

**CAISTER COMMUNITY ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2021**



Caister Community Association  
Caister Community Centre  
Beach Road  
Caister on Sea  
Great Yarmouth  
Norfolk NR30 5ER

Email: [caister.cca.secretary@gmail.com](mailto:caister.cca.secretary@gmail.com)



# CAISTER COMMUNITY ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	Mr P Leggett	(Appointed 4 October 2022)
	Mr M James	(Appointed 4 October 2022)
	Mrs J Ward	(Appointed 4 October 2022)
	Mr T Storey	(Appointed 4 October 2022)
	Mrs B Thomas	(Appointed 4 October 2022)
	Mr M Mitchell	(Appointed 4 October 2022)
	Mr V Holland	(Appointed 4 October 2022)
	Mr M Taylor	(Appointed 4 October 2022)
	Mr P Jackson	(Appointed 4 October 2022)
	Mr R Coe	(Appointed 4 October 2022)

Charity number 280014

Principal address Caister Community Centre  
Beach Road  
Caister On Sea  
NR30 5ER

Independent examiner Dominic Shaw FCCA  
Aston Shaw Limited  
Chartered Certified Accountants  
The Union Building, 51-59 Rose Lane  
Norwich  
Norfolk  
England  
NR1 1BY

Bankers Lloyds Bank Plc  
1-2 King Street  
Great Yarmouth  
Norfolk  
NR30 2BA

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# CAISTER COMMUNITY ASSOCIATION

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# CAISTER COMMUNITY ASSOCIATION

## TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 JANUARY 2021*

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### **BACKGROUND TO THE REPORT OF THE TRUSTEES**

From quarter 2 of 2020 the Charity was subject to a dispute between its members and the group of "invalidly appointed trustees", this included their actions to end the relationship with the eviction of Caister Community Association Social Club Ltd from the Caister Community Centre premises. This matter was referred to the Charity Commission for guidance / direction. This was ongoing until eventually resolved at the AGM 4<sup>th</sup> October 2022.

The Trustees, appointed at the Annual General Meeting 4<sup>th</sup> October 2022 present the report with the financial statements of the Charity for the year ended 31st January 2021. The Trustees have adopted the provisions of 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 2019).

### **Objectives and activities**

The Caister on Sea Community Association (CCA) manages the Caister Community Centre. The Centre exists to improve the quality of life for local people by offering activities and services which provide a range of educational, recreational, cultural and social opportunities and engagement. Rooms are available to the community and information is provided to users and the community on a wide range of matters. It is a place people from all backgrounds come to socialize, learn, engage and enjoy.

### **Public benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future services.

### **Activities for achieving objectives**

Due to the onset of Covid during 2020 and the subsequent Government lockdowns the ability to deliver the Charity's objectives was severely hampered. This was further exacerbated by the dispute between the members and the "invalidly appointed trustees" in their action to remove Caister Community Association Social Club Ltd from the premises. These actions further restricted the Charity's ability to wholly deliver their objectives.

### **Review of activities**

During 2020, despite the action to remove the Social Club, they remained in place and effectively managed the running, maintenance and upkeep of the Charity's premises. Whilst doing this the Social Club facilitated various charitable events during this period, in line with charity objectives, and in the course of doing so generated a financial return for the Charity.

In the original draft of this report, written by the "invalidly appointed trustees", there were a number of activities attributed to a five-year plan which were never implemented at the Centre as stated. These included a first aid / counselling room, a café, a reception, public recycling facilities and provision of a cycle shelter. Further it was stated that 2020 was dominated with the protection of the Charity's governance and assets. However, to date little or no evidence of delivery of these has been provided to the Appointed Trustees, in fact by their actions they have cost the Charity a significant amount of money. The Appointed Trustees also await the details on purchases made and of the "ten free lifetime Licenses to 365 Business Premium" awarded by Microsoft, to the Charity.



# CAISTER COMMUNITY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

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### Chair's Report

Having come out of the Covid pandemic and with the resolution of the members' dispute with the "invalidly appointed trustees", as the newly appointed Chair (Oct 2022) it is my intention that the Charity swiftly moves on and focuses on delivering benefit to the community as it did previously. This will be the primary objective for Myself and my fellow Trustees.

J. Ward. Chair.

Dated

25.11.22

### Achievements and performance

#### Financial review

The Charity's income for the year comprised of the profit (by way of Gift Aid) from the Social Club from the previous year plus the income generated through room hire plus a small amount of miscellaneous payments. In addition, the Charity received a government grant for Covid amounting to £10,000. The expenditure for the year amounted to £51,760. At the start of the financial year, the charity had £199,078 Total Funds, with a closing balance of £178,461 at 31st January 2021.

