



# Trustees' Annual Report

for the period

From (start date) 01/04/20 to (end date) 31/03/21

## Section A

### Reference and administration details

Charity name STAPLETON AND BEGBROOK COMMUNITY ASSOCIATION

Other names the charity is known by

Registered charity number (if any) 275179

Charity's principal address  
FRENCHAY PARK ROAD  
STAPLETON  
BRISTOL  
Postcode BS161HY

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	PAMELA WILLIAMS LOCKE	CHAIR		COMMITTEE
2	NICOLAS TAYLOR	VICE CHAIR		"
3	VALERIE GRZESICZEK			"
4	ANN WILKINSON			"
5	MARY GOLLEDGE			"
6	JANE CAMMIDGE			"
7	BRIAN POWELL		04/20 → 12/20	"
8	DUDLEY BALE			"
9	BRENDA ECUERSLEY			"
10	JOHN ISLES			"
11	GARY WARBURTON			"
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Section A****Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (optional information)

**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

CONSTITUTION

How the charity is constituted  
(eg trust, association, company)

ASSOCIATION

Trustee selection methods  
(eg appointed by, elected by)

ELECTED BY COMMITTEE

Additional governance issues (optional information)

You **may choose** to include additional  
information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
  - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

- TO PROMOTE THE BENEFIT OF THE STAPLETON AND BEGBROOK NEIGHBOURHOOD
- TO ESTABLISH OR TO SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE - TIME OCCUPATION.

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

SURVIVAL OF COVID LOCKDOWN

## Section E

## Financial review

Brief statement of the charity's policy on reserves

ALL MONEYS RAISED BY OR ON BEHALF OF THE ASSOCIATION SHALL BE APPLIED TO FURTHER THE OBJECTS OF THE ASSOCIATION AND FOR NO OTHER PURPOSE.

Details of any funds materially in deficit

N/A

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

P. Williams Lock

Full name(s)

PAMELA WILLIAMS LOCKE

Position (eg Secretary, Chair, etc)

CHAIR

Date

09/04/2012

**STAPLETON AND BEGBROOK COMMUNITY ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Wilkinson & Partners Ltd**  
Accountants and Taxation Advisers  
The Old Schoolhouse  
75A Jacobs Wells Road  
Clifton  
Bristol BS8 1DJ

**NOTE:**

ALL FIGURES EXCLUDE VAT

STAPLETON AND BEGBROOK COMMUNITY ASSOCIATION

INDEX TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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TRUSTEES' RESPONSIBILITIES STATEMENT AND APPROVAL OF ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

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Trustees' Responsibilities for the Accounts

Under the Association Constitution the Trustees are required to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or shortfall of income over expenditure for the period. In preparing the accounts the Trustees should:

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Trustees are responsible for keeping proper accounting records, for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval of Accounts

On behalf of the Trustees, we approve the attached accounts on pages 3 to 7 and confirm that all relevant records and information have been made available for their preparation.

Chairman .....

Trustee .....

Date:



## BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2021

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	<u>Note</u>	<u>31.03.21</u> £	<u>31.03.20</u> £
Fixed Assets	5	<u>362,937</u>	<u>367,743</u>
Current Assets			
Debtors & prepayments	6	1,941	2,520
Bank current account		17,105	10,086
Business Reserve accounts		<u>89,868</u>	<u>88,652</u>
		<u>108,914</u>	<u>101,258</u>
Less Current Liabilities			
Creditors and accruals	7	<u>1,052</u>	<u>1,139</u>
Total Current Assets		<u>107,862</u>	<u>100,119</u>
		£ <u>470,799</u>	£ <u>467,862</u>
Financed by Association Reserves:			
Balance brought forward		467,862	468,018
Surplus/(Deficit) for the year		<u>2,937</u>	( <u>156</u> )
		£ <u>470,799</u>	£ <u>467,862</u>

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
Income from			
Social events and groups	1	(83)	19,661
		<u>(83)</u>	<u>19,661</u>
 Social Club:			
Rent		2,411	12,974
Contributions		<u>8,261</u>	<u>8,643</u>
		10,672	21,617
Bank interest received		1,216	1,439
Grants		<u>14,143</u>	-
		<u>15,359</u>	<u>23,056</u>
		<u>25,948</u>	<u>42,717</u>
 Less expenditure			
Rent, rates, heat and light	2	3,529	12,178
Repairs and renewals		2,516	5,800
Security maintenance rental and cash collection		-	145
Insurance		4,302	4,418
Advertising, stationery and telephone		1,770	1,646
Sundry expenses	3	3,344	7,040
Equipment rental		2,144	5,580
Accountants fees and audit		600	600
Depreciation: fixtures and fittings	4	3,741	4,401
Impairment Costs: Lease		1,065	1,065
		<u>23,011</u>	<u>42,873</u>
 Surplus/(Deficit)		£ <u>2,937</u>	£ ( <u>156</u> )

