

WEST BLETCHLEY COMMUNITY ASSOCIATION

NOTES TO ACCOMPANY THE END OF YEAR ACCOUNTS FOR 2020/21

The End of Year Accounts for the financial year 2020/21 as far as is possible, reflect accurately the true picture of the income; expenditure; and financial assets of the West Bletchley Community Association

In common with all other Businesses and agencies the Association has found the financial year to be extremely difficult because of the Covid pandemic. The Centre has been closed for most of the year from mid -March 2020 until the end of March 2021 except for a brief spell intra lockdowns in September when it was opened for a very limited time for Karate and one of the Churches.

STAFF SALARIES

All the Staff were put on to the Government's Furlough Job Retention Scheme at the very beginning but which had some difficulties in operation and which took most of April to sort out. The problems stemmed from the interface between the users and Her Majesty's Revenue and Customs which required passwords etc given some years ago. The inevitable result was that they had been lost and with changes of personnel very little was known about the passwords. The furlough system paid 80% of the basic salaries but which required monthly claims. The Treasurer decided to use our payroll System as a gateway into HMRC systems which required a joint effort from WBCA and our Payroll Agency. The 80% furlough pay was reduced in September and October 2020 to 70% and 60% respectively WBCA paying the difference. Each monthly gross calculation was carried out by the Treasurer and the Reductions and Claims by the Payroll which has worked well. Many thanks to the latter. The Furlough system was re-introduced from November 2020 with the full 80% which has remained for the rest of the financial year. The furlough system has worked very well since its troubled beginning and has been a major factor in the finances of the Association as will be referred to later.

INCOME

The Income Account shows £31,461.49 but includes £18,291.91 from the Government Job Retention Scheme and £11,472.00 from grants which means only £1,697.58 is true income for the whole of the financial year. Without the Furlough Scheme and the Grants the situation would have been dire. Although there were several sources of grants the Association found itself not to be eligible because of an inability to satisfy a number of criteria and some applications were processed through several stages only to fail at the last hurdles. The Treasurer was involved with applications for grant aid for most of the financial year with limited success but nevertheless obtained £10,000 through Government/Milton Keynes Council in April, £1,222.00 from MK Community, and £250 was given by a Milton Keynes Councillor.

EXPENDITURE

Although the Centre has been closed for the majority of the financial year the expenditure is relatively high due to a number of factors - contractual undertakings such as the Lease; Utilities; other Service Providers; Refunds to

those who had booked for subsequent cancelled coach trips and to those who had paid in advance for hiring the premises. Attempts were made either to abandon the contractual payments or to reduce them were partially successful but one of the largest costs were associated with having the unfortunate timing of major problems with the Emergency Lighting and a Survey of Hard Wiring and subsequent amendments in order to conform with electrical requirements. The Association had no choice as they were statutory requirements and the centre can only operate with approved installations.

INVESTMENTS

It has been a very difficult year for investments not only from a dramatic fall in interest rates throughout the year but from the performances of the very agencies holding the monies of the Association. For example, one Building Society with whom the Association had over £30k invested, in July transferred all of the money into our Current Account only explaining at our request that they no longer dealt with us! Astonishingly it proved extremely difficult to re-invest the money into other accounts as every attempt to do so was met with a refusal until finally the money was invested into one in which we held monies unfortunately at a very small interest rate.

FUTURE

During the year the pandemic has had a catastrophic effect particularly on Income but also on operations. The final finances have been buoyant only because of Furlough and Grants and there has hardly been any activities in the Centre throughout the year. Looking forward to 2021/22 gives cause for concern as the only certainties are the uncertainties arising from imponderables and unknowns. Furlough ends from September, will the groups using the Centre return in sufficient numbers to make the Centre financially viable as there is a cautious approach to coming back, are we able to continue with Grant Aid ETC?

The Association does not receive any official grants and relies almost wholly on income from hiring its facilities for a number of community associated activities. Donations and Grants are extremely low compared to previous years. Charges to the User Groups for the use of the facilities have only been increased once since 2010 in order to be competitive with alternate venues, all cost increases have been absorbed by the Association. There has been constant effort to fill the few vacant slots but with limited success.

Expenditure is essential in order to maintain staffing levels and to provide a clean warm, and safe environment and to ensure all statutory requirements are satisfied. In the last few years the Association has adopted an exercise in attempting to control and reduce expenditure wherever possible. The overall expenditure has been less than for 2018/19 because of a reduction in major Items.