The Government grant of £10,000 almost covered the costs incurred in utility costs and buildings maintenance including new fire doors, emergency lights, smoke detectors, and updating our electrical systems to comply with Building regulations, and Fire Safety and Health and Safety regulations. A disabled toilet alarm system was installed, with the toilet door also repaired. Materials for the car park surface work is attributed to last financial year, with full payment outstanding on completion. The work has never been undertaken by the contractor and has been left outstanding. The Trustees are in the process of trying to ascertain the whereabouts of the contractor and the charity funds.

The Playdays Nursery contract was ended and they sought alternative accommodation following a review of the contract terms by the "invalidly appointed trustees," which were not acceptable to them. This resulted in the loss of the rental income for the Charity.

The June decision to end the presence in the Centre by the CCA Social Club Ltd resulted in a legal dispute, and the matter being referred to the Charity Commission. On the advice of the Social Club solicitor, due to there being no valid trustees, the £46,819 of Gift Aid for 2019/20 was not paid over to the Charity and was therefore subject to a Corporation Tax charge of £8,895, a significant loss to the Charity.

A change of Accountants (who also act as our independent examiners) was approved, by the "invalidly appointed trustees", in isolation and implemented without the consent of the Charity's members. The appointed Trustees have agreed that the Accountants, having prepared the accounts for the 2 outstanding years will remain in position, subject to review at the end of the 2022 financial year.

### Going concern

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in Operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statement.



# CAISTER COMMUNITY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 JANUARY 2021**

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### **Policy on Grant Making**

The Charity's grant making policy targets improving or maintaining the quality of life for the residents of Caister. It is primarily aimed at providing funds for the purchase of equipment and/or capital funding. The budget for grants is regularly reviewed by the Trustee Committee and is being based on surplus funds after future development and maintenance and running costs have been budgeted for.

### **Reserves Policy**

The reserves are made up from part of the income received from hire fees from users, donations, fundraising events and sponsorship. A review of the % formula adopted in May-19 for apportioning reserves has been put on hold. The apportionment of the reserves will be reviewed annually, however the preferred reserve amount remains as a year's projected running costs.

### **Risk Management**

Risk management is a major priority of the Trustees. The Trustees focus is to regularly consider the major risks to which the Charity is exposed, particularly those related to operational, financial matters, health and safety and charity law. The case for changing the structure to a Charitable Incorporated Organization (CIO) has not been proven, and should the position change, the benefits will need to be explained to the Charity's members and their approval given. The matter of Trustees' personal liability is, and will remain covered by appropriate insurance. The option of vesting the Lease with the Land Registry will be considered, in agreement with the Parish Council, fully exploring the implications to all parties. It is currently not a high priority to be pursued.

### **Plans for future periods**

At the time of writing (November 2022) we cannot retrospectively state the plans for the Charity for this or any other past year. In our report for 2022/23 we will be able to address the Charity's future plans. The primary objective of the Management Committee appointed 4<sup>th</sup> October 2022 is to deliver the Charity Commissions Action Plan issued on 13<sup>th</sup> October 2022. However, going forward the plans are likely to include the following:

To address the necessary outstanding building maintenance of the Caister Community Centre, to enable us to offer appropriate accommodation suited to a variety of community groups and local organizations.

To re-establish our position in supporting the local community by working with the other charitable organizations in the village, thereby increasing the Charity's profile.

To develop services at the Community Centre to ensure that the charity meets its commitments to public benefit in a cost effective and efficient way.

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

#### **Governing Document**

Caister Community Association is an unincorporated registered charity (Registration number 280014), it is a Members' Charity and is managed by a member elected board of trustees. Established 15<sup>th</sup> May 1980.

The governing document is the Constitution adopted 17/03/1980 as amended on 20th November 1997, as amended and adopted at a General Meeting of the Association held on 15th April 2010, having been approved at a Management Committee meeting on 9th July 2009.

#### **Methods used to recruit and appoint new Charity Trustees**

The details of the Constitutional Provisions for appointment are as follows:-

"All members of the Management Committee shall retire from office together at the conclusion of the Annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed by the members with the power to vote. If casual vacancies occur among the elected members of the Management Committee, it shall have power to fill these from among the members of the Association, provided that the number of co-opted members shall not exceed one quarter of the total number of members elected. No persons under the age of eighteen shall be FULL MEMBERS of the Management Committee but such persons may be elected without the right to vote. Affiliated Groups and Sections can nominate one individual representative, as can Caister Parish Council, and that representative has the right to attend and vote at General meetings only."



