

ONGAR AND DISTRICT COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

The Trustees present their report with the unaudited financial statements of the charity for the year ended 31st March 2025.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No.:	270668 (England and Wales)
Principal Office:	The Budworth Hall, High Street, Ongar, Essex, CM5 9JG
Trustees:	Mr. D J De O Irving (appointed 13 th August, 2011) Mr. S Watson (appointed 1 st November 2023) Mr. P. Ivey-Ray (appointed 1 st September 2024)

Key Management Personnel

Chair	Mr. P. S. Keska
Treasurer	Mr. R. Picking
Accountants	Forest Accountancy Services Ltd., Unit 1c Suffolk House Business Park, Ashwells Road, Pilgrim's Hatch, Brentwood, Essex, CM15 9SG
Bankers	The Co-Operative Bank p.l.c. P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP

Objectives and Activities

To promote the benefits of the inhabitants of Ongar and the neighbourhood, without distinction of sex, sexual orientation, race, or of political, religious or other opinions, by associating the local authorities, voluntary organisations and inhabitants, in a common effort to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants and to establish or to secure the establishment of a Community Centre and to maintain, manage, or to co-operate with any local statutory authority in the maintenance and management of, such a Centre for the activities promoted by the Association and its constituent bodies in furtherance of the aforementioned objects.

The main activities undertaken in relation to those purposes are the hiring of the Ballroom, Concert Room and Meeting Room and the rent of the Coffee Bar and restaurant contained

within the Budworth Hall. The Trustees have given due consideration to the Charity Commission's guidance on the public benefit requirement contained in the Charity Commission's documents, PB1, PB2 and PB3.

Achievements and Performance

The Charity has made major improvements to the Ballroom, including making the room more accessible to less-abled bodied persons and continues to improve the property both in providing facilities for all persons and the décor of the building.

One room is given over to an exhibition on the history of Ongar, presented by the Ongar Millenium History Society and this room is opened to the public on a regular basis. No charge is made by the management committee to the Ongar Millenium History Society for this facility.

The Charity continues to market the halls to residents, local sports and social organisations and local schools. The funds generated from these activities enable the Trustees to continue the upkeep and maintenance, and make the necessary improvements to the facilities within this Grade II listed building.

Financial Review

The financial results for the year ended 31st March 2025 were as expected.

The Charity's trading company, The Budworth Trading Company Limited, operates the bar contained within the building and the profits arising from this trade are donated to the Charity to assist with the Charity's objectives.

Reserves are held for the continued maintenance, upkeep and improvement of the building.

Structure, Governance and Management

The Ongar and District Community Association is an unincorporated charity and is governed by the Constitution, drawn up on 17th October 1996.

The methods adopted for the recruitment and appointment of new trustees are to advertise within Ongar and the neighbourhood and then for existing Trustees and the Executive Council members will confer and, where more than one person has applied for appointment, a vote will be taken and a majority decision reached.

Statement of Trustees' responsibilities in relation to the financial statements

The Trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice).

The Trustees are responsible for keeping proper records that disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that

the financial statements comply with the Charities Act, 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed and the Constitution.

The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are also responsible for compliance with all health and safety regulations and ensuring that there is no discrimination of any sort of the users of the Charity's facilities.

Signed on behalf of the Charity's Trustees

Mr. S. Watson

23rd October 2025

ONGAR AND DISTRICT COMMUNITY ASSOCIATION**Statement of Financial Activities for the 12 months to 31st March 2025**

