

CAPEL COMMUNITY ASSOCIATION

(Registered Charity No. 1179661)

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2021**

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The Trustees present their report for the year ended 31 August 2021.

Principal Address

Capel Village Hall
Falmouth Place
Five Oak Green
Tonbridge TN12 6RD

Structure, governance and management***Constitution***

Capel Community Association (the 'Charity') is a registered charity, registration number 1179661.

The Charity was established as a Charitable Incorporated Organisation (CIO) under a Constitution adopted on 27 December 2018. The Constitution defines the Charity's objects and powers. The Trustees are appointed by the Members or by Trustees in accordance with the Constitution.

The Trustees who acted during the year were:

P J Darbyshire -- CCA Chairperson
S Hebborn
R C Teacher

Organisation of the Charity

The Charity is under the control and management of its trustees who have overall oversight of the charity. Volunteers deal with day to day matters, attend committee meetings, liaise with and report to Trustees.

Objectives and Activities

Under the Charity's Constitution, the objects of the Charity are:

- To further or benefit the residents of the Parish of Capel and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and their voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents. To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
- In furtherance to these objects but not otherwise, the trustees shall have the power: To establish or secure a village hall and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in the furtherance of the above objectives. Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

In planning the activities of the Charity, in particular setting the fees for hire of the Village Hall and attendance by local children at Pre School, the Trustees have considered the Charity Commissioners guidance on public benefit and specifically the guidance on the charging of fees. There are regular reviews of the fees charged and works to ensure the Hall facilities are available at an affordable price to the residents of the Parish in accordance with the object of the Charity.

Review of the period

We continued working within the Covid framework to continue make the Hall facilities available to Pre School and when possible, other hirers. This resulted in fewer Hirings and Covid assistance helped. Covid affected ways of operating; with the strict rules for Pre School many other hirers could not return immediately. Risk assessments continued using updated Covid Government Guidance, recommendations were enacted upon promptly. During Summer, some hirers used the Hall's external areas for meetings. The Changing Rooms were closed to sports due to Covid, but served as equipment storage for outside area users. On returning to the meetings at the Hall, hirers worked with CCA to meet Government Covid Guidance. The Hall also continued functioning as a storage and distribution point for emergency food parcels for the Shielded, (as defined by the Government). In the two years prior to Covid the Hall had undergone decoration and major refurbishments, no further non-emergency works were carried out during the year.

Future plans

Plans for further non-urgent works, refurbishments and long- term plans for the building are waiting until the situation stabilises. With Covid, the security and safety of all users is paramount and demands immediate action. We will continue to monitor and comply with all Government Covid Guidance. We aim to assist hirers in returning to normal hiring as quickly as possible. We continue ensuring the Hall and facilities meet requirements both now and in future and keep affordable hire costs for our community, especially during difficult times.

Financial Report for the year***Results for the year***

A summary of the year's results is given on page 5 of the financial statements.

The deficit recorded for the year of 17,368 (deficit £3,073 - 2020), comprised a deficit of £2,973 (surplus £5,662 – 2020) of unrestricted funds and a deficit of £14,395 (deficit £8,735 - 2020) on restricted reserves. The deficit on restricted reserves relates to Pre School. A transfer was made from the restricted reserves to general reserves of £8,434 to reflect Pre School's use of the Village Hall's facilities.

Reserves policy

The Charity requires reserves to protect its current activities, in order to allow the Trustees to meet their day-to-day responsibilities and to ensure that it continues to operate as a going concern. To secure the future of the hall the Trustees' designate part of the general funds to a reserve: The Building Fund, which comprises monies designated for major work required for Hall maintenance or improvement, whether planned or unexpected in nature.

Reserves comprise:

- Unrestricted General funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and are maintained at a level which the Trustees consider necessary.
- Designated funds comprise of monies set aside out of unrestricted general funds for specific future hall purposes or projects.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal. Pre School is part of the Capel Community Association charity. The Pre School funds, which comprise the surplus on grants received and fees paid, constitute a restricted fund within the Charity.

Reserves policy (continued)

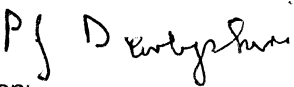
As at 31 August 2021, the Charity had general funds of £20,529, designated funds of £71,000 and restricted funds of £30,049. The Trustees will keep the level of reserves under constant review.

Investments

Any surpluses are held in interest bearing bank accounts. The interest generated is used in the furtherance of the Charity's objectives.

