

Southmead Community Association

Charity number 201099

Address:

The Community Centre

Greystokes Avenue

Southmead

Bristol BS10 6BQ

The trustees of Southmead Community Association present their annual report and accounts for the year ended 31st December 2023

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Southmead Community Association Legal and Administrative Information

Southmead Community Association is a Registered Charity, Number 201099.
The Association is a Community Centre with the following objects:-

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood without distinction of sex, sexual orientation, 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 for the said inhabitants.
- (b) 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 person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

Registered office
Southmead Community Centre
248 Greystoke Avenue
Southmead
Bristol BS10 6BQ

Trustees and advisors

Advisor - Mr David Bellamy (Acting as Treasurer)
Advisor - Mrs Sandra Bellamy
Trustee - Mr Alan Bush
Trustee - Mrs Carol Bush
Advisor - Mrs Jacqueline Dillon
Trustee - Mr Richard Ducker (Chair)
Trustee - Mr Jason Everett (resigned)
Trustee - Graham Leighton
Trustee - Bryan Scrase
Advisor - Mrs Sue Levick (Acting as Secretary)
Trustee - Mr Richard Long (vice Chair)

Bankers:

Lloyds TSB
High Street
Westbury on Trym
Bristol, BS9 3BY

Registered Independent Examiner:

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

Trustee's Annual Report

Report text for Annual Accounts for the year ended 31st December 2023

The Trustees are pleased to present their report, together with the financial statements of the charity, for the year ended 31st December 2023. The financial statements have been prepared in accordance with current statutory requirements, the Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Legal and Administrative information, set out on page 1, forms part of this report.

1 Principal Activity (Objectives of the Charity)

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood without distinction of sex, sexual orientation, 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 for the said inhabitants.
- (b) To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in cooperation with any local authority or person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

Our Mission

Southmead Community Association works with and offers support to the local community, to bring about positive social and economic change in Southmead by providing affordable opportunities to develop skills and self-confidence of the local people.

Southmead Community Centre is a place for people to meet, socialise and interact with one another through community engagement and inclusion. As an organisation we are committed to fulfilling the needs of the community providing direct help, advice and support to everyone. The Centre is run by the people, for the people, uniting the community through provision of educational, recreation and leisure time facilities. As an organisation we promote diversity and equality of opportunity in everything that we do.

2 Trustees and General Committee

Members and Honorary Officers are elected to the General Committee at the Annual General Meeting and serve for one year only unless re-elected the following year.

3 Review of the Year 2023

- 3.1 The Trustees now led by Richard Duckler as chair have continued to manage the centre on a voluntary basis through the year liaising with the various groups and continuing to follow National guidance in regard to the many Covid regulations to protect the users. A staff member has been able to front the office one day a week, answer the telephone messages and emails to enable the much-needed hall bookings to take place while the Trustees Board review the staffing requirement for the future. The Social Club bar was able to open at weekends for members and other enquiries dealt with by the staff. The loss of grant from the local authority which previously funded a centre manager subsequently led to the redundancy of the post and precludes the appointment of any full-time administration or management staff for the foreseeable future.
- 3.2 Looking at the finances for the year the charity managed a near break-even position with increases in some income streams but losses in others. Expenditure has reduced overall which has enabled the break-even position. The trustees are concerned however about the condition of the centre itself, particularly the condition of the flat roof and repairs are currently in progress during 2024 to help address the situation.
- 3.3 Once again the charity was very grateful to Bristol City Council for continuing to allow the Association to benefit from Business Rate relief for the 20% not covered by the automatic 80% charity relief available to all charities. This relief ends in March 2024 and the trustees will have to reapply during 2024.
- 3.4 The John James foundation has supported the Community Association for many years with grants for Christmas parties and 2023 was no exception. The foundation also funded our celebration of the King's coronation. Our older community users were again treated with theatre tickets for the Redgrave Theatre in Bristol that is also supported by the foundation.
- 3.5 The centre continues to attract new groups and welcomed a Tang Soo Do group and an open community church group to regularly use the centre facilities and remains popular with the local community as a venue for birthday parties wedding celebrations and wakes. Various family generations in the local area have joyfully supported the centre by using it for their celebrations.
- 3.6 New procedures which were introduced in 2021 to protect staff, volunteers and users of the centre are still in force. Strict cleaning procedures also remain in place and most users are not allowed to use the kitchen in order to protect kitchen volunteers. The centre kitchen still enjoys its five-star health rating awarded by the City Council's Environmental Health Inspectors and the Trustees intend to keep it that way. The weekly lunch club continues to be very popular with the community and numbers are increasing. The weekly participation of volunteers in the kitchen help to keep the cost of providing the meals down and the low price is much appreciated by the locals who are feeling the effects of the cost-of-living crisis.

