

HUCCLECOTE COMMUNITY ASSOCIATION CIO

Registered Charity No. 1186950



ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2021



Hucclecote Community Association CIO

Report of the Trustees for the year ending 31 March 2021

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ANNUAL REPORT & ACCOUNTS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees present their report along with the financial statements of the charity for the year ended 31 March 2021. The financial statements have been prepared to comply with applicable law.

LEGAL AND ADMINISTRATIVE INFORMATION

Name of the Charity Hucclecote Community Association CIO

Address of the Office of the Charity

Hucclecote Community Centre
Hucclecote Road
Hucclecote
Gloucester
GL3 3RT

Telephone 01452 616289
E-mail hca@hucclecote.org.uk
Website www.hucclecote.org.uk

Names and addresses of other relevant organisations

Bankers: Barclays Bank plc, 18, Southgate Street, Gloucester, GL3 3ES.

Independent Examiner: Ben Edwards, Esq., 8 Oak View, Hardwicke, Gloucester, GL2 4AT

Solicitors: Dean Barnard, Esq., Dee & Griffin, Hucclecote Court, 76, Hucclecote Road, Gloucester, GL3 3RU

Nature of the Governing Document The charity is governed by a Constitution which was adopted on 18th November 2019. It is Charitable Incorporated Association (CIO) registered under the Charities Act; registration number 1186950.

Objects of the Association

1. To promote the benefit of the inhabitants of Hucclecote and the neighbourhood ("the area of benefit") without the distinction of sex, sexual orientation, nationality, age, disability, or race, or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations 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 of the said inhabitants.
2. To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
3. To promote such other charitable purposes as may from time to time be determined.

The Association shall be non-party in politics and non-sectarian in religion.

Method of election of Trustees At the Annual General Meeting members with power to vote elect a President, Chairman, Vice-Chairman, Treasurer and Secretary and up to ten individual members of the Association. Those elected are the Trustees of the Association and form the Management Committee. The Trustees who have served during the year are set out below.

Summary of investment powers The Constitution empowers the Association to invest money not immediately required for its objects in or upon such investments, securities or property as the Association may think fit, subject to such conditions as may be imposed by law.

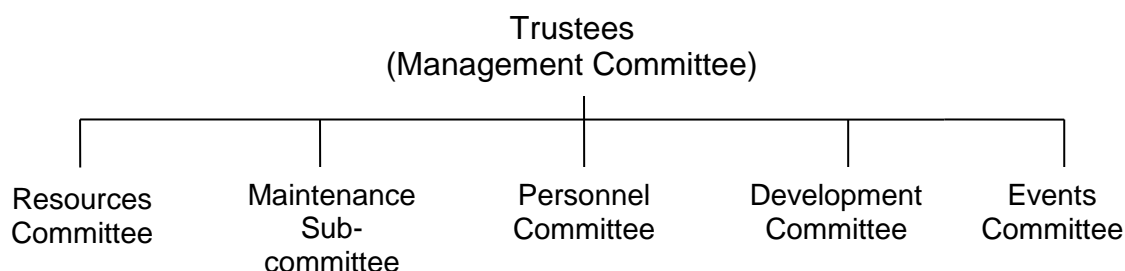
Names of Trustees as at 31.03.2021

Mr. R. Barker
Ms G. Bond
Mrs J. Boote
Mr D. Brown
Mr M. Brown
Ms H. Collen
Mr R. Crowhurst

Mr. W. Crowther
Mr C. Etheridge
Mr P. Finch
Mr M. Hall
Mrs H. Horwood
Mr C. Slater
Mrs C. Spencer

Organisational structure

The organisational structure of the Association is as below.



The Management Committee meets at least four times a year, when it receives reports from all relevant Committees. The Management Committee has responsibility for matters related to the constitution and to the overall direction of the Association, and considers recommendations from the other committees.

The Resources Committee undertakes budgetary planning and recommends financial strategy; it reviews income and expenditure; it recommends charges, membership subscriptions and wage rates. It also makes recommendations regarding major items of maintenance and capital expenditure; and it has responsibility for cleaning and Health & Safety.

The Maintenance Sub-committee is responsible to the Resources Committee, and oversees day-to-day maintenance, repairs and renewals to grounds, buildings and fixtures and fittings.

The Personnel Committee has responsibility for staff recruitment and welfare, and for training; it makes recommendations on pay and contracts.

