
HAMPSTEAD COMMUNITY ACTION LTD.
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 2021

HAMPSTEAD COMMUNITY ACTION LTD.
(A company limited by guarantee)

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HAMPSTEAD COMMUNITY ACTION LTD.
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CENTRE, ITS TRUSTEES AND ADVISERS
for the year ended 31 March 2021

Trustees

Chris Knight
Stephen Brandes
Phil Turner (resigned 30 September 2020)
John Goldsmith
Linda Chung
Guy Wingate

Company registered number

1270770

Charity registered number

282089

Registered office

78 Hampstead High Street, London, NW3 1RE

Treasurer

S. Brandes

Principal staff

Richard Weaver

Accountant

Drennan & Co., 11 Hammersmith Terrace, London, W6 9TS

Bankers

NatWest, 106 Finchley Road, London NW3 5JN

Nationwide Building Society

HAMPSTEAD COMMUNITY ACTION LTD.
(A company limited by guarantee)

TRUSTEES' REPORT
for the year ended 31 March 2021

The Trustees present their annual report together with the financial statements of the Hampstead Community Action Ltd. for the period 1 April 2020 to 31 March 2021. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Centre qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

The Centre also trades under the name "Hampstead Community Centre".

OBJECTIVES AND ACTIVITIES

a. Policies and objectives

The Centre's premises at 78 Hampstead High Street comprise a reception area and large hall on the ground floor, both with disabled access and facilities. On the upper floors, there is an administration office, two meeting rooms and a small interview room. There is a small ground floor retail unit and adjoining market area with four units which traders occupy under license agreements.

The Centre provides organised activities and services for various age groups and needs. These take place on weekdays in the hall and meeting rooms. The hall and rooms are available for hire at weekends and in the evenings and are popular with local support groups and classes. The Centre is open every day of the year.

The Centre is a social enterprise and aims to make the following overall and specific differences to the lives of Camden residents:

- Reduce isolation and promote stimulating activity for older people through social inclusion
- Improve people's access to safe, stimulating care for children aged 4-12
- Increase creative play opportunities for children under five and support to their parents and carers
- Improve people's access to advice, information, support, counselling and advocacy
- Improve people's access to meeting space for voluntary and community groups
- Promote and support healthy living for the elderly and other groups, including the provision of an outdoor produce market for the locality

These differences have been achieved by the provision of activities and services that include:

- Over 60s club, events & Christmas Day Lunch (inc. transport) for older people on their own
- Under 5s: Term-time Tuesday - Friday parent/carers with toddler groups
- After School Playcentre (4-12's): Term-Time Monday - Friday
- Playschemes (5-12's): Summer, Easter & half-terms in May/June, October & February school holidays
- Outdoor Community Provisions market
- Counselling Sessions
- Community support groups (such as AA, NA etc), local leisure groups, language classes, art classes, and special events

The Centre makes resources available to other community groups for the creation and further development of services.

The Centre has a number of detailed policies in relation to all aspects of the Centre including:

HAMPSTEAD COMMUNITY ACTION LTD.
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TRUSTEES' REPORT (CONTINUED)
for the year ended 31 March 2021

OBJECTIVES AND ACTIVITIES (continued)

- Equal opportunities and valuing diversity policy
- Health & Safety Policy
- Children's Safeguarding Policy
- Vulnerable Adults Safeguarding Policy
- GDPR Data Schedule Policy
- Modern Slavery and Human Trafficking Statement

ACHIEVEMENTS AND PERFORMANCE

a. Key performance indicators

The key performance indicators are:

| | |
|--------------------------------|-----------------------------|
| Income received | £262,832 (2019/20 £338,556) |
| Surplus/(deficit) for the year | £ 15,796 (2019/20 £2,967) |
| Funds | £190,526 (2019/20 £174,730) |

b. Review of activities

COVID-19

The Centre's core activities temporarily closed from April – July 20 due to the pandemic.

The stalls in the outside market selling food (fruit and vegetables, fishmonger, butcher and deli) remained open throughout the lockdowns. Non-essential stalls and markets reopened from June 20 but had to close again in January 21.

The Hampstead Volunteer Corps used the Centre as a food distribution hub for the local community until our services started to return towards the end of June 20.