- 3.7 These remain unprecedented times for the country and particularly for the volunteer trustees most of whom are in their 70s and, whilst we are very grateful to those who have joined the board in 2022, we are still anxious to attract and recruit fresh (and perhaps, younger) trustees from the community to ensure that the Centre continues to provide this much needed and much appreciated community asset in Southmead which is an area of social deprivation.
- 3.8 Despite being a difficult year for everyone the Trustees would like to thank all employees and volunteers for their continuing commitment, enthusiasm and support during 2023 and very much welcome any new volunteers in 2024. The Trustees believe that the much-appreciated help from volunteers is key to the overall success of the Centre, and without them, the many activities would not be possible. The Trustees are most grateful for their ongoing contribution to the success and financial viability of the Centre.
- 3.9 The Trustees continue to believe that the centre's future incentive to encourage new people to join the board is for the charity to convert to a Charitable Incorporated Organisation (C.I.O.) which will provide personal liability security for individual members which an unincorporated organisation, sadly, does not. To this end, the trustee board are still committed to becoming a CIO although progress towards this has been slow mainly due to the uncertainty of attracting new trustees with a range of administrative and financial skills to the board.

4 How our activities deliver public benefit

- 4.1. Our service delivery is available to all Southmead residents and those in the surrounding areas who have enjoyed attending the Community Centre over the years and appreciate the various services on offer by volunteers and professionals alike. Services are delivered in line with our principle objective without distinction of sex, sexual orientation, ethnic origin or of political, religious or other opinions.
- 4.2. Every effort is made to network with other service providers in the area including the local authority, voluntary and other organisations in a common effort to identify and provide facilities needed in Southmead aiming to improve the quality of life for the local community.

5 Future Developments

Priorities for the year ahead:

1. Stay committed to our organisation's aims and objectives to continue to make a difference to people's lives within our community and safeguard the charity and its trustees by becoming a charitable incorporated organisation.
2. Continue to safeguard the financial viability of the organisation by securing increased activity and financial support from

funders. To operate safely within any ongoing national health restrictions

3. To continue to develop future ideas and proposals for the future redevelopment of the Centre on the "Greystoke Strip" by fully utilising the information and conclusions provided by the feasibility study in seeking to provide a new Community Centre in the very heart of Southmead.
4. To continue to empower local people with decision making and ownership of the Centre. Working to increase training opportunities for future employment as well as increasing volunteer opportunities within the community.
5. To continue to identify gaps in services within Southmead and develop the Centre to meet the needs and expectations of the community by improving our services and facilities the best we can.

6. Risk Assessment

The Executive Committee has conducted a review of the major risks to which the charity is exposed as part of its business plan and satisfied insurers that systems have been established to mitigate any risks. Assessment is reviewed on a continuous basis and section leaders reminded of their responsibilities.

7 Reserves Policy

The charity's policy on unrestricted reserves is to maintain equivalent cash balances:

- To cover three month's budgeted recurrent expenditures.
- To cover planned capital expenditure for the upcoming year.