The Development Committee has responsibility for policies, marketing, and awards and grants; it makes recommendations on long-term planning for the development of the Association.

The Events Committee, in liaison with the Social Club (see below), organises social and special events at the Community Centre and elsewhere.

In addition the Management Committee may from time to time set up as required

A Project Committee to oversee a specific major project; and

A Disciplinary & Arbitration Committee.

The life-span of any such committee is limited to the time needed to fulfil the particular remit for which it was appointed.

Related Parties

There is a Social Club, operated by Hucclecote Social Club (2012) Limited, which is a trading company owned by holding trustees appointed by the Community Association. The Social Club pays a monthly licence fee, and covenants its net profits to the Charity.

Review of the Activities of the Charity for the year **1 April 2020 to 31 March 2021**

This year has been dominated by restrictions associated with the COVID-19 Pandemic. The Community Centre had to totally close for the first 4 months of the year and again for the final 3 months. For the other 5 months there were a number of limitations on what services could be offered due to the restrictions imposed by the Government's tier systems. During this time, only a small number of the groups that use the Community Centre were able and willing to return. Those that did return had to do so with reduced numbers.

Thankfully the Association was able to survive financially during these challenging times due to the Governments Job Retention Scheme (furlough) and other grants as follows:

Job Retention Scheme (paid through HMRC)	£21,818.62
Government Rebates (paid through Glos City Council)	£22,637.57
Julia & Hans Rausing Trust (paid through Hoare Trustees)	£25,000.00
Other Glos City Council grants	£5,762.99
Other small grants	£497.50
 Total	 £75,716.68

In addition to the above grants, the Association also successfully secured a grant of £69,407 from Glos City Council's DFG fund to enable us to undertake our long-awaited refurbishment of the toilet block within the Community Centre. This work was completed during the lockdown in January/February 2021.

With all of the above taken into account, the Association realised a surplus for the year of £27,569. It must be recognised however that the activities and footfall within the Community Centre will take time to recover during 2021/22 and could be hampered by further restrictions. The above surplus will therefore help to balance this position.

Finally, the transfer from the old unincorporated charity (Hucclecote Community Association - Charity number 301550) was successfully completed on 31st March 2021. There is a small outstanding issue of the transfer of land (The Hucclecote Millennium Garden) into the new charity; this is being dealt with by our Solicitors. The report and accounts for this year and for 2021/22 will therefore apply to both the Hucclecote Community Association (charity number 301550) and the Hucclecote Community Association CIO (charity number 1186950).

This report was approved by the Trustees on 10 January 2022 and signed on their behalf by

R.J. BARKER R J Barker Chairman

C. ETHERIDGE C Etheridge Hon. Secretary

Investment policy

The Constitution empowers the Association to invest money not immediately required for its objects in or upon such investments, securities or property as the Association may think fit, subject to such conditions as may be imposed by law.

The Charity's Policy on Reserves

1. Purpose

The purpose of this policy is to articulate the requirements for funds, other than for normal operational requirements, to be held by the Hucclecote Community Association from one year to the next.

The policy aims to defend the retention of funds and restrict the allocation of monies to those authorised by the Trustees.

2. Authorisation and Approval

This policy has three stages of authorisation and approval.

- 1) On an annual basis, the Resources Committee will review the policy and the allocation of funds into specific categories. This review will culminate in a written statement to the Management Committee detailing:
 - a) recommendations for revision to the policy;
 - b) recommendations for the allocation of funds.
- 2) The Management Committee will review the statement presented by the Resources Committee and, if agreed, endorse the recommendation. If the statement cannot be endorsed by the Management Committee, it will be sent back to the Resources Committee for further review.

3. Amendments to the Policy

At any point between annual reviews, the Resources Committee or the Management Committee may identify a requirement to amend the Policy or the allocation of funds. In such cases, the requirement should be reviewed by the Resources Committee and a process of re-approval thereby initiated in accordance with section 2 above.

4. Requirement for Reserves

The HCA Trustees recognise the need to hold reserves for two key purposes:

- a) To fund short term and long term projects, including those related to property owned or leased by the Association.
- b) To provide some protection to the Association and its programme of activities by limiting the risks arising from a downturn in income or an unexpected need for unplanned expenditure.