# CAISTER COMMUNITY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

***FOR THE YEAR ENDED 31 JANUARY 2021***

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

Mrs D Alexander	(Appointed 18 June 2020 and resigned 4 October 2022)
Ms RK Bond-Holland	(Appointed 21 May 2020 and resigned 4 October 2022)
Ms K Hume	(Appointed 18 June 2020 and resigned 4 October 2022)
Ms A Bond-Holland	(Appointed 18 June 2020 and resigned 4 October 2022)
Mr C Alexander	(Appointed 18 June 2020 and resigned 4 October 2022)
Ms. HJ Garwood	(Appointed 15 June 2020 and resigned 4 October 2022)
Ms L Marriott	(Appointed 1 May 2020 and resigned 4 October 2022)
Mr P Leggett	(Appointed 4 October 2022)
Ms J Fuller	(Resigned 31 May 2020)
Mr M James	(Appointed 4 October 2022)
Mrs J Ward	(Appointed 4 October 2022)
Mr T Storey	(Appointed 4 October 2022)
Mrs B Thomas	(Appointed 4 October 2022)
Mr M Mitchell	(Appointed 4 October 2022)
Mr V Holland	(Appointed 4 October 2022)
Mr M Taylor	(Appointed 4 October 2022)
Mr P Jackson	(Appointed 4 October 2022)
Mr R Coe	(Appointed 4 October 2022)



# CAISTER COMMUNITY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 JANUARY 2021**

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### **Officers: Elected AGM April 2019**

Jane Fuller (Chair, resigned May 2020)  
Michael James (Vice Chair, removed June 2020)  
Paul Leggett (Treasurer, removed June 2020)

### **Other committee members: Non-Voting Members**

Robert Coe (Caister Parish Council)  
Robin Wilkinson (Caister Coast Watch) (Resigned May 2020)  
Ray Banwell (CCA Social Club Ltd) (Withdrawn June 2020)

**The following individuals acted as members of the management committee, but were ruled as "invalidly appointed" by the Charity Commission Regulatory Compliance Team in May 2021.**

Louise Marriott (Chair, May 2020)  
Dawn Alexander (Financial Officer) (Vice Chair, June 2020)  
Ruth Bond-Holland (May 2020) (Secretary & Liaison Officer, June 2020)  
Heidi Garwood (Safeguarding & Health & Safety Officer, July 2020)  
Alyson Bond-Holland (Volunteer Co-ordination Officer, June 2020)  
Clinton Alexander (Security and Maintenance Officer, June 2020)  
Karen Hume (June 2020)

### **Holding Trustees**

Holding Trustees are not charity trustees; they cannot make decisions about the management of the charity or its property, and must follow the lawful directions of the Charity Trustees. The individuals who remain who were appointed by the Trustees to hold the legal title to the Charity's property are:

Mr Robert Swanston

**This report has been prepared by the Trustees appointed at the Charity AGM 4<sup>th</sup> October 2022, overseen by Community Action Norfolk (Independent Corporate Trustee) and under the direction of The Charity Commission**

Jane Ward (Chair), Terry Storey (Secretary), Paul Leggett (Treasurer), Michael James (Vice Chair)  
Members: Beverley Thomas, Martin Mitchell, Vernon Holland, Michael Taylor, Paul Jackson, Robert Coe.

### **Induction and training of trustees**

Trustees are provided with copies of the necessary governance and guidance documents to enable them to understand the organization, charity law and duties as Trustees. The Charity has a Conflict-of-interest Policy and a Code of Conduct Policy which Trustees are asked to abide by to effectively fulfil their role.

### **Organizational structure and decision making**

The CCA is an Unincorporated Charitable Association with wider membership (UCA) and is not an incorporated entity and is not a legal body in its own right. (It has no separate legal identity). It is a registered charity No 280014 regulated by the Charity Commission and is managed by the member elected Trustees (the Management Committee) who meet regularly, usually monthly, but in any event a minimum of four meetings per year.

### **Related Parties**

The Charity has been associated with C.C.A Social Club Limited since 30<sup>th</sup> March 1998, it is a bar trading company and is regulated by the FCA. A covenant exists between the Social Club and the Charity whereby the Social Club decided to make a covenant donation to the Charity, of an annual sum equivalent to the distributable profits of the business. At a joint meeting of the CCA and the Social Club held on 21<sup>st</sup> March 2020 the rent (Occupational Licence Fee) was suspended from April 2020 onwards due to Covid and the inability of the Social Club to trade during the Government lockdowns.