The level of reserves is monitored and reviewed by the Trustees on a quarterly basis. As highlighted in 3.1 of this report the reserves were impacted by the lack of funding for a professional manager in post at the centre. Whilst the reserves are now very healthy (thanks to Covid funding), the Trustees will during 2024, continue to carry out the necessary management roles on a voluntary basis and explore different staffing options to ensure the Centre is run efficiently as it gets back on its feet. This will be reviewed at each monthly Trustees' meeting.

8 Financial Statements

Charity law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable body and of the surplus or deficit for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;

- followed applicable accounting standards and statements of recommended practice without any material departures;
- prepared the financial statements on the going concern basis

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable body and to enable them to ensure that the financial statements comply with the relevant Acts.

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

In determining how amounts are presented within items in the Statement of Financial Activities and the Balance Sheet, the Trustees have had regard to the substance of the reported transactions or arrangements, in accordance with generally accepted accounting principles or practice. So far as the Trustees are aware at the time the report is approved:- There is no relevant information of which the association's independent examiners are unaware and the Trustees have taken all prescribed steps to ensure awareness of all relevant information and to establish that the independent examiner is aware of the said information.

Trustees' Charity Report Certified by:-

Richard Ducker
Richard Ducker (Chair)

Date: 2/9/24

David Bellamy
David Bellamy (Acting Treasurer)

Date: 2/9/24

**Independent Examiner's report to the trustees of
Southmead Community Association**

I report on the accounts of the charity for the year ended 31st December 2023 which are set out on pages 8 to 14

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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 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 cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity 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 to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Name : Dick Maule F.C.A.
Address : The Cross House, The High Street ,South Woodchester GL5 5EL
Date: 7.9.2024

Dick Maule FCA

Southmead Community Association

**Statement of Financial Activities [Including Income and Expenditure Account]
for the year ended 31st, December 2023**

	Unrestricted Fund	Restricted Fund	Total	
	2023	2023	2023	2022
	£	£	£	£
Income from:				
Donations	1,249	-	1,249	1,852
Membership	2,216	-	2,216	1,218
Investment income				
Interest	264	-	264	15
Charitable activities				
Grants	2,295	-	2,295	7,817
Hall hire and activities	20,321	-	20,321	21,203
Rent	23,200	-	23,200	21,000
Other income	-	-	-	-
Total	49,545	-	49,545	53,105
Expenditure on:				
Charitable activities	49,801	-	49,801	51,447
Total	49,801	-	49,801	51,447
Net income/(expenditure)	(256)	-	(256)	1,658
Transfers between Funds	-	-	-	-
Total funds brought forward	208,571	-	208,571	206,914
Total funds carried forward	208,315	-	208,315	208,571

Southmead Community Association

Balance sheet as at 31st. December 2023

		2023	2022
	Notes	£	£
Fixed assets			
Tangible assets	2	167,344	172,314
Current assets			
Debtors	4	1,750	1,041
Cash on hand		641	941
Cash at bank		39,787	35,600
Total current assets		42,178	37,582
Liabilities			
Creditors: amounts falling due within 12 months	3	(1,207)	(1,325)
Net Current assets		40,971	36,257
Net assets		208,315	208,571
The funds of the charity:			
Unrestricted funds			
General funds	7	47,425	43,850
Designated funds		160,890	164,721
Restricted funds		-	-
Total charity funds		208,315	208,571

Richard Ducker
David Bellamy

Richard Ducker

Chair

David Bellamy

Treasurer

Dated: 21/9/24

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2023

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 (FRS 102) 2nd edition and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2023

(1) Principal Accounting Policies

(e) Fixed Assets

Fixed assets are written off over the expected useful life of the asset on the reducing balance basis at 15% per annum for equipment and 2% straight line for the building.