5. Principles of the Policy

Funds will be split into one of four categories as follows:

- a) Contingency fund
- b) Short-term property projects
- c) Long-term property projects
- d) Community projects

Funds allocated to these categories can only be spent in accordance with the description of the category in section 6 below.

There is no requirement to spend any, or all, of the monies allocated to a category in any one year or any period of years. Each fund merely represents an intent to channel resources in a particular direction and a ceiling figure for expense in that area which cannot be breached without re-setting the ceiling figure with the approval of the Trustees.

6. Descriptions of Categories

- a) Contingency fund
This fund is for any unforeseen expenses for which alternative financing is either unavailable or not readily available. This includes emergency repairs to property owned or leased by the HCA for which alternative financing (e.g. insurance) is either unavailable or not readily available. It may be the case that monies spent from this fund are replaced at a later date when alternative financing (e.g. the materialisation of an insurance claim) becomes available.
- b) Short-term property projects
This fund is for projects within the forthcoming year which enhance or maintain the property and assets owned or leased by the HCA. Such projects should be assessed and costed prior to allocation of monies to this fund, or may be developed during the course of the year if monies are available within this fund.
- c) Long-term property projects
This fund is to build up reserves required for property projects in future years, particularly those which require a significant amount of money which is not made available to the HCA in the course of any one year. Prior to commencement of the year in which such a project is planned to be implemented, monies will be vired, through the approval process identified earlier in this policy, to the Short-term property projects fund.
- d) Community projects
This fund is for projects which enhance or maintain the delivery of benefit to members of the Community as defined in the constitution of the HCA. These projects will not be related to the enhancement or maintenance of property owned or leased by the HCA.

7. Process of Allocation of Monies to Fund Categories

In order to determine the monies which are allocated to each fund category, the Resources Committee will adhere to the following steps in the order that they appear. They should ensure that some money is allocated to each fund (none should be left empty).

- 1) Determine the level of funds required for the Contingency fund, taking account of:

- a) any major items in a poor state of repair for which a property project is not envisaged during the year and for which immediate attention could be required;
 - b) any other provisions for financial risk management.
- 2) Determine the level of funds for short-term property projects by reviewing the number and nature of projects that the HCA may wish to consider funding and implementing during the course of the year.
 - 3) Determine the level of funds to set aside for long-term property projects which the HCA may wish to consider funding and implementing in future years.
 - 4) Determine the level of funds for Community projects based on knowledge of forthcoming requirements, previous experiences, or specific requests from Trustees.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- ❖ Select suitable accounting policies and then 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 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 charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

R J Barker.

Mr R Barker
Chairman

Date: 10/01/22

Hucclecote Community Association CIO
Report of the Trustees for the year ended 31 March 2021 cont/d

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2021 cont/d

Statement of Financial Activities, 12 months Ended 31 March 2021

	Notes	UNRESTRICTED FUNDS		RESTRICTED FUNDS		12 Months	12 Months
		General	Centre	Trim	Trail	TOTAL	TOTAL
			Development			31.03.21	31.03.20
INCOMING RESOURCES							
Voluntary Sources							
Donations		£	211			£	211
Membership Fees		£	-			£	-
Affiliation Fees		£	-			£	-
Income from Sections	2	£	1,880			£	1,880
Bar profits / Social Club Profits		£	9,165			£	9,165
Fund raising	3	£	229			£	229
Entertainment	4	£	573			£	573
Community Day		£	-			£	-
Other income		-£	555			-£	555
Trim Trail Fund Raising		£	19			£	19
Centre Improvements		£	-			£	-
Credit Charges		£	-			£	-
Grants			£145,643			£	145,643
Charitable trading							
Typing & printing		£	8			£	8
Income from Assets							
Social club licence fee	10	£	-			£	-
Coffee Shop		£	-			£	-
Disco Hire		£	-			£	-
Room Hire		£	4,894			£	4,894
Interest Received		£	-			£	-
TOTAL INCOMING RESOURCES		£	162,066	£	-	£	162,066
EXPENDITURE							
Direct Charitable							
Section costs	2	£	-			£	-
After School		£	-			£	-
Premises costs	5	£	12,914			£	12,914
Cleaning & refuse		£	2,689			£	2,689
Personnel costs		£	31,290			£	31,290
Depreciation	6	£	6,886	£	1,463	£	8,349
Management & Administrative							
Post, Stationery, etc.		£	82			£	82
Telephone		£	428			£	428
Subscriptions		£	95			£	95
Licences		£	2,443			£	2,443
Computer/Training		£	-			£	-
Legal & Professional		£	4,223			£	4,223
Gratuities		£	601			£	601
Sundry expenses		£	-			£	-
Other Expenditure							
Fund raising expenses	3	£	102			£	102
Entertainment expenses	4	£	1,678			£	1,678
Community day expenses		£	30			£	30
Trim Trail Expenses		£	-	£	-	£	-
Publicity		£	60			£	60
Special Projects		£	69,513			£	69,513
Charges		£	-			£	-
TOTAL RESOURCES EXPENDED		£	133,034	£	-	£	134,497
NET INCOMING/OUTGOING RESOURCES (BEFORE TRANSFERS)		£	29,032	£	-£	£	27,569
TRANSFER BETWEEN FUNDS						£	-
NET MOVEMENT IN FUNDS							
TOTAL FUNDS BROUGHT FORWARD		£	83,392	£	20,000	£	104,855
TOTAL FUNDS CARRIED FORWARD	9	£	112,424	£	20,000	£	132,424

