

## **Trustees' Annual Report for the year to 31 December 2020**

**Charity name:** Mill End and District Community Association  
**Registered number:** 269254  
**Principal address:** Church Lane  
Mill End  
Rickmansworth  
Hertfordshire WD3 8HD

### **Trustees serving during the year:**

<u>Name</u>	<u>Position</u>
Mr J Elliott	Holding Trustee
Mrs D Barber	Holding Trustee (Designate)
Mrs K Baker	Holding Trustee (Designate)

### **Committee Members:**

Mrs M King	Chair
Mrs D Barber	Treasurer
Mrs S Nelmes	Secretary

### **Group Members:**

Tricia Hegde	RVS
Kathy Marsh	Community Café
Robert Tindell	ASC

### **Structure, governance and management**

Under the Constitution adopted 8 January 1974, as amended on 3 October 1974.

The charity was established by a charitable trust deed.

The Association's membership at 31 December 2020 was 247 (2019: 247).

Trustees are appointed or re-appointed annually at the AGM normally held in June.

### **Objectives and Activities**

1. To promote for the benefit of inhabitants of Mill End and District without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants 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; and
2. To establish or secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory authority, in the maintenance and management of such a Centre for activities, promoted by the Association and its constituent bodies in furtherance of the above objects.

The policy and general management of the affairs of the Association is directed by a Council, which in turn delegates any or all of its powers to an Executive Committee made up of elected members of the Association.

### **Review of financial position**

The Association's receipts and payments accounts are shown on pages 5 and 6.

Cash funds at the end of 2020 totalled £50,229 (2019: £44,853) – an increase of £5,376.

The Association's total revenue for the year was £50,685 versus £52,947 in the previous year – a decrease of £2,262. Due to reduced activity as a result of Covid-19 lockdowns, income from hall hire at £30,416 was down 19%, representing 60% of total income. Rental income from the Social Club was also lower than in the previous year by £4,236. The Association's income, however, was supplemented by support grants from the Government (JRC) and Three Rivers District Council totalling £11,311.

At the same time, the Association's total revenue expenditure in 2020 decreased by £6,962 to £45,309 for the year. The overall net cash position for the year was therefore up £5,376 versus the previous year.

### **During 2020:**

The Community Centre continued to support local residents by making the Association's extensive facilities available for hire and charitable use.

It was a difficult year for everyone with the arrival of the pandemic and the centre was closed for many months in line with Government guidelines. When some of the restrictions were lifted, with the help of volunteers, the Association was able to do some work updating the centre.

It was also possible to hire out the main hall throughout the summer to the holiday club which brought in much-needed funds and, within the Government guidelines, gradually, the Association was able to reopen the centre to other users.

Sadly, after many years of service, the centre's manager Susan Gambula left in December. A new manager has been appointed and the focus is on increasing business by attracting new hirers and getting the centre back up to full capacity.

### **Reserves policy**

It is the policy of the Association that unrestricted funds, which have not been designated for a specific use or tied up in buildings and other tangible assets, should be maintained at a level equivalent to three months expenditure. The trustees consider that this policy reflects the wish to commit as much as possible, within the bounds of safety, to providing suitable facilities for the members and the local

community, while retaining financial stability and the potential to respond to new opportunities.

At the end of 2020, the Association's cash reserves were £50,229, equivalent to 4.4 times the current estimate for three months expenditure. This means that the Association's level of reserves, despite the adverse impact of the pandemic, are sufficient for the trustees to continue to commit to providing suitable facilities for members and the local community.

#### **Related party transactions**

The M.E.A.D.C.A. Social Club Limited is affiliated to the Mill End and District Community Association and its rules state that it will support the objects, activities and financing of the Mill End and District Community Association.

Furthermore, the profits of M.E.A.D.C.A. Social Club Limited shall be applied to maintaining or supporting the Mill End and District Community Association by way of covenants.

Arrangements to split the cost of shared services are under review in order to create a usage based and more precise method of sharing such costs.

#### **Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Mill End and District Community Association

No (if any)

269254

## Receipts and payments accounts

CC16a

For the period  
from

Period start date

01/01/2020

To

Period end date

31/12/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall hire	30,416	-	-	30,416	37,765
Rental income	7,969	-	-	7,969	12,205
Grants (2020: JRS scheme)	6,442	-	-	6,442	2,000
Donations (TRDC £4,869)	4,879	-	-	4,879	24
Community Day income	-	-	-	-	777
Members' subscriptions	790	-	-	790	-
Writing course	90	-	-	90	51
Interest received	99	-	-	99	125
<b>Sub total (Gross income for AR)</b>	<b>50,685</b>	<b>-</b>	<b>-</b>	<b>50,685</b>	<b>52,947</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>50,685</b>	<b>-</b>	<b>-</b>	<b>50,685</b>	<b>52,947</b>
<b>A3 Payments</b>					
Cleaning	1,225	-	-	1,225	1,345
Garden upkeep	360	-	-	360	760
Security & fire alarm costs	955	-	-	955	1,289
Insurance	2,377	-	-	2,377	2,356
Light and heat	7,725	-	-	7,725	5,573
Business rates & trade refuse	1,304	-	-	1,304	-
Repairs and renewals	5,794	-	-	5,794	9,730
Health & safety and training costs	120	-	-	120	366
Printing, postage & stationery	113	-	-	113	230
Accountancy fees	1,370	-	-	1,370	1,080
Legal & professional fees	1,080	-	-	1,080	6,069
Wages, salaries, pension & NI	20,253	-	-	20,253	19,391
Travel costs	73	-	-	73	86
Telephone & internet	1,364	-	-	1,364	1,209
Community Day expenses	2	-	-	2	752
Computer & software costs	1,001	-	-	1,001	1,423
Sundry expenses	193	-	-	193	612
<b>Sub total</b>	<b>45,309</b>	<b>-</b>	<b>-</b>	<b>45,309</b>	<b>52,271</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Computers (laptops)	-	-	-	-	-
Furniture & equipment	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>45,309</b>	<b>-</b>	<b>-</b>	<b>45,309</b>	<b>52,271</b>
<b>Net of receipts/(payments)</b>	<b>5,376</b>	<b>-</b>	<b>-</b>	<b>5,376</b>	<b>676</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>44,853</b>			<b>44,853</b>	<b>44,177</b>
<b>Cash funds this year end</b>	<b>50,229</b>	<b>-</b>	<b>-</b>	<b>50,229</b>	<b>44,853</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Deposit accounts	26,921	-	-
	Current account	23,258		-
	Petty cash	50	-	-
	<b>Total cash funds</b>	<b>50,229</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

## **Independent Examiner's Report to the Trustees/Members of Mill End and District Community Association**

**I report on the accounts for the year ended 31 December 2020 which are set out on pages 5 and 6.**

### **Respective responsibilities of trustees and examiner**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 ("the Act")) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act)
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention.

### **Basis of independent 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

1. To keep accounting records in accordance with section 41 of the Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or,
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Derek Skinner FCA  
Skinner & Co  
The Old Vicarage, 10 Church Street  
Rickmansworth WD3 1BS