Approved by the trustees and signed on their behalf by:

Mrs PJ Darbyshire
Trustee and CCA Chairman



Approved on:

4th April 2023

Independent Examiner's Report to the Trustees of Capel Community Association

I report to the trustees on my examination of the accounts of the Charity for the year ended 31 August 2021, which are set out on pages 6 to 12.

Respective responsibilities of Trustees and Examiner

The Charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 'Act'). The Charity's trustees consider that an audit is not required for this year under section 144(2) of the 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 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 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me reasonable cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those; or
- the accounts do not comply with the applicable requirements concerning the form and content of 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this respect in order to enable a proper understanding of the accounts to be reached.



Mark Wildi
Chartered Accountant
Orchard Brook
Five Oak Green Road
Tonbridge TN12 6TJ

Date: 19 May 2023

CAPEL COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
 (incorporating income and expenditure account)
 For the Year Ended 31 August 2021

	Notes	Unrestricted Fund £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Incoming resources					
Income from:					
Donations, legacies and similar incoming resources	1	560	8,349	8,909	14,062
Letting receipts and rents		3,385	-	3,385	5,999
Pre-school fees receivable		-	93,354	93,354	98,448
Investment Income		7	252	259	222
Total Income		3,952	101,955	105,907	118,731
Resources expended					
Expenditure on charitable activities:					
Letting expenses	2	-	-	-	285
Premises costs	3	8,261	248	8,509	10,692
Staff costs	4	6,923	102,099	109,022	107,578
Activity costs		-	2,139	2,139	1,309
Management and administration	5	175	3,430	3,605	1,940
Total Expenditure		15,359	107,916	123,275	121,804
Net (expenditure) income before transfers		(11,407)	(5,961)	(17,368)	(3,073)
Transfers between funds		8,434	(8,434)	-	-
Net income and net movement in funds		(2,973)	(14,395)	(17,368)	(3,073)
Reconciliation of funds					
Total funds brought forward at 1 September 2020		94,502	44,444	138,946	142,019
Total funds carried forward at 31 August 2021		£91,529	£30,049	£121,578	£138,946

All recognised gains and losses are included in the above statement of financial activities.
 All of the charity's activities derived from continuing operations during the above two financial periods.

The Accounting Policies and Notes on pages 7 to 10 form part of these Accounts.

CAPEL COMMUNITY ASSOCIATION
BALANCE SHEET
 Year ended 31 August 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed Assets	7		329		868
Tangible fixed assets					
Current Assets					
Debtors	8	4,735		2,622	
Cash at bank and in hand		131,961		136,403	
		<u>136,696</u>		<u>139,025</u>	
Creditors: Amounts falling due within one year	9	(15,447)		(947)	
		<u></u>		<u></u>	
Net Current Assets			121,249		138,078
			<u></u>		<u></u>
Total net assets			121,578		138,946
			<u></u>		<u></u>
The funds of the charity	12				
Restricted funds	10		30,049		44,444
Unrestricted funds					
Designated funds	11		71,000		71,000
General funds			20,529		23,502
			<u>121,578</u>		<u>138,946</u>

Approved by the trustees of Capel Community Association, and signed on their behalf by:

Mrs PJ Darbyshire
 Trustee and CCA Chairman

PJ Darbyshire

Approved on:

4th April 2023

The Accounting Policies and Notes on pages 7 to 10 form part of these Accounts.

Accounting Policies**Basis of Accounting**

The Accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees and management to make significant judgements and estimates. The items in the accounts where these judgements and estimates have been made include:

- the useful economic lives attributed to tangible fixed assets used to determine the annual depreciation charge;
- the assumptions adopted in determining the value of any designations required from the charity's general unrestricted funds

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts, in respect to a period of one year from the date of approval of these accounts. The trustees have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern.

The specific accounting policies adopted are set out below.

Fund accounting

- Unrestricted General funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. The Trustees consider that general funds should be maintained to cover approximately six months expenditure.
- Designated funds comprise monies set aside out of unrestricted general funds specific future purposes or projects.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming Resources

Grants and other similar income are credited to the Statement of Financial Activities in the period to which it relates. Donations, legacies and similar incoming resources represents that given by individuals, corporations and other charitable organisations. Such income is credited to the Statement of Financial Activities in the year in which it is received. Investment income, representing interest, is credited to the Statement of Financial Activities when received. Volunteer time is not recognised.