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

## 1 Income from social events and groups

	<u>2021</u>	<u>2020</u>
	£	£
Membership fees	-	1,574
Hall hire	(83)	5,004
Door money	-	5,573
Vintage motorcycles	-	770
Rock n' Roll	-	1,284
Open the Box	-	91
Probus	-	714
Skittles	-	167
Model engineers	-	805
Slimming World	-	154
Polling station	-	180
Salsa	-	1,180
Willow Brook	-	1,125
Alzheimer's Society	-	321
Bowlers	-	573
Cosham Support Group	-	83
Pacing Forward	-	63
	<u>£ (83)</u>	<u>£ 19,661</u>

## 2 Rent, rates, heat and light

	<u>2021</u>	<u>2020</u>
	£	£
Rates payable to Bristol Council	-	1,890
Water rates payable for year	415	1,644
Electricity	<u>3,114</u>	<u>8,644</u>
	£ <u>3,529</u>	£ <u>12,178</u>

## NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2021

3	Sundry Expenses	<u>2021</u> £	<u>2020</u> £
	Pest control	-	280
	Refuse collection and cleaning materials	1,452	4,284
	Sundry items	15	249
	Licences and Association fees	1,877	2,063
	Uniforms	-	164
		<u>£ 3,344</u>	<u>£ 7,040</u>

## 4 Depreciation

Depreciation is calculated by the reducing balance method in order to write off the cost of wasting assets over their expected useful lives. The rate applied is 15% per annum.

5	Fixed Assets	Total £	Fixtures fittings & equipment £	Centre building £	Lease premium £
	Cost				
	at 31 March 2020	563,573	194,140	289,433	80,000
	Additions this year	-	-	-	-
	Cost at 31 March 2021	<u>563,573</u>	<u>194,140</u>	<u>289,433</u>	<u>80,000</u>
	Depreciation				
	at 31 March 2020	195,830	169,200	-	26,630
	Charge for the year	3,741	3,741	-	-
	Impairment	<u>1,065</u>	<u>-</u>	<u>-</u>	<u>1,065</u>
	Depreciation at 31 March 2021	<u>200,636</u>	<u>172,941</u>	<u>-</u>	<u>27,695</u>
	Net Book Value at 31.03.21	<u>£ 362,937</u>	<u>£ 21,199</u>	<u>£ 289,433</u>	<u>£ 52,305</u>
	Net Book Value at 31.03.20	<u>£ 367,743</u>	<u>£ 24,940</u>	<u>£ 289,433</u>	<u>£ 53,370</u>

## NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2021

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6	Debtors and prepayments	<u>2021</u> £	<u>2020</u> £
	<u>Debtors:</u>		
	Vintage motorcycles	245	245
	VAT	300	-
	<u>Payments in advance:</u>		
	Insurance	1,013	1,281
	Alarm rental	39	39
	Telephone maintenance	150	183
	PRS licence	-	480
	Till maintenance	-	292
	Advertising	194	-
		<u>£ 1,941</u>	<u>£ 2,520</u>
7	Creditors and Accruals	<u>2021</u> £	<u>2020</u> £
	Rent & Rates	71	-
	Electricity	272	646
	Accountancy fees accrued and unpaid	600	-
	Cleaning materials	48	24
	Sundry trade	-	238
	VAT	<u>61</u>	<u>231</u>
		<u>£ 1,052</u>	<u>£ 1,139</u>

MORE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2021

	<u>2021</u>	<u>2020</u>
	£	£
Advertising, stationery and phone:		
Kelleyseye stationery	-	75
Bingo books	-	94
Cable Stream	916	1,023
Onecom	-	454
Frenchay News	286	-
BT	568	-
	<u>£ 1,770</u>	<u>£ 1,646</u>
Repairs		
Cellar cooling maintenance	-	95
Alarm service calls and maintenance	492	463
CCTV system	158	130
Telephone system maintenance	233	200
Sundry	-	1,415
Electrical report & car park lighting	-	1,710
LED backdrop curtain	-	104
Cash register maintenance	292	408
Decorating	250	1,275
Miscellaneous *	819	-
Artificial Grass	272	-
	<u>£ 2,516</u>	<u>£ 5,800</u>

\* Breakdown of Miscellaneous:

Paint	10
Wireless Sound Bar & Accessories	108
Cabling	42
Security Camera Dome	19
Junction Box Case	10
Music Box	240
Exterior Maintenance	390
	<u>£ 819</u>

## MORE INFORMATION (continued)

FOR THE YEAR ENDED 31 MARCH 2021

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	<u>2021</u>	<u>2020</u>
	£	£
Fixed asset additions		
Ice cube machine	-	320
2 Hot drinks machines	-	330
	<hr/>	<hr/>
	£ -	£ <u>650</u>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
STAPLETON/BEGBROOK COMMUNITY ASSOCIATION

**On accounts for the year  
ended**

31/3/2021

**Charity no  
(if any)**

275179

**Set out on pages**

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/3/2021**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*R Baker*

**Date:**

09/11/21

**Name:**

Rachel Baker

**Relevant professional  
qualification(s) or body  
(if any):**

MAAT

**Address:**

Wilkinson & Partners Ltd

The Old Schoolhouse

75a Jacobs Wells Road, Clifton, Bristol

BS8 1DJ



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**