

HIGHBURY AREA COMMUNITY ASSOCIATION

Registered Charity Number 276283

Annual Report
1/4/ 2020 to 31/3/2021

Address:

Highbury Community Centre
Hawthorn Crescent
Cosham
Portsmouth
PO6
2TL

Trustees:

Graham Heaney
Maureen Allen
Simon
Sansbury
Ashgar
Shah

Independent Examiner

Jeanette Smith
Paignton
Avenue
Portsmouth

Bank

Nat West Bank
Commercial Road
Portsmouth

STRUCTURE, GOVERNANCE AND MANAGEMENT

Background

Highbury Area Community Association was formed and registered in 1978, under a constitution amended in 2004, with the aim of operating Highbury Community Centre. The original community centre was demolished in 2010 and replaced by a new, larger building to allow the accommodation of a Children's Centre, which subsequently closed in March 2018.

The charity is an unincorporated association and is controlled by its governing document, the constitution, registered with the Charity Commission.

The centre belongs to Portsmouth City Council but is occupied by the Association at nil rent. PCC looks after the structure of the building and the Association is responsible for internal repairs and maintenance. All running costs such as rates and utilities are paid by the Association.

The Association is managed by a volunteer management committee of trustees, who meet regularly to set policy, make financial decisions and ensure the centre is in a safe and welcoming condition.

The trustees are elected by the membership at the Annual General Meeting and each receives an induction pack, as well as being offered access to appropriate training for their role.

OBJECTIVES AND ACTIVITIES

Public benefit

The Objects of the charity in accordance with its constitution are:

Promote the benefit of the inhabitants of the City of Portsmouth, particularly the area known as Highbury Estate and its neighbourhood, without distinction of gender, sexual orientation, age, disability, ethnic origin or of political, religious or other opinions, by associating with the local authorities, voluntary organisations the inhabitants and, 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 the life of the said inhabitants.

- a) Establish or secure the establishment of a Community Centre

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have in place the necessary policies and procedures for the operation of the centre and the association and meet monthly to oversee policy and finance matters, with the Administrator in attendance as the professional advisor.

The dependence of the association upon the annual staffing support grant, in a time when local authorities have reducing budgets, has been identified as a risk to its long term sustainability and trustees are working on ways to address this.

Reserves

The charity has an agreed Reserves Policy and following Charity Commission guidance has identified the equivalent of three months operational costs as the appropriate free reserves level.

Performance and Achievements

As we began our new year the country had begun to see the full the impact of the Covid 19 pandemic. This resulted in the government requiring a comprehensive lockdown that meant we had to shut the community centre for all activities for a considerable period during this year. The Centre had to cancel bookings for birthday parties and all group activities as these gatherings were not permitted under Covid regulations. The government put in various mitigating measures including financial support and we were able to take advantage of this. We were able to take claim grants that helped to cover for

the lost income to the Centre and we were able to furlough our two members of staff and they were able to be paid a proportion of their earnings from the government support provided.

By the end of March 2021 the government was looking towards easing the restrictions on activity as the vaccine programme for Covid 19 was being rolled out to larger numbers of people.

The overall impact on our finances has been less severe than might have been expected due to the financial support that has been available to the Centre. We hope that the various groups that have used the Centre will be able to recommence their activities soon and we can start booking the full range of group activities at the Centre

We would like to thank our two staff members for their work during this difficult period.

Agreed by the Committee of Trustees and signed on their behalf by Graham Heaney, Chair

15th September 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HIGHBURY AREA COMMUNITY ASSOCIATION**

I report on the accounts of the organisation for the year ending 31st March 2021, which are set out on the following page.

Respective responsibilities of trustee and examiner:

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, in the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether, particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view by the accounts.

Independent Examiners Statement

In connection with 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 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Jeanette Smith
43 Paignton Avenue
Portsmouth
PO3 6LL

4th June 2021

HIGHBURY AREA COMMUNITY ASSOCIATION

Income & Expenditure Account 1.4.2020 to 31.3.2021

Income	2020/21	2019/20
Hirings	3,787	24,695
PCC staffing grant	6,500	6,500
Covid grants	20,956	-
Furlough wages refunds	8,123	-
Total:	£39,366	£31,195

Expenditure

Staff costs	14,386	12,302
Gas/electricity	2,365	3,282
Water	1,358	537
Rates	-	611
Refuse	281	587
Phone	510	472
Post/stationery	135	351
Cleaning materials +extra cleaning	101	880
Insurance	408	401
Miscellaneous *	515	1,949
Total:	£20,059	£21,372

Surplus for period: £19,307

*Miscellaneous includes:

Web site maintenance	72
PRS/PPL	144
Covid PPE	299

Balance sheet at 31st March 2021

Current Assets

Cash at bank 55,537.78

Cash in hand 5.66

Net current assets £55,543.44

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