CHARITY REGISTRATION NUMBER: 253170

St Stephen's Community Association

Unaudited Financial Statements

28 February 2021

BURGESS HODGSON LLP
Chartered accountants
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

St Stephen's Community Association

Financial Statements

Year ended 28 February 2021

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St Stephen's Community Association

Trustees' Annual Report

Year ended 28 February 2021

The trustees present their report and the unaudited financial statements of the charity for the year ended 28 February 2021.

Reference and administrative details

Registered charity name	St Stephen's Community Association
Charity registration number	253170
Principal office	Tenterden Drive Canterbury Kent CT2 7BN

The trustees

S Shipton
B Harris
A Gough
R Gough
A Zinzan

Independent examiner	BURGESS HODGSON LLP Camburgh House 27 New Dover Road Canterbury Kent CT1 3DN

Structure, governance and management

The governing document is the charity's constitution which was originally agreed on 6th July 1981, and was amended on 26th April 2013.

The Management Committee consists of at least six members who are elected at the Annual General Meeting. They have the power to appoint a Chairman, Secretary, Treasurer and other officers as they deem necessary. Trustees are appointed by the Executive Committee, and the number of trustees shall not be less than 2 or more than 5.

The major risks to which the charity is exposed have been reviewed, and systems have been put in place to mitigate this risk.

Public Benefit
In setting the activities and purposes of the Association the Trustees have taken regard to the Charity Commission's guidance on Public Benefit.

St Stephen's Community Association

Trustees' Annual Report *(continued)*

Year ended 28 February 2021

Objectives and activities

St Stephen's Community Association is a charity to promote the benefit of the inhabitants of St Stephens and the neighbourhood by associating with the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation to improve the condition of life for the said inhabitants.

The charity's aims are also to improve the quality of life for the residents of St Stephen's ward in Canterbury and to provide a local community building that can act as a focus for developing services and activities for local residents.

To help meet this aim, the charity has established a Community Centre for activities in furtherance to those outlined above.

St Stephen's Community Association is a non-political, non-religious, unincorporated association.

Achievements and performance

The last year has been a difficult one but due to Government Grants we have gone into this coming year with a good start. A majority of our hall hires have not used the premises since March last year at the start of lockdown. The building has had to have maintenance carried out to the plumbing as we have had leaks in many parts of the building. During the closure time we have had all plumbing checked and a great deal has been replaced, this appears to be long overdue.

We have improved the garden area so that people can use outside space when needed.

All groups are now being contacted to see if they will be returning. We have a performing arts group that have been a good source on income in the times when it has been permitted. They have asked if they can return on a full time basis daily and as we have no regular groups using we have agreed to 3 days per week leaving 2 days for anything else that may be required. This will be monitored to see if there is a need to keep these free. All evening except Friday and Saturday are free. This will be a a regular income so will give us a good start on re-opening. We are still awaiting information from Canterbury Council as to whether Sure Start intend on coming back. We are all looking forward to getting back to some normality and hopefully a good year.

St Stephen's Community Association

Trustees' Annual Report *(continued)*

Year ended 28 February 2021

Financial review

A summary of the financial performance of the charity for the year ended 29th February 2021 is detailed below.

	2021	2020
	£	£
Income	**47,033**	31,263
Charitable Expenses	**25,054**	27,815
Administration Expenses	**880**	894
Surplus/(Deficit) for the year	**21,099**	2,554

Last year was a difficult one as it was for everyone. We were very lucky to receive grants from Canterbury City Council to help with our outgoings when we were closed. The hall was used very little due to the size of our groups and the government restrictions. Refunds were given for parties and weddings and all were cleared by the end of the year. The building had a few problems with taps furring up and overflows running. We have had new taps installed in the building which are more efficient in saving water and more hygienic.

The building has been deep cleaned and hand washing stations are positioned throughout the building with signage for masks and social distancing. The floor in the hall has been marked in 2m sections so all groups are aware when they return. Financially we are in a good position for the coming year.

Plans for future periods

Contact has been made with most of our regular hall hirers to be ready for opening when restrictions are lifted. We have a performing arts group that use the hall on Fridays and Saturdays that have requested to use each day, this has been looked into and we are hoping to fit them in around groups that want to come back. This will give us a regular weekly income well above the amount we have had to date.

Along with our church hire on a Sunday we will be full every day of the week, This will provide us with increased income for this year.

The trustees' annual report was approved on 27/09/2021 and signed on behalf of the board of trustees by:

S Shipton
Trustee

A Zinzan
Trustee

St Stephen's Community Association

Independent Examiner's Report to the Trustees of St Stephen's Community Association

Year ended 28 February 2021

I report to the trustees on my examination of the financial statements of St Stephen's Community Association ('the charity') for the year ended 28 February 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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 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 financial statements do not accord with those records; or

3. the financial statements 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.