The After School Club term time Playcentre (4-12s) reopened in September for all children and continued to operate throughout the second and third lockdown for vulnerable and key worker children. The Summer Playscheme (5-12s) ran during July/August at Fitzjohn's School for sixty children each day in the form of four bubbles. Half term Playschemes (4-12s) in October 20 and February 21 continued throughout the lockdowns.

Over 60s activities have been unable to resume due to government guidelines but the partnership with Age UK Camden continued. A Christmas Day Lunch event was organised with delivery of 80 lunches and 80 hampers by volunteers to older people in the local area.

Under 5s support groups reopened in September until December but had to close again in January 21.

Counselling Sessions continued to operate throughout the pandemic. Community support groups such as AA reopened in July every day of the week and continued throughout the second and third lockdowns.

Local leisure groups, language classes and art classes reopened in September but had to close again in January 21.

The Centre's financial position remained secure throughout the financial year due to the award of the Retail Grant, Job Retention Scheme, business rates holiday, continuity of grants, four month rent free period and healthy financial reserves built up prior to the pandemic.

HAMPSTEAD COMMUNITY ACTION LTD.
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TRUSTEES' REPORT (CONTINUED)
for the year ended 31 March 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

OVER 60s ACTIVITIES

The Over 60s club closed during the year due to the pandemic. Members were contacted over the period and food deliveries and support provided via the Hampstead Volunteer Corps and Henderson Court Age UK Camden with whom we are in partnership.

The club will only reopen when it is safe to do so and in accordance with Government guidelines.

A Christmas Day Lunch event was organised remotely with delivery of 80 lunches by a specialist company and 80 hampers delivered by volunteers to older people in the local area. Hampstead Wells and Campden Trust, Waitrose, Lord's Shop and the public, through crowd-funded donations, funded this event.

The Centre targeted those most in need and worked closely with Adult Social Care, Day Centre's, agencies, Age UK Camden, sheltered housing wardens and social workers. Gifts in the hampers were donated from local shops and businesses.

CHILDRENS PLAYCENTRE 4 12s (term time and school holidays)

The Summer Playscheme and the term time Playcentre are very important services for the children (5-12) and their parents/carers within the local community. There are also a large number of young people aged 13-18 who volunteer their time as part of our 'bridging-the-gap' age policy.

The services receive very good reports from Camden Council grant monitoring officers (we have to report quarterly which are followed up by meetings). The services are also inspected by Ofsted: Registered No's 116323 (Centre) and EY262532 (Fitzjohn's school).

The After School Club term time Playcentre (4-12s) was closed from April-July due to Covid-19 and reopened in September for all children and continued to operate throughout the second and third lockdown for vulnerable and key worker children. Over 50 children from Camden's diverse community are registered at the After School Playcentre which provided an extensive programme of activities after school in the Centre's hall until 6pm Monday-Friday during the school term. This is a service for children aged 4-12 and essential for many working parents and carers, especially those on low household incomes. With financial support from Charitable Trusts the After School Playcentre continued to provide very low cost places in 2020/21 for parents/guardians most in need.

The Playcentre operated a pick-up facility for the children of Fitzjohn's School, Hampstead Parochial School and New End School.

The children and young people are looked after by a very experienced staff team and they have the opportunity to participate in an exciting and stimulating programme of activities carried out within a safe and caring environment. This is made possible through careful planning and the use of suitable equipment and materials. Children are encouraged to share, respect and learn from each other's cultures and traditions and express themselves through imaginative and creative play.

In partnership with Age UK Camden the Playcentre runs a very successful intergenerational project called 'Act Your Age' with clients of Henderson Court day centre. This continued via a distancing project and will fully resume in the future.

After extensive planning due to Covid-19, the Community Centre ran a summer playscheme for children 5-12 at Fitzjohn's Primary school. The scheme ran from 27th July - 21st August and had to be setup in a different way due to Government guidance on social distancing: children were placed in play bubbles for the duration of their attendance at playscheme. Each play bubble was allocated specific playworkers, a specific indoor area, their

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TRUSTEES' REPORT (CONTINUED)
for the year ended 31 March 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

own toilet/hand washing facility and outdoor play space on a rotation. Each bubble ate lunch together separately from the other bubbles. Once a child was booked into a play bubble, they were not allowed into any other play bubbles inside or outside of playscheme. Parents/carers had the opportunity to book either, a 4 week bubble, a 2 week bubble or a 1 week bubble.