### **True and Fair Override**

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.



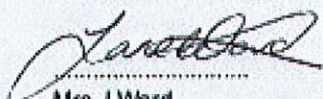
# CAISTER COMMUNITY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

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The Trustees' report was approved by the Board of Trustees.



Mrs J Ward  
Trustee

Date: 25.11.22



# CAISTER COMMUNITY ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF CAISTER COMMUNITY ASSOCIATION

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I report to the Trustees on my examination of the financial statements of Caister Community Association (the Charity) for the year ended 31 January 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.

During the period under review the existing trustees were replaced at the AGM on 4th October 2022, It was identified that an incorrect procedure for the original trustee's appointment was followed therefore charity commission confirmed these were "invalidly appointed trustees".

Accounting estimates were supplied by the original trustees which were found to be incorrect and have subsequently been restated. Prior to the change in governance, we were unable to provide any assurance on the total amount owed by C.C.A Social Club Limited. The amounts owed between Caister Community Association and C.C.A Social Club Limited has since been agreed following the change in trustees.

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.

*Aston Shaw*

**Dominic Shaw FCCA**

Aston Shaw Limited  
Chartered Certified Accountants  
The Union Building, 51-59 Rose Lane  
Norwich  
Norfolk  
NR1 1BY  
England

Dated: .....

*20<sup>th</sup> November 2022*



# CAISTER COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JANUARY 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total Unrestricted funds 2021 £	Restricted funds 2020 £	Total 2020 £
<b>Income from:</b>						
Donations and legacies	3	28,968	-	28,968	4,300	54,943
Charitable activities	4	2,153	-	2,153	-	18,850
Investments	5	22	-	22	-	29
<b>Total income</b>		<b>31,143</b>	<b>-</b>	<b>31,143</b>	<b>4,300</b>	<b>73,822</b>
<b>Expenditure on:</b>						
Charitable activities	6	51,760	-	51,760	5,037	60,632
Gross transfers between funds		-	-	-	1,009	-
<b>Net (expenditure)/income for the year/</b>						
<b>Net movement in funds</b>		<b>(20,617)</b>	<b>-</b>	<b>(20,617)</b>	<b>272</b>	<b>13,190</b>
Fund balances at 1 February 2020		198,806	272	199,078	-	185,888
<b>Fund balances at 31 January 2021</b>		<b>178,189</b>	<b>272</b>	<b>178,461</b>	<b>272</b>	<b>199,078</b>

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

All income and expenditure derive from continuing activities.



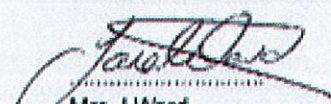
# CAISTER COMMUNITY ASSOCIATION

## BALANCE SHEET

AS AT 31 JANUARY 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		63,538		66,905
<b>Current assets</b>					
Debtors	11	38,703		53,649	
Cash at bank and in hand		<u>78,320</u>		<u>79,934</u>	
		117,023		133,583	
<b>Creditors: amounts falling due within one year</b>	12	<u>(2,100)</u>		<u>(1,410)</u>	
Net current assets			<u>114,923</u>		<u>132,173</u>
<b>Total assets less current liabilities</b>			<u><u>178,461</u></u>		<u><u>199,078</u></u>
<b>Income funds</b>					
Restricted funds			272		272
Unrestricted funds			<u>178,189</u>		<u>198,806</u>
			<u><u>178,461</u></u>		<u><u>199,078</u></u>

The financial statements were approved by the Trustees on 28/11/2022

  
Mrs J Ward  
Trustee



# CAISTER COMMUNITY ASSOCIATION

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

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### 1 Accounting policies

#### Charity information

Caister Community Association is a registered charity in England and Wales and is unincorporated..

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). 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 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. 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.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.



# CAISTER COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 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:

Leasehold land and buildings	60 years Straight line
Fixtures and fittings	5%, 10% & 20% Straight line
Computers	20% 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.

#### 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.



# CAISTER COMMUNITY ASSOCIATION

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

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### 1 Accounting policies

(Continued)

#### **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.

#### **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.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the Charity's 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.