For several years the Association relied heavily on the interest received from investments but in common with all savers have suffered from poor rates of interest post 2008. The Association has attempted to save as much as possible in investments and has tried to obtain the best rates by switching around different accounts This is not easy due to stringent bank rules with regard to

the laundering of money, also some accounts are difficult to transfer into because of individual bank rules However the Association has benefitted from the investment change to the Shawbrook Bank. The Association retains Liquid and Illiquid Accounts and will continue to try to maximise returns on investments.

The next financial year will be extremely challenging due to the effects of COVID19 and the drastic reduction in interest rates. It will be necessary to examine **ALL** aspects of expenditure and to try to increase income avoiding or limiting an increase in Hiring Charges.

K. Sisson Treasurer of WBCA June 2020

West Bletchley Community Association

Receipts and Payments for the Year Ending March 31st 2021

2019/20	RECEIPTS	2020/21	2019/20	PAYMENTS	2020/21
£	GENERAL		£		
£405.00	Members/Aff. Fees	£0.00	£3,150.00	Lease/Water/Rates	£3,002.50
£0.00	Patrons	£0.00	£4,563.00	Gas/Electricity	£3,568.00
£5,268.93	Members Groups	£12.01	£5,271.55	Cleaner/Materials	£3,252.81
£16,756.15	Affiliated Groups	£672.60	£20,847.60	Salaries/Pay Roll/Auditor	£16,230.55
£9,519.29	Hirings	£453.25	£0.00	Staff Training	£0.00
£319.00	Raffles	£0.00	£106.35	Raffle Costs	£7.32
£99.00	Special Event	£0.00	£797.41	Telephone/Stamp	£776.28
£18.00	Repro/Other Income	£0.00	£633.29	Rubbish Bin	£387.54
£4,497.00	Coach Trips	£0.00	£2,863.00	Coach Trips Refunds	£867.00
			£235.39	Fire	£123.72
			£744.63	Insurances	£745.03
			£100.00	Locality	£300.00
			£0.00	Hirings Refunds	£735.00
			£1,017.77	Repairs/Maintenance	£195.60
			£130.00	Prizes for 100 Club	£0.00
			£80.12	Refreshments	£0.00
			£510.36	Performing Rights	£0.00
			£324.40	Special Event	£0.00
			£110.21	Miscellaneous	£4.68
			£387.47	Office Expenses/Printer	£78.24
	OTHER INCOME				
£3,255.42	Charity Shop	£253.45			
£396.00	100 Club	£0.00			
£52.65	Concerts	£0.00			
£1.00	Miscellaneous	£0.00			
£951.39	Refunds	£306.27			
£41,538.83	GENERAL INCOME	£1,697.58	£41,872.55	GENERAL OPERATING EXPENSES	£30,274.27
£35.00	GRANTS				
	Gvt Job Retention Scheme	£18,291.91	£540.00	Solicitor	£0.00
	Mk Community	£1,222.00	£0.00	Emergency Lighting Repairs	£1,721.03
	Gvt Grant Aid	£10,000.00	£0.00	Wiring-Survey/Rectifying	£2,944.80
	MKC Councillor	£250.00	£179.72	Information Technology	£170.29
	Interest from				
£983.52	Investments Accounts	£537.44	£116.29	CCTV Repairs	£0.00
			£836.01	MAJOR ITEMS	£4,836.12
£42,557.35	TOTAL INCOME	£31,998.93	£42,708.66		£35,110.39
				Excess of Expenditure Over Income	-£3,111.46

BALANCE SHEET

2020/21

REPRESENTED BY:

BALANCE	31st MARCH 2020
Current Bank Account	£9,705.13
Principality	£32,767.61
Santander Business A/C	14,597.55
Virgin Money	£279.17
Shawbrook Bank	£40,774.30
TOTAL	£98,123.76
73821.08	
Excess Payments Over Receipts	-£3,111.46
TOTAL	£95,012.30

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BALANCE	31ST MARCH 2021
Current Bank Account	£18,916.00
Santander Business A/C	£34,641.20
Virgin Money	£279.61
Shawbrook Bank	£41,175.49
76,096.30	
TOTAL	£95,012.30

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
WEST BLETCHLEY COMMUNITY ASSOCIATION**

I report on the accounts of the Association for the year ended 31st March 2021.

Respective responsibilities of trustees and examiner.

As the charity's trustees you are responsible for the preparation of the annual accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of examiner's report.

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

Based on my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met;

There is one matter to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A grant of £8,097 was received on 30th March 2021 which has not been included in these accounts. It has been omitted on the grounds that it is considered best included in the accounts of the subsequent year to 31st March 2022.


Trevor T Dimmock FCA

Chartered Accountant

Member of the Association of Church Accountants & Treasurers

13th July 2021

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