

BALDOCK COMMUNITY ASSOCIATION REPORT AND ACCOUNTS

FOR THE YEAR ENDED 30TH APRIL 2021

BALDOCK COMMUNITY ASSOCIATION

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BALDOCK COMMUNITY ASSOCIATION
ANNUAL REPORT FOR THE YEAR ENDED 30TH APRIL 2021

The council presents its report together with the accounts for the year ended 30th April 2021.

The members of the council, also being the management committee, during the year were as follows:

Chairman	Julian Chapman	
Treasurer	Julian Chapman	Acting
Secretary	Julian Chapman	Acting
NHDC Rep	Michael Muir	
Co Opted Members	Ruth Eversden Graham Harvey	
:Centre Managers in Attendance	Elizabeth Eversden Tracey Chapman	

Council members are elected or appointed at the Annual General Meeting. All members of the council are required to retire annually but are eligible to be appointed or co-opted again. The council has the power to appoint such committees as it thinks appropriate to further the objects of the association.

All members of the Association shall be equally capable of being elected and shall have equal rights to nominate persons for such election.

The charity is established by its constitution and is registered with the Charity Commission Number 279196.

The charity's address is Simpson Drive, High Street, Baldock, Hertfordshire, SG7 6DH.

Objects of the Charity, Principal Activities and Organisation of Our Work

The charity is established to promote the benefit of the inhabitants of Baldock and its neighbouring villages within the area of the North Herts District Council without distinctions of sex, race, colour, nationality, political, religious or other opinions by associating with 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. The charity is also to maintain and manage a Community Centre situated at Simpson Drive, Baldock 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 objectives.

Review of Progress and Achievements

The effects of the COVID19 virus have impacted severely on the Baldock Community Association with the Centre being closed from mid March 2020 - Mid September 2020 in line the Government legislation, our longest closure in the Centres history. During this period the Association had no option but to take advantage of the various Government grants and furlough scheme to keep the Centre functioning and available when restrictions were lifted..

The Association has now begun a phase of rebuilding both of its funds and users of the Centre some of which have failed to return after the effects of the Pandemic. As the renegotiation of our lease with North Hertfordshire District Council comes closer, along with the ongoing effects of the COVID19 virus the Association looks to take stock of its assets, trading model, etc and along with its users and surrounding town looks to how it maybe best positioned for both its immediate and long-term futures

BALDOCK COMMUNITY ASSOCIATION
ANNUAL REPORT FOR THE YEAR ENDED 30TH APRIL 2021

The Community Centre is well used and maintains an enviable reputation within Baldock and the surrounding district. It is used by various organisations to host meetings and events and provides a social and meeting place for the surrounding town, the importance of which can only become more crucial as the town and wider country moves back to a more normal life after the devastating effects of the COVID19 Pandemic

Reserves Policy

The Reserves policy of the Association was reviewed and agreed in Committee in October 2014. The association must ensure that it has sufficient cash reserves to cover the random fluctuations in monthly income expenditures, any unplanned temporary closure of premises, any liability for staff redundancy costs, plus the costs of refurbishment of the interior of the premises and the replacement of fixtures and fittings over the next 10 years. The reserves currently stand at £24,421 and this amount is currently included within the General Fund. This represents four months average expenditure. The policy will be reviewed on an ongoing basis

Investment Policy

The Association continues to believe that its currently policy of investing its funds as available in a COIF - Charities Deposit Fund represents the best method of generating income from these funds while having ready access to the cash

Risk Review

The Management Committee has conducted its own risk review of the major risks to which the charity is exposed

Finances

The attached accounts show the current state of the finances which the council consider to be sound. The charity's bankers are Lloyds TSB Bank plc, 1 Bancroft, Hitchin, Hertfordshire

The independent examiner is Miss Sally J Wainwright ACMA, a director of Et Voila Accountancy Services Limited, Isis House, Wednesbury, West Midlands, WS10 0PB.

Approved by the Association on 24/01/2022 and signed on it's behalf by:



Mr J Chapman (Acting Secretary)

BALDOCK COMMUNITY ASSOCIATION
INDEPENDENT EXAMINERS REPORT TO THE COUNCIL OF BALDOCK COMMUNITY
ASSOCIATION FOR THE YEAR ENDED 30TH APRIL 2021

I report on the accounts for the year ended 30th April 2021, which are set out on pages 4 to 9.

Respective Responsibilities of the Council and Examiner

The charity's council are responsible for the preparation of the accounts. The charity's council consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiners' Statement

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 the council 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 opinion 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 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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities 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.

Name: Sally Wainwright

Relevant Professional Qualification: Associate of Chartered Institute of Management Accountants

Address: Et Voila Accountancy Services Limited, ISIS House, Smith Road, Wednesbury, West Midlands, WS10 0PB

Dated: 29th January 2022



BALDOCK COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR
ENDED 30TH APRIL 2021

