

**HULLBRIDGE COMMUNITY ASSOCIATION CHARITY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Mr J Morrow (Chairman)  
Miss A Marriott (Vice Chairman)  
Mrs B Lampard  
Mr A Lampard (Treasurer)  
Mr B Edwards  
Mr D Gatehouse

**Charity number** 271588

**Principal address**

Hullbridge Community Centre  
Pooles Lane  
Hullbridge  
Hockley  
Essex  
UK  
SS5 6PA

**Independent examiner**

LB Group Limited (Chelmsford)  
Swift House  
Ground Floor  
18 Hoffmanns Way  
Chelmsford  
Essex  
UK  
CM1 1GU

**Bankers**

Santander UK Plc  
BBAM, Bridle Road  
Bootle  
Merseyside  
L30 4GB

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# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

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# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## TRUSTEES REPORT

### *FOR THE YEAR ENDED 31 AUGUST 2021*

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The trustees present their annual report and financial statements for the year ended 31 August 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: 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) (effective 1 January 2015)"

#### **Objectives and activities**

The Hullbridge Community Association was established on 25th October 1968 to promote the benefit of the inhabitants of Hullbridge and the neighbourhood by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare, for recreation and leisure time occupation, with the object of improving the quality of life for the said inhabitants.

In setting our objectives and planning our activities our trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission. The association constitution gives the trustees powers to apply the funds in furtherance of the objects of the Association and take decisions as necessary to further the objectives of the Association.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The incoming resources have been generated from a number of activities including membership subscriptions of the Association, grants and donations received, management fees charged to Hullbridge Community Association Social Club and hall hire. Resources have been expended to continue to provide a facility for the residents and voluntary organisations of Hullbridge and surrounding areas.

The trustees are aware of their duty under S 17 of the Charities Act 2011 to have due regard to the Public Benefit Guidance published by the Charity Commission. As such the trustees ensure that the activities of the charity are for public benefit.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that the appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

#### **Achievements and performance**

##### **Financial review**

The net outgoing resources for the year, after expenditure of £60,742 (2020: £84,728), totalled -£9,257, (2020: net incoming resources for the year totalled £6,916).

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## TRUSTEES REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2021**

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The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

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

The Hullbridge Community Association is an unincorporated association, and is a public benefit entity. The management of the charity is undertaken by the trustees who form a management committee that meets monthly or more often if required. Decisions as to the day to day running of the charity are made by this committee with some delegation to the officers. In addition, there are quarterly meetings of the general committee which comprises representatives from all affiliated organisations. The general committee meets to discuss the general running of the charity.

The constitution provides for a minimum of 6 and a maximum of 15 members of the General Committee. Where there is a need for new trustees, they will be appointed by the existing trustees until the date of the next Annual General Meeting, whereby Full Members of the Association have the vote for the members of the General Committee. A new trustee would receive a copy of the Association's Constitution and be required to sign the minute book of the General Committee to signify willingness and acceptance to act as a trustee of the association.

The charity has a relationship with the Hullbridge Community Association Social Club in that the Social Club rents a bar from the Charity and covenants to transfer all profits made to the charity.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The trustees have set a policy that surplus monies should be invested to maximise the return with a low level of risk.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr J Morrow (Chairman)

Miss A Marriott (Vice Chairman)

Mrs B Lampard

Mr A Lampard (Treasurer)

Mr B Edwards

Mr D Gatehouse

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees report was approved by the Board of Trustees.

.....  
**Mr J Morrow (Chairman)**

trustee

Dated: .....

# **HULLBRIDGE COMMUNITY ASSOCIATION CHARITY**

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 AUGUST 2021***

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The trustees are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and FRS 102.

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

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I report to the trustees on my examination of the financial statements of Hullbridge Community Association Charity (the charity) for the year ended 31 August 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 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 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 financial statements to be reached.



**LB Group Limited (Chelmsford)**

Swift House  
Ground Floor  
18 Hoffmanns Way  
Chelmsford  
Essex  
CM1 1GU  
UK

Dated: 20/12/22

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

		Unrestricted funds 2021 £	Unrestricted funds 2020 £
	Notes		
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	25,212	10,679
Other trading activities	4	26,260	76,706
Investments	5	13	25
Other income	6	-	4,234
<b>Total income</b>		<b>51,485</b>	<b>91,644</b>
<b><u>Expenditure on:</u></b>			
Charitable activities	7	60,742	84,728
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(9,257)</b>	<b>6,916</b>
Fund balances at 1 September 2020		270,505	263,589
<b>Fund balances at 31 August 2021</b>		<b>261,248</b>	<b>270,505</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	11		148,302		148,486
<b>Current assets</b>					
Debtors	13	105,115		111,284	
Cash at bank and in hand		16,631		16,834	
		<u>121,746</u>		<u>128,118</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(8,800)</u>		<u>(6,099)</u>	
Net current assets			112,946		122,019
<b>Total assets less current liabilities</b>			<u>261,248</u>		<u>270,505</u>
<b>Income funds</b>					
Unrestricted funds			261,248		270,505
			<u>261,248</u>		<u>270,505</u>

The financial statements were approved by the Trustees on .....