Accounting Policies (continued)**Debtors**

Debtors are measured on initial recognition at settlement amount after any discounts or amounts advanced by the charity. Subsequently they are measured at the cash or other consideration expected to be received.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT and is reported as part of the expenditure to which it relates.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The following rates have been adopted:

- Furniture and outside play area – 10% (straight line)
- Computer Equipment – 20% (straight line)

1. Donations, legacies and similar incoming resources

	Total 2021	Total 2020
	£	£
100 Club funds	560	680
Donations	398	719
Grants	7,951	12,663
	<hr/>	<hr/>
	8,909	14,062
	<hr/>	<hr/>

2. Letting expenses

	Total 2021	Total 2020
	£	£
Licences	-	285
	<hr/>	<hr/>
	-	285
	<hr/>	<hr/>

3. Premises costs

	Total 2021	Total 2020
	£	£
Rent	1	1
Utilities	3,275	4,058
Cleaning	436	789
Insurance	1,328	1,328
Repairs and maintenance	3,469	3,715
Kitchen/Toilets/Ceiling refurb	-	801
	<hr/>	<hr/>
	8,509	10,692
	<hr/>	<hr/>

4. Staff costs

	Total 2021	Total 2020
	£	£
Gross salaries	105,706	108,584
Social security costs	1,371	(2,955)
Other staff costs	1,945	1,949
	<hr/>	<hr/>
	109,022	107,578
	<hr/>	<hr/>

5. Management and Administration of the Charity

	Total 2021 £	Total 2020 £
Telephone and fax	267	256
Bad debts	-	(25)
Computer costs	63	83
Office equipment depreciation	539	-
Subscriptions	192	162
Sundry expenses	1,222	411
Printing, postage and stationery	975	724
General insurance	347	329
	<hr/> 3,605	<hr/> 1,940

6. Trustees' Remuneration

No Trustee received any remuneration in connection with their duties as trustees during the year to 31 August 2021, (2020: £nil).

**7. Tangible Fixed Assets
Cost**

	Outside Play Area/Furniture	Computer Equipment	Total £
At 1 September 2020	10422	2,119	12,541
	<hr/> 10,422	<hr/> 2,119	<hr/> 12,541
Depreciation			
At 1 September 2020	10,422	1,251	11,673
Charge for the year	-	539	539
	<hr/> 10,422	<hr/> 1,790	<hr/> 12,212
Net book value			
At 31 August 2021	-	329	329
	<hr/> -	<hr/> 868	<hr/> 868

8. Debtors

	Total 2021 £	Total 2020 £
Trade debtors – fees	3,735	2,212
Other debtors – Hall lettings/100 club	560	-
Prepayments and accrued income	440	410
	<hr/> 4,735	<hr/> 2,622

9. Creditors: Amounts falling due within one year

	Total 2021 £	Total 2020 £
Other creditors	14,409	418
Accruals and deferred income	311	505
Social security and other taxes	727	24
	<hr/>	<hr/>
	15,447	947
	<hr/>	<hr/>

10. Restricted Fund

	Balance at 1 Sept 2020 £	Incoming resources £	Resources expended £	Balance at 31 Aug 2021 £
Capel Pre-school	44,444	(5,961)	(8,434)	30,049
	<hr/>	<hr/>	<hr/>	<hr/>

11. Designated Fund

	Balance at 1 Sept 2020 £	New designation £	Released to General fund £	Balance at 31 Aug 2021 £
Building Fund	71,000	-	-	71,000
	<hr/>	<hr/>	<hr/>	<hr/>

The Building Fund comprises monies designated for major work required in respect of the maintenance or improvement of the Hall, whether planned or unexpected in nature.

12. Analysis of Total Funds

	Fixed Assets £	Current Assets £	Current Liabilities £	Total 2021 £
2021:				
Restricted fund	329	45,683	(15,963)	30,049
Designated	-	71,000	-	71,000
General fund	-	20,013	516	20,529
	<hr/>	<hr/>	<hr/>	<hr/>
	329	136,696	(15,447)	121,578
	<hr/>	<hr/>	<hr/>	<hr/>
	£	£	£	£
2020:				
Restricted fund	868	44,092	(516)	44,444
Designated	-	71,000	-	71,000
General	-	23,933	(431)	23,502
	<hr/>	<hr/>	<hr/>	<hr/>
	868	139,025	(947)	138,946
	<hr/>	<hr/>	<hr/>	<hr/>