		2021	2020
	Notes	£	£
Unrestricted Incoming Resources			
Incoming resources from operating activities in adherence of the charity's objects	2	28,191	55,214
Incoming resources from operating activities for generating funds		21	12,350
Restricted Funding Repairs and Maintenance		33,500	
Other incoming resources	3		7,080
Interest received			
		<u>61,712</u>	<u>74,644</u>
Restricted Incoming Resources			
Grant for disabled lift			
Total Incoming Resources		<u>61,712</u>	<u>74,644</u>
Resources Expended			
Provision of community centre:			
Coffee bar		551	7,252
Festival Expenses			358
Bar Sales			4,522
Light and heat		5,456	14,298
General and water rates		2,613	2,640
Insurances		2,294	763
Wages and national insurance	4	7,444	21,302
Cleaning and laundry		3,864	22,960
Equipment hire		3,288	2,182
Travel and Subsistence			75
Repairs and maintenance		2,291	870
Restricted Funding Repairs		33,500	
Sundries		26	26
Licences		338	3,280
Depreciation		1,151	1,439
		<u>62,816</u>	<u>81,967</u>
Management and administration:			
Advertising			
Accountancy		484	1,332
Telephone and internet		1,206	1,393
Printing, postage and stationery			135
Professional fees		400	
Bank charges		290	895
		<u>2,380</u>	<u>3,755</u>
Payments made on behalf of bar association			
Total Resources Expended		<u>65,196</u>	<u>85,722</u>
Net Incoming Resources Before Transfers			

Net Movement in Funds	(3,484)	(11,078)
Gross Transfers Between Funds		
Total Funds at 1st May 2020	26,682	37,760
Total Funds at 30th April 2021	<u>23,198</u>	<u>26,682</u>

BALDOCK COMMUNITY ASSOCIATION
BALANCE SHEET AS AT 30TH APRIL, 2021

			2021 £	2021 £	2020 £	2020 £
		Notes				
Fixed Assets						
Improvements to premises	6	6		-		-
Equipment		6		4,603		5,754
				<u>4,603</u>		<u>5,754</u>
Current Assets						
Stock		7	-		551	
Debtors and prepayments		8	-		595	
Balances at bank:						
Current account			10,121		10,816	
Charity deposit account			8,823		8,823	
Bar Account			51		465	
Cash in hand			<u>8</u>		<u>8</u>	
			19,003		21,258	
Current Liabilities						
Trade creditors			-		-	
Social security costs			-		-	
Sundry creditors and accruals			<u>408</u>		<u>332</u>	
			408		332	
Net Current Assets				18,595		20,926
Net Assets				<u>23,198</u>		<u>26,680</u>
Unrestricted Funds		9		<u>23,198</u>		<u>26,682</u>
General Funds		9				
Restricted Funds		9				
Restricted Grant Income						
Total Funds		10		<u>23,198</u>		<u>26,682</u>

Approved by the council on
and signed on its behalf by:


Ms E Eversden

Date: 26th February 2022


Mr J Chapman

BALDOCK COMMUNITY ASSOCIATION**NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30TH APRIL 2021****1. Accounting Policies General**

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice Accounting and Reporting by Charities issued in 2005.

Incoming Resources

These are reported gross in the Statement of Financial Activities.

Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets over their expected useful lives on the following bases:

Improvements to premises	Over 10 years
Equipment	20% reducing balance

Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items

Accruals Basis

The accounts have been prepared on the accruals basis and liabilities are recognised as soon there is a legal or constructive obligation committing the charity to the expenditure

Baldock Community Association Bar Committee

The Baldock Community Association Bar Committee produces accounts which are prepared independently

2. Incoming Resources from Activities in Furtherance of the Charity's Objects

	Unrestricted	Restricted	2021 Total	2020 Total
	£	£	£	£
Letting and entrance fees	15,327		15,327	44,539
Coffee bar	23		23	10,675
Photocopier and other income	21	0	21	<u>12,350</u>
Grants	12,841	33,500	46,341	
	<u>28,212</u>	<u>33,500</u>	<u>61,712</u>	<u>67,564</u>

3. Other Incoming Resources

	Unrestricted	2021 Total	2020 Total
	£	£	£
Contributions received from bar profits		0	7,080

BALDOCK COMMUNITY ASSOCIATION**NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30TH APRIL 2021****4. Staff Costs and Numbers**

Staff costs were as follows:

	2021 Total £	2020 Total £
Gross wages and salaries	7,444	21,302
Employer's national insurance costs		
Total Staff Costs	<u><u>7,444</u></u>	<u><u>21,302</u></u>

The average numbers of employees in the year was 7 (2020 - 7) and were all employed in activities in furtherance of the charity's objects.

No members of the management committee were reimbursed any expenses during the year. Some of the wages during this year were paid for by the Government Job Retention Scheme

5. Net Incoming Resources For The Year This is stated after charging:

	2021 Total £	2020 Total £
Independent Examiner's fee	£	£
for reporting on the accounts	<u><u>408</u></u>	<u><u>326</u></u>

6. Tangible Fixed Assets

	Improvements to premises	Equipment	Total
	£	£	£
Cost			
At 1st May 2020	51,147	33,763	84,910
Additions		-	-
At 30th April 2021	<u><u>51,147</u></u>	<u><u>33,763</u></u>	<u><u>84,910</u></u>
Depreciation			
At 1st May 2020	51,147	28,009	79,156
-		1,151	1,151
Charge for the year At 30th April 2021			
Net Book Value	<u><u>51,147</u></u>	<u><u>29,160</u></u>	<u><u>80,307</u></u>
At 30th April 2021	<u><u>-</u></u>	<u><u>4,603</u></u>	<u><u>4,603</u></u>
At 30th April 2020	<u><u>-</u></u>	<u><u>5,754</u></u>	<u><u>5,754</u></u>

All fixed assets are used in the direct furtherance of the charity's objects.