# CAISTER COMMUNITY ASSOCIATION

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

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2021 £	2020 £	2020 £	2020 £
Gift aid due from C.C.A Social Club Limited	9,796	46,820	-	46,820
Donations	2,000	675	4,300	4,975
Government Grants	10,000	-	-	-
Subscriptions	7,172	3,148	-	3,148
	<u>28,968</u>	<u>50,643</u>	<u>4,300</u>	<u>54,943</u>

### 4 Charitable activities

	Charitable Income 2021 £	Charitable Income 2020 £
Room hire	2,153	8,850
Occupational license due from C.C.A social club	-	10,000
	<u>2,153</u>	<u>18,850</u>

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Interest receivable	<u>22</u>	<u>29</u>



# CAISTER COMMUNITY ASSOCIATION

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

### 6 Charitable activities

	Total 2021 £	Total 2020 £
Staff costs	2,219	1,754
Depreciation and impairment	4,322	5,533
Subscription refund	64	-
Water and utilities	8,330	8,106
Insurance	1,776	1,176
Postage and stationery	3,363	1,525
Repairs and renewals	12,032	29,015
Cleaning	12,601	1,533
Sponsorship and donations	3,000	9,830
License Fees	461	-
	<u>48,168</u>	<u>58,472</u>
Share of governance costs (see note 7)	3,592	2,160
	<u>51,760</u>	<u>60,632</u>
<b>Analysis by fund</b>		
Unrestricted funds	51,760	55,595
Restricted funds	-	5,037
	<u></u>	<u></u>

### 7 Support costs

	Support costs £	Governance costs £	2021 Support costs £	Governance costs £	2020 £
Accounting and professional services	-	3,592	3,592	-	2,160
	<u>-</u>	<u>3,592</u>	<u>3,592</u>	<u>-</u>	<u>2,160</u>
	<u>-</u>	<u>3,592</u>	<u>3,592</u>	<u>-</u>	<u>2,160</u>
Analysed between Charitable activities	-	3,592	3,592	-	2,160
	<u>-</u>	<u>3,592</u>	<u>3,592</u>	<u>-</u>	<u>2,160</u>



# CAISTER COMMUNITY ASSOCIATION

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

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### 8 Trustees

#### Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31st January 2021 nor for the year ended 31st January 2020.

#### Trustees' expenses

During the year, the following expenses were reimbursed to the "invalidly appointed trustees " for zoom, stationary and other costs:

Mr C Alexander: £91.95  
Miss L Marriott: £14.39  
Mrs D Alexander £52.79  
Mrs R K Bond-Holland: £310.08

### 9 Staff costs

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Staff	1	1

#### Employment costs

	2021 £	2020 £
Wages and salaries	2,219	1,754

During the year wages and salaries, social security and other pension costs totalling £2,219 (2020: £1,754) have been charged from the CCA Social Club Limited. The cost is in respect of one (2020: one) employee.

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



# CAISTER COMMUNITY ASSOCIATION

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

### 10 Tangible fixed assets

	Leasehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 February 2020	75,000	96,597	171,597
Additions	-	955	955
At 31 January 2021	75,000	97,552	172,552
<b>Depreciation and impairment</b>			
At 1 February 2020	22,500	82,192	104,692
Depreciation charged in the year	1,250	3,072	4,322
At 31 January 2021	23,750	85,264	109,014
<b>Carrying amount</b>			
At 31 January 2021	51,250	12,288	63,538
At 31 January 2020	52,500	14,405	66,905

In 2003 the Association purchased a lease of 60 years on the premises owned by Caister Parish Council. This lease has 42 years remaining.

### 11 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Amounts owing from C.C.A Social Club Limited	35,967	51,366
VAT	1,409	369
Prepayments and accrued income	1,327	1,914
	38,703	53,649

### 12 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	2,100	1,410



# CAISTER COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2021

### 13 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 January 2021 are represented by:						
Tangible assets	63,538	-	63,538	66,905	-	66,905
Current assets/(liabilities)	114,651	272	114,923	131,901	272	132,173
	<u>178,189</u>	<u>272</u>	<u>178,461</u>	<u>198,806</u>	<u>272</u>	<u>199,078</u>

### 14 Related party transactions

The Charity is associated with the C.C.A Social Club Limited, whereby the Social Club, under a covenant, makes a donation to the Charity of an annual sum equivalent to the distributable profits of the Social Club's business under the Gift Aid Scheme.

The amount due under the Gift Aid Scheme for this year is £9,796 (2020: £46,820).

The expenses incurred by the Social Club which were recharged to the charity during the year were £26,887 (2020: £16,636)

The expenses incurred by the Charity which were recharged by the Social Club during the year were £1,692 (2020: 21,182).

At the year end, the C.C.A Social Limited owed £35,967 to the Association (2020: £51,366).