Playworkers ensured that the playscheme was as close to what the children and their parents/carers were used to by providing the same level of care and attention, the same kind of activities and staffing as previous years. Priority was given to key workers, children in need and children with disabilities. There were 120 registered children with 60 children attending each day in the individual 'bubbles' of 15.

This year due to limited space, we contacted individual families and the Camden referral team first and then advertising the scheme on our website.

Parents and carers were able to make comments or suggestions on the scheme through our various parent and carer consultation processes. All the feedback obtained is used to help monitor the content of the programme and make improvements as necessary.

The London Borough of Camden, Hampstead Churches Youth Committee, fees and fundraising, funded the playcentre.

Half term Playschemes (4-12s) in October 20 and February 21 continued throughout the lockdowns at the Centre.

UNDER 5s

The Under 5s support groups were closed from April-July 20 and reopened in September until December but had to close again in January 21.

Parents/carers had to book and pay in advance for their child to attend one of six separate 'bubbles'. Children were in consistent groups of 12 children, so the same 12 children attended that bubble for the term. There was no 'drop in'. All those attending had to adhere to Government guidelines: observing social distancing for all adults, hand sanitising, wearing of face coverings and there was enhanced cleaning of all equipment.

The groups provide a safe, happy, caring and secure environment. The children are encouraged to learn new skills and interact with other children through creative free play and a broad range of structured activities. A full programme of activities is published each term and a satisfaction survey is carried out annually in addition to continuous feedback processes.

OTHER USERS

Room 3 continued to be used for counselling during the pandemic. Room 2 (top floor) had limited use due to government restrictions.

Community support groups such as AA reopened in July every day of the week in the hall and continued throughout the second and third lockdowns.

Local leisure groups, language classes and art classes reopened in September in the hall but had to close again in January 21.

HAMPSTEAD COMMUNITY ACTION LTD.
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TRUSTEES' REPORT (CONTINUED)
for the year ended 31 March 2021

FINANCIAL REVIEW

a. Reserves policy

Grants of restricted funds are generally made for one year's expenditure. The Trustees do not build up reserves of such funds as this would be contrary to the donors' intent.

A programme of refurbishment, repairs and maintenance is in place with a designated property upkeep fund.

The Centre has a 20 year lease (from 2016) and must show that it has policies in place to maintain the premises.

The Trustees aim to accumulate unrestricted funds to provide for adequate working capital, uneven patterns of expenditure and 6 months running costs in case funding no longer becomes available from previous sources or there is a reduction in commercial income. The Centre is working towards meeting this requirement and the present unrestricted reserves are £188,130.

b. Result

The outside market stalls and the other users contribute a significant amount towards the running costs of the Centre. Funding for activities and services is applied for from the local authority and charitable trusts and user contributions. Additional financial support due to the pandemic came from the one off Retail Grant, Job Retention Scheme, business rates holiday and a four month rent free period.

Refurbishment of the ground floor retail unit, basement and entrance was completed in August 2020. Building costs came out of the designated property upkeep fund as part of the 10-year programme of refurbishment.

The result for the year was an excess of expenditure over income on all funds of £15,796 with the help of sound financial management and the support of its staff. Unrestricted reserves (including designated reserves) carried forward at 31 March 2021 are £188,130.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

The Centre is constituted under a Memorandum of Association and is a registered charity number 282089.

The principal objects of the Centre as stated in the governing document are:

"Hampstead Community Action Limited, otherwise known as Hampstead Community Centre, is established to promote the benefit of the inhabitants in a broad area centred on the Community Centre within the London Borough of Camden, to advance education and to provide facilities and activities in the interests of social welfare, recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants".

There have been no changes in the objectives since the last annual report.

HAMPSTEAD COMMUNITY ACTION LTD.
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TRUSTEES' REPORT (CONTINUED)
for the year ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

b. Methods of appointment or election of Trustees

The management of the Centre is the responsibility of the Trustees who are elected and co-opted under the terms of the articles of association. When considering the recruitment and appointment of trustees, the Management Committee considers the skills and experience needed to maintain a broad range of skills. Trustees are elected at meetings after a written application has been submitted under the terms of the articles of association. Many of the members have served on the Management Committee for several years, which has created a feeling of stability within the Centre with members providing many additional skills.

c. Organisational structure and decision-making policies

Hampstead Community Action Ltd employs a staff team comprising the Centre Director, Administrator, Children's Activities Manager (Playcentre and Under 5s), 7 play/under 5s workers, Over 60s worker and Weekend Organiser. Temporary playworkers are employed on a sessional basis when needed in the school holidays.