.....  
Mr J Morrow (Chairman)  
Trustee

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

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### 1 Accounting policies

#### Charity information

Hullbridge Community Association Charity is a unincorporated organisation.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Membership subscriptions, management fees and hall income are recognised when received.

#### 1.5 Expenditure

Resources expended are accounted for on an accrual basis and are not offset against income.

Direct support expenditure includes expenditure directly related to the necessary expenses in connection with the running of the charity, including equipment hire, support staff salaries and property costs.

Governance costs consist of professional fees that are required so that the charity may meet its legal and ethical requirements.

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold property	None
Plant and machinery	25% reducing balance
Fixtures, fittings & equipment	3 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

The buildings are not depreciated, which is a departure from the FRS 102, as it is the Association's policy to maintain freehold properties in such a condition that their value does not diminish with the passage of time and that any relevant expenditure is charged to the income and expenditure account in the year it is incurred. Therefore, any element of depreciation is considered to be immaterial and no provision is made.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charities accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Donations and gifts	-	679
Government grants	25,212	10,000
	<u>25,212</u>	<u>10,679</u>

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 4 Other trading activities

	2021	2020
	£	£
Ripples income	-	204
Hall hire	7,260	33,752
Management fees	19,000	42,750
	<u>26,260</u>	<u>76,706</u>
Other trading activities	<u>26,260</u>	<u>76,706</u>

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	<u>13</u>	<u>25</u>

### 6 Other income

	Total	Unrestricted funds
	2021	2020
	£	£
Insurance Receipts	<u>-</u>	<u>4,234</u>

### 7 Charitable activities

	Charitable Expenditure	Charitable Expenditure
	2021	2020
	£	£
Share of support costs (see note 8)	41,489	64,114
Share of governance costs (see note 8)	19,253	20,614
	<u>60,742</u>	<u>84,728</u>

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

### 8 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	16,808	17,931	34,739	26,701	19,186	45,887
Depreciation	184	-	184	246	-	246
Property costs	18,360	-	18,360	25,787	-	25,787
Equipment hire, legal and misc expenses	6,137	-	6,137	11,380	-	11,380
Accountancy	-	1,085	1,085	-	1,285	1,285
Bank charges	-	237	237	-	143	143
	<u>41,489</u>	<u>19,253</u>	<u>60,742</u>	<u>64,114</u>	<u>20,614</u>	<u>84,728</u>
Analysed between Charitable activities	<u>41,489</u>	<u>19,253</u>	<u>60,742</u>	<u>64,114</u>	<u>20,614</u>	<u>84,728</u>

Governance costs includes payments to the auditors of £1,085 (2020: £1,285) for audit fees.

### 9 Trustees

None of the trustees received any remuneration or benefits from the charity during the year. 1 employee with a connection to two of the trustees was remunerated for duties performed. No trustees expenses have been incurred.

### 10 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Property maintenance and cleaning	3	3
Administration	1	1
Total	<u>4</u>	<u>4</u>
<b>Employment costs</b>	<b>2021 £</b>	<b>2020 £</b>
Wages and salaries	33,850	44,910
Other pension costs	889	977
	<u>34,739</u>	<u>45,887</u>

Wages & salaries expenses include £17,931 (2020: £19,186) paid to a close relative of one of the trustees, Mrs K Lampard.

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 10 Employees

(Continued)

There were no employees whose annual remuneration was more than £60,000.

### 11 Tangible fixed assets

	Freehold property	Plant and machinery	Fixtures, fittings & equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 September 2020	147,749	3,106	65,082	215,937
At 31 August 2021	147,749	3,106	65,082	215,937
<b>Depreciation and impairment</b>				
At 1 September 2020	-	2,369	65,082	67,451
Depreciation charged in the year	-	184	-	184
At 31 August 2021	-	2,553	65,082	67,635
<b>Carrying amount</b>				
At 31 August 2021	147,749	553	-	148,302
At 31 August 2020	147,749	737	-	148,486

# HULLBRIDGE COMMUNITY ASSOCIATION CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

<b>12</b>	<b>Financial instruments</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	<b>Carrying amount of financial assets</b>		
	Debt instruments measured at amortised cost	105,004	110,830
		<u>          </u>	<u>          </u>
	<b>Carrying amount of financial liabilities</b>		
	Measured at amortised cost	8,513	5,863
		<u>          </u>	<u>          </u>
<b>13</b>	<b>Debtors</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	<b>Amounts falling due within one year:</b>		
	Other debtors	105,035	111,204
	Prepayments and accrued income	80	80
		<u>          </u>	<u>          </u>
		105,115	111,284
		<u>          </u>	<u>          </u>
<b>14</b>	<b>Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Other taxation and social security	287	236
	Other creditors	6,616	4,456
	Accruals and deferred income	1,897	1,407
		<u>          </u>	<u>          </u>
		8,800	6,099
		<u>          </u>	<u>          </u>

### 15 Related party transactions

During the year the charity received loans from connected persons. As at the year end the charity owed Hullbridge Community Association Pre-School £6,616 (2020: £4,402) and was owed £105,001 (2020: £110,830) by the Hullbridge community Association Social Club.

The charity received management fees from Hullbridge Social Club totalling £19,000 (2020: £42,750).