future.



# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2021

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### 13. Donated services

The association has the use at a peppercorn rent of the premises at Bedford House under a lease granted by Essex County Council. In accordance with Statement of Recommended Practice "Accounting and Reporting by Charities" issued in 2005, the financial statements include the estimated value of this donated service under Income Resources, with an equivalent expense included under Resources Expended. The value has been estimated by the trustees by reference to prevailing commercial rental levels in the surrounding area.

### 14 Deposits Held

As at the 31st August 2021, a total of £1,200 (2020: £1,050) was held for room hire deposits. This amount was made up of money held by the following:

ASC	£1,000 held
Kids Stop	£50 held
Smiley Minds	£50 held
Party deposits	£100 held

### 15. Fund Analysis

	As at 1 September 2020	Incoming Resources	Resources Expended	As at 31 August 2021
<b>Unrestricted Funds</b>	95,581	181,058	(222,462)	54,177
<b>Restricted Funds</b>				
Bewick Funds	-	311	(311)	-
<b>Total Funds</b>	<u>95,581</u>	<u>181,369</u>	<u>(222,773)</u>	<u>54,177</u>

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31ST AUGUST 2021

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I report on the accounts of Bedford House Community Association for the year ended 31 August 2021 which are set out on pages 7 to 13.

### **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 Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**


In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:  
Community360

Winsley's House, High Street, Colchester, Essex



Date 2nd December  
2021