(2) Tangible Assets

	Building £	Equipment £	Total £
Cost:			
balance brought forward	191,537	106,485	298,022
additions in the year	-	-	-
	<u>191,537</u>	<u>106,485</u>	<u>298,022</u>
Depreciation			
balance brought forward	26,815	98,893	125,708
charge for the year	3,831	1,139	4,970
	<u>30,646</u>	<u>100,032</u>	<u>130,677</u>
Net book value at 31st. December 2023	<u>160,891</u>	<u>6,453</u>	<u>167,344</u>
Net book value at 31st. December 2022	<u>164,722</u>	<u>7,592</u>	<u>172,314</u>

(3) Creditors and accruals

Creditors: amounts falling due within 12 months

	2023 £	2022 £
Sundry creditors	<u>1,207</u>	<u>1,325</u>
	<u>1,207</u>	<u>1,325</u>

(4) Debtors and prepayments

Sundry debtors	<u>1,750</u>	<u>1,041</u>
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(5) Employee information

	2023	2022
Number of employees	1	2
Average monthly head count		
No employee received emoluments of more than £60,000.		

	£	£
Salaries and wages	8,306	8,810
Social security costs	-	-
	<u>8,306</u>	<u>8,810</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2023

(6) Expenditure

	Charitable activities	Charitable activities
	2023	2022
	£	£
Salaries	8,306	8,810
Activities and cost of sales	1,448	742
Rates and water	2,104	2,125
Repairs and renewals	1,008	-
Telephone	798	576
Performing rights	872	483
Cleaning and laundry	2,683	2,439
Stationery, postage and photocopying	321	126
Light and heat	11,880	10,239
Consultancy fees and pension contributions	2,730	161
Insurance	2,185	1,951
Building maintenance	7,804	16,324
Depreciation	4,970	5,171
Reporting accountant's fee	850	775
Miscellaneous expenses	186	-
Computer and software	695	478
Equipment hire and maintenance	962	1,047
	<u>49,801</u>	<u>51,447</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2023

(7) Movements in funds

	Balance 1st. January	2023 Income	Expenditure	Transfers	Balance 31st. Dec.
	£	£	£	£	2023 £
Unrestricted funds					
Designated Fund	164,721	-	-	(3,831)	160,890
General Fund	43,850	49,545	(49,801)	3,831	47,425
	<u>208,571</u>	<u>49,545</u>	<u>(49,801)</u>	<u>-</u>	<u>208,315</u>

Designated Fund: an amount has been set aside to reflect the amount of reserves tied up in the original costs of building the centre.

	Balance 1st. January	2022 Income	Expenditure	Transfers	Balance 31st. Dec.
	£	£	£	£	2022 £
Unrestricted funds					
Designated Fund	172,383	-	-	(3,831)	168,552
General Fund	29,525	64,099	(59,093)	3,831	38,362
	<u>201,908</u>	<u>64,099</u>	<u>(59,093)</u>	<u>-</u>	<u>206,914</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2023

(8) Analysis of prior year funds

**Statement of Financial Activities [Including Income and Expenditure Account]
for the year ended 31st. December 2022**

	Unrestricted Fund	Restricted Fund	Total	
	2022	2022	2022	2021
	£	£	£	£
Income from:				
Donations	1,852	-	1,852	1,013
Membership	1,218	-	1,218	1,028
Investment income				
Interest	15	-	15	3
Charitable activities				
Grants	7,817	-	7,817	34,388
Hall hire and activities	21,203	-	21,203	12,088
Rent	21,000	-	21,000	12,000
Other income	-	-	-	3,579
Total	53,105	-	53,105	64,099
Expenditure on:				
Charitable activities	51,447	-	51,447	59,093
Total	51,447	-	51,447	59,093
Net income/(expenditure)	1,658	-	1,658	5,006
Transfers between Funds	-	-	-	-
Total funds brought forward	206,914	-	206,914	201,908
Total funds carried forward	208,572	-	208,572	206,914