Volunteers provide invaluable assistance within all of the activity groups. The Centre Director is responsible for the day-to-day management of the Centre and its employees. The Director reports to the trustees at meetings. The trustees make decisions on any organisational changes and authorise all financial transactions.

Management Committee members are referred to as trustees throughout this report. They meet, as a policy, about every 12 weeks. The full Committee met 3 times during the year ended 31 March 2021. Subcommittees meet when necessary throughout the year.

d. Policies adopted for the induction and training of Trustees

New trustees attend a session with principal staff and a senior member of the Management Committee to familiarise themselves with the charity and the context within which it operates. The session covers their obligations under charity and company law, the content of the Memorandum and Articles of Association, the Committee and decision making processes, the plans for development and financial performance of the charity. A trustee information pack is given to all new trustees and they attend the various activities run at the Centre.

e. Related party relationships

The charity rents the Community Centre premises from the London Borough of Camden and works closely with the Council (especially in respect to older people, children and partnership working) to identify those in need and actively develop strategies to continually improve the quality of services to the clients. This is achieved through grant monitoring visits, Council training initiatives, partnerships and forum groups.

The Centre has developed opportunities for collaborative working with other agencies through outreach work and taking an active part in partnership schemes. The Centre has developed collaborative working partnerships with several organisations including older people agencies (Age UK Camden and sheltered housing projects), children and young people organisations (Camden Council, Ofsted and Children's Social Care Disabled Children's Team) and activity based groups.

The Centre makes resources available to other community groups for the creation and further development of services.

HAMPSTEAD COMMUNITY ACTION LTD.
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TRUSTEES' REPORT (CONTINUED)
for the year ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

f. Financial risk management

The Trustees have assessed the major risks to the Centre and have established a register of risks. The Centre has a written document on the systems to mitigate those risks identified. Internal control procedures are in place for the authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and clients at the Centre including the policies listed under Policies and Objectives. The Centre consults Camden property services regarding all premises alterations and in accordance with the premises access audit.

g. Monitoring and evaluation

The Centre continually reviews activities through specific assessment procedures and detailed consultation exercises with all groups directly run by the Centre. Regular consultation meetings are held for the majority of services and user satisfaction surveys are undertaken on a regular basis. Results are posted on the groups' notice boards and meetings organised to assess the findings.

Camden Council carries out full monitoring processes specifically for the Playcentre and the following monitoring of the Community Centre takes place annually: Diversity of income, activities, governance, demographic data, assets and outcomes. Camden's monitoring officers review the findings of all monitoring processes.

PLANS FOR FUTURE PERIODS

The activities described above, have all fully opened with the exception of the Over 60s club and will continue to function subject to adequate funding raised.

No major refurbishments are planned for 2021/22. Decoration and general maintenance of the hall and reception area will take place over summer 21. Costs will come out of the designated property upkeep fund.

MEMBERS'S LIABILITY

The Members of the Centre guarantee to contribute an amount not exceeding £1 to the assets of the Centre in the event of winding up.

HAMPSTEAD COMMUNITY ACTION LTD.
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TRUSTEES' REPORT (CONTINUED)
for the year ended 31 March 2021

EMPLOYEE INVOLVEMENT AND EMPLOYMENT OF THE DISABLED

Employees have been consulted on issues of concern to them by means of regular consultative committee and staff meetings and have been kept informed on specific matters directly by management. The Centre carries out exit interviews for all staff leaving the organisation and has adopted a procedure of upward feedback for senior management and the Trustees.

In accordance with the Centre's equal opportunity policy, the Centre has long established fair employment practices in the recruitment, selection, retention and training of staff.

The Centre has a number of detailed policies in relation to all aspects of personnel matters including:

- Equal opportunities and valuing diversity policy
- Volunteers policy
- Health & Safety policy
- Children's Safeguarding Policy
- Vulnerable Adults Safeguarding Policy
- GDPR Data Schedule Policy

In accordance with the Centre's equal opportunities policy, the Centre has long-established fair employment practices in the recruitment, selection, retention and training of disabled staff.

Full details of these policies are available from the Centre's offices.

APPRECIATIONS

The Trustees wish to record their thanks to all the organisations that have supported the Centre's activities, financially and in other ways.

The Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

HAMPSTEAD COMMUNITY ACTION LTD.
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TRUSTEES' REPORT (CONTINUED)
for the year ended 31 March 2021

Statement of Trustees' responsibilities

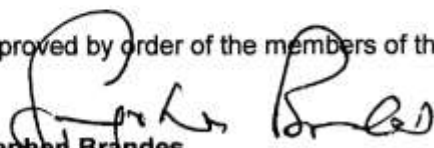
The Trustees (who are also the directors of the Centre for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Centre and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Centre will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Centre's transactions and disclose with reasonable accuracy at any time the financial position of the Centre and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 7 July 2021 and signed on their behalf by:


Stephen Brandes

HAMPSTEAD COMMUNITY ACTION LTD.
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INDEPENDENT EXAMINER'S REPORT
for the year ended 31 March 2021

Independent examiner's report to the Trustees of Hampstead Community Action Ltd. ('the Centre')

I report to the charity Trustees on my examination of the accounts of the Centre for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the Centre (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Centre are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Centre's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Centre's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Centre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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 accounts to be reached.

This report is made solely to the Centre's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Centre's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Centre and the Centre's Trustees as a body, for my work or for this report.

Signed:

R. G. Drennan



Dated: 7 July 2021

FCA - ICAEW

11 Hammersmith Terrace, London W6 9TS

HAMPSTEAD COMMUNITY ACTION LTD.
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STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
for the year ended 31 March 2021

| | Note | Restricted funds 2021 £ | Unrestricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|------------------------------------|------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Charitable activities | 3 | 46,802 | 43,522 | 90,324 | 137,346 |
| Other trading activities | 5 | - | 172,244 | 172,244 | 200,274 |
| Investments | 6 | - | 264 | 264 | 936 |
| Total income | | 46,802 | 216,030 | 262,832 | 338,556 |
| Expenditure on: | | | | | |
| Charitable activities | 7 | - | 247,036 | 247,036 | 335,589 |
| Total expenditure | | - | 247,036 | 247,036 | 335,589 |
| Net income/(expenditure) | | 46,802 | (31,006) | 15,796 | 2,967 |
| Transfers between funds | 14 | (44,406) | 44,406 | - | - |
| Net movement in funds | | 2,396 | 13,400 | 15,796 | 2,967 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | - | 174,730 | 174,730 | 171,763 |
| Net movement in funds | | 2,396 | 13,400 | 15,796 | 2,967 |
| Total funds carried forward | | 2,396 | 188,130 | 190,526 | 174,730 |

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

The notes on pages 15 to 23 form part of these financial statements.

HAMPSTEAD COMMUNITY ACTION LTD.
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Registered number: 1270770

BALANCE SHEET
as at 31 March 2021

| | Note | 2021 £ | 2020 £ |
|--|------|-----------------------|-----------------------|
| Fixed assets | | | |
| Tangible assets | 11 | 2 | 2 |
| | | <u>2</u> | <u>2</u> |
| Current assets | | | |
| Debtors | 12 | 18,670 | 11,804 |
| Cash at bank and in hand | | 192,344 | 171,095 |
| | | <u>211,014</u> | <u>182,899</u> |
| Creditors: amounts falling due within one year | 13 | (20,491) | (8,171) |
| Net current assets | | <u>190,523</u> | <u>174,728</u> |
| Total assets less current liabilities | | <u>190,525</u> | <u>174,730</u> |
| Net assets excluding pension asset | | <u>190,525</u> | <u>174,730</u> |
| Total net assets | | <u><u>190,525</u></u> | <u><u>174,730</u></u> |
| Charity funds | | | |
| Restricted funds | 14 | 2,396 | - |
| Unrestricted funds | 14 | 188,129 | 174,730 |
| Total funds | | <u><u>190,525</u></u> | <u><u>174,730</u></u> |

The Centre was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 07 July 2021 and signed on their behalf by:


Stephen Brandes

HAMPSTEAD COMMUNITY ACTION LTD.
(A company limited by guarantee)
Registered number: 1270770

BALANCE SHEET (CONTINUED)
as at 31 March 2021

The notes on pages 15 to 23 form part of these financial statements.