Hucclecote Community Association CIO
Report of the Trustees for the year ended 31 March 2021 cont/d

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2021 cont/d

Balance Sheet as at 31st March 2021

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>31.3.21</u>	<u>Total</u> <u>31.3.20</u>
FIXED ASSETS					
Tangible Assets	6	£ 31,505	£ -	£ 31,505	£ 39,853
CURRENT ASSETS					
Debtors	7	£ 20,839	£ -	£ 20,839	£ 18,201
Cash at Bank and in hand		<u>£ 99,455</u>	<u>£ -</u>	<u>£ 99,455</u>	<u>£ 48,320</u>
		£ 120,294	£ -	£ 120,294	£ 66,521
CURRENT LIABILITIES					
Creditors: amounts falling due within one year	8	<u>£ 19,375</u>	<u>£ -</u>	<u>£ 19,375</u>	<u>£ 1,519</u>
NET CURRENT ASSETS		<u>£ 100,919</u>	<u>£ -</u>	<u>£ 100,919</u>	<u>£ 65,002</u>
TOTAL NET ASSETS		<u>£ 132,424</u>	<u>£ -</u>	<u>£ 132,424</u>	<u>£ 104,855</u>
FUNDS	9	<u>£ 130,961</u>	<u>£ 1,463</u>	<u>£ 132,424</u>	<u>£ 104,855</u>

Approved by the trustees on 10 January 2021 and signed on their behalf.

R J Barker

R J Barker
Chairman

Hucclecote Community Association CIO
Report of the Trustees for the year ended 31 March 2021 cont/d

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2021

Notes to the accounts for the 12 months ended 31 March 2021

1 Fixed Assets

Fixed assets are written off on a straight line basis over their estimated useful life.

2 Section Accounts

	C/Fwd	Income	Expenses	2021 Net	2020 Net
Unrestricted Funds					
Badminton	£	88	£ -	88	£ 1,160
Under 5's Activities	£	1,782	£ -	1,782	£ 5,364
Scrabble	£	-	£ -	0	£ 127
Other	£	10	£ -	10	£ -
	£	1,880	£ -	£ 1,880	£ 6,651
				<u>£ 1,880</u>	<u>£ 6,651</u>

3 Fund Raising

	Income	Expenses	2021 Net	2020 Net
Catering	£ 229	£ 101	£ 128	£ 252
Tuck Shop	£ -	£ 1	-£ 1	£ 404
	<u>£ 229</u>	<u>£ 102</u>	<u>£ 127</u>	<u>£ 655</u>

4 Entertainment

	Income	Expenses	2021 Net	2020 Net
Children's/Senior Parties	£ -	£ -	£ -	£ 655
Other Events	£ 573	£ 1,678	-£ 1,105	£ 1,220
	<u>£ 573</u>	<u>£ 1,678</u>	<u>-£ 1,105</u>	<u>£ 1,874</u>
			<u>-£ 1,105</u>	<u>£ 1,874</u>