BURGESS HODGSON LLP
Independent Examiner

Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

25/1/2022

St Stephen's Community Association

Statement of Financial Activities

Year ended 28 February 2021

	Note	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments					
Donations and legacies	**4**	37,952	4,118	**42,070**	12,950
Charitable activities	**5**	4,949	–	**4,949**	17,522
Investment income	**6**	14	–	**14**	91
Other income	**7**	–	–	**–**	700
Total income		42,915	4,118	**47,033**	31,263
Expenditure					
Expenditure on charitable activities	**8,9**	21,151	4,783	**25,934**	28,709
Total expenditure		21,151	4,783	**25,934**	28,709
Net income and net movement in funds		21,764	(665)	**21,099**	2,554
Reconciliation of funds					
Total funds brought forward		48,633	3,440	**52,073**	49,519
Total funds carried forward		70,397	2,775	**73,172**	52,073

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

St Stephen's Community Association

Statement of Financial Position

28 February 2021

	Note	2021 £	£	2020 £
Fixed assets				
Tangible fixed assets	14		24,722	25,823
Current assets				
Debtors	15	2,098		879
Cash at bank and in hand		47,770		27,206
		49,868		28,085
Creditors: amounts falling due within one year	16	1,418		1,835
Net current assets			48,450	26,250
Total assets less current liabilities			73,172	52,073
Net assets			73,172	52,073
Funds of the charity				
Restricted funds			2,775	3,440
Unrestricted funds			70,397	48,633
Total charity funds	17		73,172	52,073

These financial statements were approved by the board of trustees and authorised for issue on ..27/01/2021, and are signed on behalf of the board by:

S Shipton
Trustee

A Zinzan
Trustee

The notes on pages 8 to 14 form part of these financial statements.

St Stephen's Community Association

Statement of Cash Flows

Year ended 28 February 2021

	2021 £	2020 £
Cash flows from operating activities		
Net income	**21,099**	2,554
Adjustments for:		
Depreciation of tangible fixed assets	**1,430**	1,583
Other interest receivable and similar income	**(14)**	(91)
Accrued income	**(761)**	(156)
Changes in:		
Trade and other debtors	**(875)**	2,258
Cash generated from operations	**20,879**	6,148
Interest received	**14**	91
Net cash from operating activities	**20,893**	6,239
Cash flows from investing activities		
Purchase of tangible assets	**(329)**	(628)
Net cash used in investing activities	**(329)**	(628)
Net increase in cash and cash equivalents	**20,564**	5,611
Cash and cash equivalents at beginning of year	**27,206**	21,595
Cash and cash equivalents at end of year	**47,770**	27,206

The notes on pages 8 to 14 form part of these financial statements.

St Stephen's Community Association

Notes to the Financial Statements

Year ended 28 February 2021

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is St Stephens Community Centre, Tenterden Drive, Hales Place, Canterbury, CT2 7BN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The finanical statements have been prepared under the historical cost convention, and the requirements of, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities effective 1 January 2015).

Going concern

The accounts have been prepared on a going concern basis. The Trustees continue to monitor the charity's ability to continue as a going concern based on the bank balances held, and local authorities grant funding last year. The Trustees have undertaken specific analysis into the potential business impact of COVID-19 on costs and revenues and how these might also be managed and mitigated. The Trustees are satisfied that the review showed no material risks to the business and conclude the financial statements should continue to be prepared on a going concern basis.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

3. Accounting policies *(continued)*

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold Property	-	Over the term of the lease.
Fixtures & Fittings	-	50% straight line
Equipment	-	15% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or paable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**
Grants			
CCC Grant	37,143	–	**37,143**
KCC Grant	–	–	–
Other donations and legacies			
Contributions from Bar Club	809	4,118	**4,927**
	37,952	4,118	**42,070**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Grants			
CCC Grant	–	–	–
KCC Grant	–	1,250	1,250
Other donations and legacies			
Contributions from Bar Club	11,700	–	11,700
	11,700	1,250	12,950

5. Charitable activities

	Unrestricted Funds £	**Total Funds 2021 £**	Unrestricted Funds £	Total Funds 2020 £
Letting receipts	4,949	**4,949**	17,522	17,522

6. Investment income

	Unrestricted Funds £	**Total Funds 2021 £**	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	14	**14**	91	91

7. Other income

	Unrestricted Funds £	**Total Funds 2021 £**	Unrestricted Funds £	Total Funds 2020 £
Other income	–	–	700	700

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**
Charitable activities	20,271	4,783	**25,054**
Support costs	880	–	**880**
	21,151	4,783	**25,934**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Charitable activities	25,765	2,050	27,815
Support costs	894	–	894
	26,659	2,050	28,709

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	**Total funds 2021 £**	Total fund 2020 £
Charitable activities	25,054	–	**25,054**	27,815
Governance costs	–	880	**880**	894
	25,054	880	**25,934**	28,709

10. Net income

Net income is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	**1,430**	1,583
Fees payable for the audit of the financial statements	**880**	894

11. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	**894**	894

12. Staff costs

The average head count of employees during the year was 1 (2020: 4). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of administrative staff	**1**	4

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

13. Trustee remuneration and expenses

No Trustees received renumeration during the year.

