CHARITY REGISTRATION NUMBER: 253170

St Stephen's Community Association

Unaudited Financial Statements

29 February 2024

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

St Stephen's Community Association

Financial Statements

Year ended 29 February 2024

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St Stephen's Community Association

Trustees' Annual Report

Year ended 29 February 2024

The trustees present their report and the unaudited financial statements of the charity for the year ended 29 February 2024.

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	
A Gough	
M Heath	(Appointed 26 May 2023)
L Zinzan	(Appointed 26 May 2023)
R Gough	(Resigned 26 May 2023)
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 29 February 2024

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

Sure Start building is still under review with KCC and CCC passing the problem to each other. Cllr Dawkins has told them it needs to be sorted shortly. We have had builders in for 3 months as someone backed into the building but this has now been completed and was covered by CCC insurance. We invoiced CCC for our maintenance of that part of the building and they paid £1,000.00. We had many parties booked for last year but from September onwards we had many cancellations with people worrying about bills. Fundraising improved with a good Christmas Fair and Quiz nights, which we are now doing on a regular basis in the Bar Club so it helps both sides.

Financial review

A summary of the financial performance of the charity for the year ended 29th February 2024 is detailed below.

	2024	2023
	£	£
Income	**35,760**	31,916
Charitable Expenses	**40,519**	41,444
Administration Expenses	**864**	970
Other Expenses	**–**	166
Deficit for the year	**5,623**	10,664

Plans for future periods

We have started this year off well with party bookings and a couple of weddings for this year and one for next. JGH Academy are here all week but go at 2pm on Saturdays to enable parties to set up. Sundays are full with the Church in the morning in Sure Start. A table tennis group of teams are looking to start in September. A mental health group and a yoga group along with another.

The trustees' annual report was approved on 14/06/2024. 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 29 February 2024

I report to the trustees on my examination of the financial statements of St Stephen's Community Association ('the charity') for the year ended 29 February 2024.

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

18/7/2024

St Stephen's Community Association

Statement of Financial Activities

Year ended 29 February 2024

	Note	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income and endowments					
Donations and legacies	4	12,000	1,000	**13,000**	19,887
Charitable activities	5	21,764	–	**21,764**	11,675
Investment income	6	291	–	**291**	71
Other income	7	705	–	**705**	283
Total income		34,760	1,000	**35,760**	31,916
Expenditure					
Expenditure on charitable activities	8,9	39,843	1,540	**41,383**	42,414
Other expenditure	10	–	–	–	166
Total expenditure		39,843	1,540	**41,383**	42,580
Net expenditure and net movement in funds		(5,083)	(540)	**(5,623)**	(10,664)
Reconciliation of funds					
Total funds brought forward		53,638	2,741	**56,379**	67,043
Total funds carried forward		48,555	2,201	**50,756**	56,379

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

The notes on pages 7 to 13 form part of these financial statements.

St Stephen's Community Association

Statement of Financial Position

29 February 2024

	Note	2024 £	£	2023 £
Fixed assets				
Tangible fixed assets	15		23,540	24,863
Current assets				
Debtors	16	2,557		3,330
Cash at bank and in hand		25,956		29,625
		28,513		32,955
Creditors: amounts falling due within one year	17	1,297		1,439
Net current assets			27,216	31,516
Total assets less current liabilities			50,756	56,379
Net assets			50,756	56,379
Funds of the charity				
Restricted funds			2,201	3,330
Unrestricted funds			48,555	53,049
Total charity funds	18		50,756	56,379

These financial statements were approved by the board of trustees and authorised for issue on 14/06/2024, and are signed on behalf of the board by:

S Shipton
Trustee

A Zinzan
Trustee

The notes on pages 7 to 13 form part of these financial statements.

St Stephen's Community Association

Notes to the Financial Statements

Year ended 29 February 2024

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 are satisfied that there are 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 2024 £**
Grants			
CCC Grant	–	1,000	**1,000**
KCC Grant	–	–	**–**
Other donations and legacies			
Contributions from Bar Club	12,000	–	**12,000**
	12,000	1,000	**13,000**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Grants			
CCC Grant	–	–	–
KCC Grant	–	1,075	1,075
Other donations and legacies			
Contributions from Bar Club	18,812	–	18,812
	18,812	1,075	19,887

5. Charitable activities

	Unrestricted Funds £	**Total Funds 2024 £**	Unrestricted Funds £	Total Funds 2023 £
Letting receipts	21,764	**21,764**	11,675	11,675

6. Investment income

	Unrestricted Funds £	**Total Funds 2024 £**	Unrestricted Funds £	Total Funds 2023 £
Bank interest receivable	291	**291**	71	71