5 Premises Costs

	General Maint	Restricted Fund	Total 2021	Total 2020
Property Maintenance	£ 4,846		£ 4,846	£ 5,745
Gas	-£ 383		-£ 383	£ 1,355
Electricity	£ 3,994		£ 3,994	£ 4,341
General Rates	£ -		£ -	£ 625
Water Rates	£ 493		£ 493	£ 1,486
Premises Insurance	£ 1,952		£ 1,952	£ 2,595
Rent	£ 250		£ 250	£ 313
Grounds Maintenance	£ 1,762		£ 1,762	£ 1,293
	<u>£ 12,914</u>	<u>£ -</u>	<u>£ 12,914</u>	<u>£ 17,752</u>

Hucclecote Community Association CIO
Report of the Trustees for the year ended 31 March 2021 cont/d

Hucclecote Community Association
Report of the Trustees for the 12 months ended 31 March 2021 cont/d

Notes to the accounts for the 12 months ended 31 March 2021

6 Fixed Assets

	<u>Property</u>	<u>Trim Trail</u>	<u>Fixtures & Fittings</u>	<u>Computer Equipment</u>	<u>Total 2021</u>
Cost					
At 1 April 2020	£ 18,343	£ 14,395	£ 89,421	£ 3,960	£ 126,119
Additions	£ -		£ -	£ -	£ -
Disposal	£ -	£ -	£ -	£ -	£ -
	£ 18,343	£ 14,395	£ 89,421	£ 3,960	£ 126,119
Depreciation					
At 1 April 2020	£ 15,452	£ 5,758	£ 62,944	£ 2,112	£ 86,266
Charge for the 12 months	£ 964	£ 2,879	£ 4,044	£ 462	£ 8,349
Disposal	£ -	£ -	£ -		£ -
	£ 16,415.58	£ 8,637	£ 66,988	£ 2,574	£ 94,614
Net Book Value					
31 March 2021	£ 1,927	£ 5,758	£ 22,433	£ 1,386	£ 31,505
31 March 2020	£ 2,891	£ 8,637	£ 26,477	£ 1,848	£ 39,853

7 Debtors

	<u>2021</u>	<u>2020</u>
Debtors	£ 19,052	£ 13,114
Prepayments	£ 1,699	£ 3,998
Tax	£ 89	£ 89
Long Term Debtors	£ -	£ 1,000
	£ 20,839	£ 18,201

8 Creditors

	<u>2021</u>	<u>2020</u>
Other Creditors	£ 161	£ 72
Accruals	£ 19,214	£ 1,447
	£ 19,375	£ 1,519

9 Funds

	<u>Fixed Assets</u>	<u>Bank & Cash</u>	<u>Debtors</u>	<u>Creditors</u>	<u>Total 2021</u>
Unrestricted					
General	£ 31,505	£97,992	£ 20,839	£ 19,375	£ 130,961
Restricted					
	£ -	£ 1,463	£ -	£ -	£ 1,463
Total	£ 31,505	£ 99,455	£ 20,839	£ 19,375	£ 132,424

Hucclecote Community Association CIO
Report of the Trustees for the year ended 31 March 2021 cont/d

Hucclecote Community Association

Report of the Trustees for the 12 months ended 31 March 2021 cont/d

Notes to the accounts for the 12 months ended 31 March 2021

10 Related party transactions

Hucclecote Social Club (2012) Ltd is a separate legal entity that donates all its profits to Hucclecote Community Association under a deed of covenant. The shareholders and directors of Hucclecote Social Club (2012) Limited are also trustees of Hucclecote Community Association with the shares being held for the benefit of Hucclecote Community Association.

The Social Club pay a monthly licence fee (site rental) to Hucclecote Community Association charged at £400 per month.

11 Trustee Remuneration

Hucclecote Community Association does not remunerate (either through salary or pension scheme) Trustees.

12 Accounting treatment

The accounts have been prepared on an accruals basis.

Hucclecote Community Association CIO
Report of the Trustees for the year ended 31 March 2021 cont/d

Independent examiner's report to the trustees of Hucclecote Community Association

I report to the trustees of Hucclecote Community Association (charity number 301550) on the accounts of Hucclecote Community Association for the year ended 31 March 2021, which are set out on pages 10-14

Responsibilities and basis of report

As the charity trustees of Hucclecote Community Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Hucclecote Community Association carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5) (b) of the Act.

Independent examiners statement

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

1. Accounting records were not kept in respect of Hucclecote Community Association as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. 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 which attention should be drawn in this report on order to enable a proper understanding of the accounts to be reached.



B S Edwards FCCA
ACCA Chartered Certified Accountant

Dated 4/1/22