		Unrestricted Funds	Year to 31.3.25	Year to 31.3.24	RESTRICTED FUNDS	
	Notes	£	£	£	31.3.25	31.3.24
					£	£
Incoming Resources						
Charitable trading income	2	41,281	41,281	36,518		
Donations & Other Income		49,863	49,863	63,182		
Affiliations & Membership Fees		150	150	177		
Investment Income	3	419	419	54		
Total Incoming Resources		91,713	91,713	99,931	0	0
Resources Expended						
Purchases		142	142	0		
Salaries	5	7,838	7,838	11,544		
Contractor Building Services		3,390	3,390	4,875		
Light and heat		11,955	11,955	16,482		
Rates and water		1,105	1,105	766		
Repairs		12,511	12,511	29,722		
Telephone and postage		1,081	1,081	782		
Printing and stationery		43	43	52		
Insurance and licences		7,968	7,968	7,818		
Accountancy		5,646	5,646	5,104		
Consultancy		0	0	825		
Depreciation		14,408	14,408	5,292		
Sundry expenses		0	0	718		
Bank charges		0	0	6		
Website		344	344	745		
Advertising		0	0	378		
Subscriptions and donations		25	25	0		
Cleaning		1,767	1,767	2,195		
Total Resources Expended		68,223	68,223	87,303	0	0
Net incoming resources before transfers	4	23,490	23,490	12,628	0	0
Unrestricted Funds at 1st April		124,522	124,522	111,894	19,962	19,962
Unrestricted Funds at 31st March		£148,011	£148,011	£124,522	£19,962	£19,962

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Balance Sheet as at 31st March 2025

	<u>Notes</u>	<u>Year to</u> <u>31.3.25</u> <u>£</u>	<u>Year to</u> <u>31.3.24</u> <u>£</u>
Fixed Assets			
Tangible Assets	6	114,752	45,052
Current Assets			
Debtors	7	29,293	27,526
Cash at bank and in hand		61,899	84,302
Investments		3	3
		<u>91,195</u>	<u>111,831</u>
Creditors			
Amounts falling due within one year	8	37,975	12,399
Net Current Assets		<u>53,220</u>	<u>99,432</u>
Total Assets less Current Liabilities		<u>£167,973</u>	<u>£144,484</u>
Funds			
Restricted Funds		19,962	19,962
Unrestricted funds - general		148,011	124,522
Total Funds		<u>£167,973</u>	<u>£144,484</u>

The accounts were approved by the Trustees on 23rd October 2025

For and on behalf of the Trustees

S Watson
Trustee

ONGAR AND DISTRICT COMMUNITY ASSOCIATION

Notes to the Accounts for the period ended 31st March 2025

1. ACCOUNTING POLICIES

Basis of Preparation

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and follow recommendations in Statements of Recommended Practice: Accounting by Charities

Fixed Assets

Fixed assets are recorded at cost or, in cases where fixed assets have been donated to Ongar and District Community Association, at valuation at time of acquisition.

Depreciation has been provided at the following rates in order to write down the cost or valuation, less estimated residual value, of all tangible fixed assets, with the exception of freehold land, by equal annual instalments over their expected useful lives.

Furniture and equipment	15% Reducing Balance
Fixtures and fittings	15% Reducing Balance
Carpets	20% Straight Line Basis
Improvements to property	20% Straight Line Basis
Curtains & track fixings	20% Straight Line Basis

Incoming Resources

Incoming resources from operating activities

Income from community centres and lettings is accounted for on an accruals basis

Donations and Grants

Income from donations and grants is included in incoming resources when it is receivable

Membership and Affiliation fees

Income from membership fees and affiliations is accounted for on an accruals basis

Investment Income

Investment income is recognised in the accounts when it is received

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, exclusive of VAT

Taxation

No provision has been made for corporation tax or deferred tax as the charity is a registered charity and therefore exempt.

Fund accounting

Funds held by the charity fall into the following categories:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects

Restricted Funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

ONGAR AND DISTRICT COMMUNITY ASSOCIATION

Notes to the Accounts for the period ended 31st March 2025

2. CHARITABLE TRADING INCOME

	Unrestricted Funds £	Year to 31.3.25 £	Year to 31.3.24 £	RESTRICTED FUNDS 31.3.25 £	31.3.24 £
Lettings	32,816	32,816	28,270		
Café rental income	7,650	7,650	6,900		
Café gas & water	324	324	424		
Costs recharged	140	140	421		
Fund-raising	350	350	345		
Taxable sales	0	0	158		
	£41,281	£41,281	£36,518	£0	£0