7. Other income

	Unrestricted Funds £	**Total Funds 2024 £**	Unrestricted Funds £	Total Funds 2023 £
Other income	705	**705**	283	283

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**
Charitable activities	38,979	1,540	**40,519**
Support costs	864	–	**864**
	39,843	1,540	**41,383**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Charitable activities	40,998	446	41,444
Support costs	970	–	970
	41,968	446	42,414

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	**Total funds 2024 £**	Total fund 2023 £
Charitable activities	40,519	–	**40,519**	41,444
Governance costs	–	864	**864**	970
	40,519	864	**41,383**	42,414

10. Other expenditure

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**
Gains/(losses) on disposal of tangible assets	–	–	–

10. Other expenditure *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Gains/(losses) on disposal of tangible assets	126	40	166

11. Net expenditure

Net expenditure is stated after charging/(crediting):

	2024 £	2023 £
Depreciation of tangible fixed assets	**1,351**	1,383
Loss on disposal of tangible fixed assets	**–**	166
Fees payable for the audit of the financial statements	**864**	970

12. Independent examination fees

	2024 £	2023 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	**864**	864

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024 £	2023 £
Wages and salaries	**14,550**	15,099

The average head count of employees during the year was 2 (2023: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2024 No.	2023 No.
Number of administrative staff	**2**	3

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

14. Trustee remuneration and expenses

During the year, no remuneration or other benefits from employment were received by the trustees.

During the prior year, a business owned and operated by Mr A Gough, a trustee, was paid £180 for roof repairs.

15. Tangible fixed assets

	Leasehold Property £	Fixtures and fittings £	Equipment £	**Total £**
Cost				
At 1 March 2023	42,831	3,858	13,381	**60,070**
Additions	–	–	28	**28**
At 29 February 2024	42,831	3,858	13,409	**60,098**
Depreciation				
At 1 March 2023	21,298	3,858	10,051	**35,207**
Charge for the year	427	–	924	**1,351**
At 29 February 2024	21,725	3,858	10,975	**36,558**
Carrying amount				
At 29 February 2024	21,106	–	2,434	**23,540**
At 28 February 2023	21,533	–	3,330	24,863

16. Debtors

	2024 £	2023 £
Trade debtors	**88**	–
Prepayments and accrued income	**2,469**	3,330
	2,557	3,330

17. Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	**1,297**	1,439

18. Analysis of charitable funds

The charity has received restricted grants from Kent County Council during the year of £Nil (2023: £1,075) and Canterbury City Council £1,000 (2023: £Nil).

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**
Tangible fixed assets	22,581	959	**23,540**
Current assets	28,513	–	**28,513**
Creditors less than 1 year	(1,297)	–	**(1,297)**
Net assets	49,797	959	**50,756**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	21,533	3,330	24,863
Current assets	32,955	–	32,955
Creditors less than 1 year	(1,439)	–	(1,439)
Net assets	53,049	3,330	56,379

St Stephen's Community Association

Management Information

Year ended 29 February 2024

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

St Stephen's Community Association

Detailed Statement of Financial Activities

Year ended 29 February 2024

	2024	2023
	£	£
Income and endowments		
Donations and legacies		
CCC Grant	1,000	–
KCC Grant	–	1,075
Contributions from Bar Club	12,000	18,812
	13,000	19,887
Charitable activities		
Letting receipts	21,764	11,675
Investment income		
Bank interest receivable	291	71
Other income		
Other income	705	283
Total income	35,760	31,916
Expenditure		
Expenditure on charitable activities		
Wages and salaries	14,550	15,099
Rates and water	2,102	1,574
Light and heat	8,511	7,804
Repairs and maintenance	9,054	11,285
Insurance	1,962	1,861
Legal and professional fees	864	970
Telephone	1,684	1,259
Other office costs	625	526
Depreciation	1,351	1,383
Sundry expenses	680	653
	41,383	42,414
Other expenditure		
Gains/(losses) on disposal of tangible assets	–	166
Total expenditure	41,383	42,580
Net expenditure	(5,623)	(10,664)

St Stephen's Community Association

Notes to the Detailed Statement of Financial Activities

Year ended 29 February 2024

	2024	2023
	£	£
Expenditure on charitable activities		
Charitable activities		
Activities undertaken directly		
Wages/salaries	**14,550**	15,099
Rates & water	**2,102**	1,574
Light & heat	**8,511**	7,804
Repairs & maintenance	**9,054**	11,285
Insurance	**1,962**	1,861
Telephone	**1,684**	1,259
Printing, postage, stationery	**625**	526
Depreciation	**1,351**	1,383
Sundry expenses	**680**	653
	40,519	41,444
Governance costs		
Independent examiners fees	**864**	970
Expenditure on charitable activities	**41,383**	42,414