14. Tangible fixed assets

	Leasehold Property	Fixtures and fittings	Equipment	**Total**
	£	£	£	£
Cost				
At 1 March 2020	42,831	3,858	11,228	**57,917**
Additions	–	–	329	**329**
At 28 February 2021	42,831	3,858	11,557	**58,246**
Depreciation				
At 1 March 2020	19,963	3,858	8,273	**32,094**
Charge for the year	454	–	976	**1,430**
At 28 February 2021	20,417	3,858	9,249	**33,524**
Carrying amount				
At 28 February 2021	22,414	–	2,308	**24,722**
At 29 February 2020	22,868	–	2,955	25,823

15. Debtors

	2021	2020
	£	£
Trade debtors	–	660
Prepayments and accrued income	**2,098**	39
Other debtors	–	180
	2,098	879

16. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	**1,418**	1,835

17. Analysis of charitable funds

Unrestricted funds

	At 1 March 2020	Income	Expenditure	At 28 February 2021
	£	£	£	£
General funds	48,633	42,915	(21,151)	**70,397**

	At 1 March 2019	Income	Expenditure	At 29 February 2020
	£	£	£	£
General funds	45,279	30,013	(26,659)	48,633

The club has received unrestricted grants from Cantebury City Council during the year totalling £37,143.

Restricted funds

	At 1 March 2020	Income	Expenditure	At 28 February 2021
	£	£	£	£
Restricted Funds	3,440	4,118	(4,783)	**2,775**

	At 1 March 2019	Income	Expenditure	At 29 February 2020
	£	£	£	£
Restricted Funds	4,240	1,250	(2,050)	3,440

The club has received restricted grants from HMRC during the year totalling £4,118 (2020: £1,250 - Kent County Council).

18. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**
Tangible fixed assets	21,947	2,775	**24,722**
Current assets	51,468	–	**51,468**
Creditors less than 1 year	(3,018)	–	**(3,018)**
Net assets	70,397	2,775	**73,172**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	22,385	3,440	25,825
Current assets	28,085	–	28,085
Creditors less than 1 year	(1,835)	–	(1,835)
Net assets	48,635	3,440	52,075

19. Analysis of changes in net debt

	At 1 Mar 2020 £	Cash flows £	**At 28 Feb 2021 £**
Cash at bank and in hand	27,206	20,564	**47,770**

St Stephen's Community Association

Management Information

Year ended 28 February 2021

The following pages do not form part of the financial statements.

St Stephen's Community Association

Detailed Statement of Financial Activities

Year ended 28 February 2021

	2021 £	2020 £
Income and endowments		
Donations and legacies		
CCC Grant	**37,143**	–
KCC Grant	**–**	1,250
Contributions from Bar Club	**4,927**	11,700
	42,070	12,950
Charitable activities		
Letting receipts	**4,949**	17,522
Investment income		
Bank interest receivable	**14**	91
Other income		
Other income	**–**	700
Total income	**47,033**	31,263
Expenditure		
Expenditure on charitable activities		
Wages and salaries	**8,763**	7,209
Rates and water	**995**	1,565
Light and heat	**3,436**	6,238
Repairs and maintenance	**7,565**	7,988
Insurance	**1,628**	1,586
Legal and professional fees	**880**	1,044
Telephone	**616**	644
Other office costs	**501**	461
Depreciation	**1,430**	1,583
Sundry expenses	**120**	391
	25,934	28,709
Total expenditure	**25,934**	28,709
Net income	**21,099**	2,554

St Stephen's Community Association

Notes to the Detailed Statement of Financial Activities

Year ended 28 February 2021

	2021	2020
	£	£
Expenditure on charitable activities		
Charitable activities		
Activities undertaken directly		
Wages/salaries	**8,763**	7,209
Rates & water	**995**	1,565
Light & heat	**3,436**	6,238
Repairs & maintenance	**7,565**	7,988
Insurance	**1,628**	1,586
Legal and professional fees	**–**	150
Telephone	**616**	644
Printing, postage, stationery	**501**	461
Depreciation	**1,430**	1,583
Sundry expenses	**120**	391
	25,054	27,815
Governance costs		
Independent examiners fees	**880**	894
Expenditure on charitable activities	**25,934**	28,709