HAMPSTEAD COMMUNITY ACTION LTD.
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021

1. General information

The entity is a company limited by guarantee and registered in England and Wales and with the Charity Commission.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hampstead Community Action Ltd. meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Centre has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

2.3 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 allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Centre's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Centre; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021

2. Accounting policies (continued)

2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

| | |
|---------------------|---------------------|
| Plant and machinery | - 20% straight line |
|---------------------|---------------------|

2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Centre and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Centre for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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3. Income from charitable activities

| | Restricted funds 2021 £ | Unrestricted funds 2021 £ | Total funds 2021 £ |
|-------------------|--|--|---------------------------------------|
| Over 60's | 5,000 | 1,358 | 6,358 |
| Under 5's | - | 3,325 | 3,325 |
| Playcentre (5-12) | 41,802 | 38,839 | 80,641 |
| Total 2021 | 46,802 | 43,522 | 90,324 |

| | <i>Restricted funds 2020 £</i> | <i>Unrestricted funds 2020 £</i> | <i>Total funds 2020 £</i> |
|-------------------|--|--|---------------------------------------|
| Over 60's | 7,716 | 5,361 | 13,077 |
| Under 5's | - | 10,211 | 10,211 |
| Playcentre (5-12) | 44,843 | 69,215 | 114,058 |
| <i>Total 2020</i> | <i>52,559</i> | <i>84,787</i> | <i>137,346</i> |

4. Analysis of Restricted Funds Received

| | Restricted funds 2021 £ | Total funds 2021 £ |
|--|--|---------------------------------------|
| Age UK Camden | 5,000 | 5,000 |
| London Borough of Camden | 38,173 | 38,173 |
| Hampstead Wells & Campden Trust - Playcentre | 1,300 | 1,300 |
| Hampstead Churches Youth Committee | 2,150 | 2,150 |
| Young Camden Foundation | 179 | 179 |
| | 46,802 | 46,802 |

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5. Income from other trading activities

Income from fundraising events

| | Unrestricted funds 2021 £ | Total funds 2021 £ |
|--------------------------|--|---------------------------------------|
| Lettings - market stalls | 92,070 | 92,070 |
| Lettings - halls & rooms | 11,165 | 11,165 |
| Miscellaneous donations | 7,073 | 7,073 |
| Furlough payroll grant | 36,936 | 36,936 |
| Camden retailers grant | 25,000 | 25,000 |
| | <u>172,244</u> | <u>172,244</u> |

| | <i>Unrestricted funds 2020 £</i> | <i>Total funds 2020 £</i> |
|--------------------------|--|---------------------------------------|
| Lettings - market stalls | 100,885 | 100,885 |
| Lettings - halls & rooms | 43,099 | 43,099 |
| Miscellaneous donations | 3,000 | 3,000 |
| Camden CIL funds | 52,280 | 52,280 |
| Furlough payroll grant | 1,010 | 1,010 |
| | <u>200,274</u> | <u>200,274</u> |

6. Investment income

| | Unrestricted funds 2021 £ | Total funds 2021 £ |
|-----------------------|--|---------------------------------------|
| Bank deposit interest | 264 | 264 |
| | <u>264</u> | <u>264</u> |

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6. Investment income (continued)

| | <i>Unrestricted funds 2020 £</i> | <i>Total funds 2020 £</i> |
|-----------------------|--|---------------------------------------|
| Bank deposit interest | 936 | 936 |

7. Analysis of expenditure on charitable activities

Summary by fund type

| | Unrestricted funds 2021 £ | Total funds 2021 £ |
|-----------------------------|--|---------------------------------------|
| Over 60's | 1,964 | 1,964 |
| Under 5's | 11,574 | 11,574 |
| Playcentre (5-12) | 69,776 | 69,776 |
| Running costs of Centre | 108,477 | 108,477 |
| Payroll of furloughed staff | 45,277 | 45,277 |
| Refurbishment costs | 9,968 | 9,968 |
| | <u>247,036</u> | <u>247,036</u> |

| | <i>Unrestricted funds 2020 £</i> | <i>Total funds 2020 £</i> |
|-------------------------|--|---------------------------------------|
| Over 60's | 13,721 | 13,721 |
| Under 5's | 14,805 | 14,805 |
| Playcentre (5-12) | 94,255 | 94,255 |
| Running costs of Centre | 157,985 | 157,985 |
| Refurbishment costs | 54,823 | 54,823 |
| | <u>335,589</u> | <u>335,589</u> |

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7. Analysis of expenditure on charitable activities (continued)