3. INVESTMENT INCOME

	Unrestricted Funds £	31.3.25 £	31.3.24 £	RESTRICTED FUNDS 31.3.25 £	31.3.24 £
Interest Received	419	419	54		

4. NET INCOMING RESOURCES BEFORE TRANSFERS

The net incoming resources before transfers is stated after charging:

	31.3.25 £	31.3.24 £
Depreciation - owned assets	14,408	5,292

5. TRUSTEES, DIRECTORS AND EMPLOYEES

Staff costs were as follows

	31.3.25 £	31.3.24 £
Wages and Salaries (Administration)	7,838	11,544
Social Security Costs (Administration)	0	0
	£7,838	£11,544

The average number of staff employed by the charity during the year was 1 (2024 - 1)

	31.3.25	31.3.24
Management and administration	1	1

No employee earned more than £50,000 during the year

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Notes to the Accounts for the period ended 31st March 2025

6. TANGIBLE FIXED ASSETS

	<u>Fixtures & Fittings</u>	<u>Furniture & Equipment</u>	<u>Carpets</u>	<u>Improvements to Premises</u>	<u>Total</u>
	£	£	£	£	£
COST					
As at 1 April 2025	35,326	27,803	988	43,992	108,109
Additions	4,094			80,015	84,109
As at 31st March 2025	<u>39,420</u>	<u>27,803</u>	<u>988</u>	<u>124,007</u>	<u>192,218</u>
DEPRECIATION					
As at 1 April 2025	22,060	19,402	198	21,398	63,058
Charge for the year	2,230	1,359	198	10,620	14,408
As at 31st March 2025	<u>24,290</u>	<u>20,761</u>	<u>396</u>	<u>32,018</u>	<u>77,466</u>
NET BOOK VALUE					
As at 31st March 2025	<u>£15,130</u>	<u>£7,042</u>	<u>£592</u>	<u>£91,989</u>	<u>114,752</u>
At 31 March 2024	<u>£13,266</u>	<u>£8,402</u>	<u>£790</u>	<u>£22,594</u>	<u>45,052</u>

7. DEBTORS

	<u>31.3.25</u>	<u>31.3.24</u>
	£	£
Trade Debtors	11,877	9,111
Taxes & social security costs	10,586	1,288
Other Debtors	5,100	16,204
Prepayments and deferred income	1,730	923
	<u>£29,293</u>	<u>£27,526</u>

8. CREDITORS: Amounts falling due within one year

	<u>31.3.25</u>	<u>31.3.24</u>
	£	£
Taxes & social security costs	89	-10
Other creditors	6,019	4,752
Trade creditors	3,261	6,067
Accruals and deferred income	28,606	1,589
	<u>£37,975</u>	<u>£12,399</u>

9. INDEPENDENT EXAMINERS & AUDITOR'S REMUNERATION

The total paid by the charity to the independent examiner and the auditors, related to the following services:

	<u>31.3.25</u>	<u>31.3.24</u>
	£	£
Audit	0	0
Independent Examination	0	0
	<u>0</u>	<u>0</u>

ONGAR AND DISTRICT COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

I report to the Trustees on my examination of the financial statements of the Ongar and District Community Association (Charity number 270668) for the year ended 31st March 2025.

Responsibilities and basis of report

As the charity's Trustees, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act, 2011 ("The Act").

The Trustees consider that an audit is not required for the year under the Charities Act, 2011, Section 144 (2) and that an independent examination is required.

I report in respect of my examination of the charity's financial statements carried out under section 145 of The Act and, in carrying out my examination, I have followed all the applicable directions given by the Charities Commission under section 145 (5)(b) of the Act.

Independent examiner's statement

I have completed my examination and I confirm that no material matters have come to my attention in connection with the examination, which give me cause to believe in any material respect that:

- The accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- The financial statements do not accord with those records; or
- The financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations, 2008, other than any requirement that the financial statements 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 financial statements to be reached.



Mrs Ruth Ryan

59 Kettlebury Way,

Ongar

Essex,

CM5 9HA

(DATE) 1 Nov 2025