Summary by expenditure type

| | Staff costs 2021 £ | Other costs 2021 £ | Total funds 2021 £ |
|-----------------------------|-----------------------------------|-----------------------------------|---------------------------------------|
| Over 60's | - | 1,964 | 1,964 |
| Under 5's | 11,544 | 30 | 11,574 |
| Playcentre (5-12) | 62,455 | 7,321 | 69,776 |
| Running costs of Centre | 54,930 | 53,547 | 108,477 |
| Payroll of furloughed staff | 45,277 | - | 45,277 |
| Refurbishment costs | - | 9,968 | 9,968 |
| | 174,206 | 72,830 | 247,036 |

| | Staff costs 2020 £ | Other costs 2020 £ | Total funds 2020 £ |
|-------------------------|-----------------------------------|-----------------------------------|---------------------------------------|
| Over 60's | 4,428 | 9,293 | 13,721 |
| Under 5's | 14,525 | 280 | 14,805 |
| Playcentre (5-12) | 83,106 | 11,149 | 94,255 |
| Running costs of Centre | 72,785 | 85,200 | 157,985 |
| Refurbishment costs | - | 54,823 | 54,823 |
| | 174,844 | 160,745 | 335,589 |

8. Independent examiner's remuneration

| | 2021 £ | 2020 £ |
|---|-------------------|-------------------|
| Fees payable to the Centre's independent examiner for the independent examination of the Centre's annual accounts | 3,000 | 3,000 |

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9. Staff costs

| | 2021 £ | 2020 £ |
|--------------------|----------------|----------------|
| Wages and salaries | 174,206 | 174,844 |
| | <u>174,206</u> | <u>174,844</u> |

The average number of persons employed by the Centre during the year was as follows:

| | 2021 No. | 2020 No. |
|--------------------|-------------|-------------|
| Play centre | 9 | 9 |
| Running the Centre | 4 | 4 |
| | <u>13</u> | <u>13</u> |

No employee received remuneration amounting to more than £60,000 in either year.

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

11. Tangible fixed assets

| | Plant and machinery £ |
|--------------------------|-----------------------------|
| Cost or valuation | |
| At 1 April 2020 | 2 |
| At 31 March 2021 | <u>2</u> |
| Net book value | |
| At 31 March 2021 | <u>2</u> |
| At 31 March 2020 | <u>2</u> |

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12. Debtors

| | 2021 £ | 2020 £ |
|--------------------------------|-------------------------|-------------------------|
| Due within one year | | |
| Trade debtors | 17,215 | 10,488 |
| Prepayments and accrued income | 1,455 | 1,316 |
| | 18,670 | 11,804 |

13. Creditors: Amounts falling due within one year

| | 2021 £ | 2020 £ |
|------------------------------|-------------------------|-------------------------|
| Trade creditors | 389 | - |
| Accruals and deferred income | 20,102 | 8,171 |
| | 20,491 | 8,171 |

Accruals and deferred income includes £2,396 (2020: £1,102) of grants and fees received in advance for activities taking place in 2021/22.

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14. Statement of funds

Statement of funds - current year

| | Balance at 1 April 2020 £ | Income £ | Expenditure £ | Transfers in/out £ | Balance at 31 March 2021 £ |
|---------------------------------|---------------------------------|----------------|------------------|--------------------------|-------------------------------------|
| Unrestricted funds | | | | | |
| Designated funds | | | | | |
| Designated Funds - all funds | 59,103 | - | (9,968) | - | 49,135 |
| General funds | | | | | |
| General Funds - all funds | 115,627 | 216,030 | (237,069) | 44,406 | 138,994 |
| Total Unrestricted funds | 174,730 | 216,030 | (247,037) | 44,406 | 188,129 |
| Restricted funds | | | | | |
| Restricted Funds - all funds | - | 46,802 | - | (44,406) | 2,396 |
| Total of funds | 174,730 | 262,832 | (247,037) | - | 190,525 |

Designated funds are set aside for the programme of upkeep of the premises.

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

| | Restricted funds 2021 £ | Unrestricted funds 2021 £ | Total funds 2021 £ |
|-------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Tangible fixed assets | - | 2 | 2 |
| Current assets | 2,396 | 208,618 | 211,014 |
| Creditors due within one year | - | (20,491) | (20,491) |
| Total | 2,396 | 188,129 | 190,525 |