

SYMONDS GREEN COMMUNITY ASSOCIATION

England & Wales · Charity number 286415

Details

Status Registered

Legal form Other

Registered 1983-03-25

Register [View on the Charity Commission register](#)

Contact

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Filey Close
Stevenage
SG1 2JW

Phone 01438361859

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Website <http://www.symondsgreenc.co.uk>

Activities

Objects: (A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF SYMONDS GREEN AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING 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. (B) TO ESTABLISH OR TO SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE, 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 OBJECTS.

Activities: Promote benefit of inhabitants of Symonds Green Hire buildings and other facilities to local groups such as Beavers, Lions, Playgroups and Mums and Toddlers Office Services Coffee Bar for local residents Computer suite

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Religious Activities, Animals, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** SYMONDS GREEN AND NEIGHBOURHOOD
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£76,877	£75,732	-	-
2024-03-31	£67,348	£74,227	-	-
2023-03-31	£68,343	£73,346	-	-
2022-03-31	£88,499	£72,763	-	-
2021-03-31	£69,238	£64,241	-	-

Trustees

Name	Role	Appointed
MARGARET NOTLEY	Chair	
Linda Coates		2013-11-18
PATRICK DAVID KISSANE		2015-07-01

SYMONDS GREEN COMMUNITY ASSOCIATION

England & Wales - Charity number 286415

Accounts

SYMONDS GREEN COMMUNITY ASSOCIATION

Registered Charity No. 286415

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2025**

SYMONDS GREEN COMMUNITY ASSOCIATION
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For the year ended 31st March 2025

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SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report

For the year ended 31st March 2025

REFERENCE AND ADMINISTRATION

Name of Charity: SYMONDS GREEN COMMUNITY ASSOCIATION

Registered Charity No: 286415

Principal Office: Symonds Green Community Association
Filey Close, Symonds Green,
Stevenage, Herts
SG1 2JW

Trustees:	Margaret Notley (T)	Chairperson
	Sharon Taylor	Vice Chairperson
	Linda Coates	Treasurer

Council members	Jackie Hollywell	Councillor
	Michael Downing	Councillor
	Lynda Coates	Carpet Bowls
	Janet Merrall	Learning Zone
	Annette Gasson	Learning Zone
	Geoffrey Fisher	Royal British Legion
	Tony Cousins	Royal British Legion
	Isobel Gasson	Beavers, Cubs & Scouts
	Maria Grant	Irish Dancing
	Paula McLachlan	Mums and Toddlers
	John Morgan	Church of Christ the King
Jenny Brennan	Rince Mor Academy	

Non-voting Co-opted Member:	Jackie Hollywell	(Community Development Officer)
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SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is an unincorporated organisation which is governed by a constitution dated 20th June 1984.

The individual member trustees and Honorary Officers are elected or appointed on an annual basis at the Annual General Meeting. In the event of a vacancy occurring within the Honorary Officers the Council can fill the vacancy from the Council membership. Junior members can appoint two from their membership to sit on the Council.

The constitution allows groups that meet the following criteria to appoint a representative to be a member of the Council:

1. Local statutory authorities and such voluntary organisations as operates in the area of benefit and satisfy the Council that they are an independent organisation or branch of an independent national or other organisation.
2. Sections shall be such groups as may, with permission of Council, be formed within the Association among the individual members for the furtherance of a common activity. Groups that currently meet these criteria are:
 - Stevenage Borough Council
 - Carpet Bowls group
 - Church group
 - Irish Dancing
 - Labour Party
 - The Learning Zone
 - Royal British Legion
 - Cub/ Beavers
 - At the Green Babies and Toddlers Group
 - Fight Night (Non Affiliated)
 - Fishing club – (Non Affiliated)
 - Jenny Brennan Irish Dance Academy (Affiliated)
 - Garden House Hospice.

All members of the Council must retire annually but are eligible for reappointment

At our AGM 15th January 2025 the following were elected to the Executive Committee at the AGM: Margaret Notley, Jackie Hollywell, Isobel Gasson, Lynda Coates, Sharon Taylor, Janet Merrell, Annette Gasson.

SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report Continued

For the year ended 31st March 2025

OBJECTIVES AND ACTIVITIES

The objects of the Association are:-

To promote the benefit of the inhabitants of Symonds Green and the neighbourhood without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory in the maintenance and management of such a Centre for activities promoted by the Association and its constitute bodies in furtherance of the above objects.

The activities of the Association are:-

1. The Community Centre (2 halls)
2. Tea at the Green Cafe

These buildings are hired to affiliated and non-affiliated groups such as The Learning Zone Nursery, Beavers and Cubs, At the Green Baby and Toddler group, British Legion, Carpet Bowls, Irish Dancing groups, Qi Kwan Do, Monkey Music children's group, Garden House Hospice, NHS Herts Partnership Team, Stevenage Borough Football Foundation, Divya Kasturi Dancing Company, Ruby Hall Yoga, Shiloh Chapel, Everyone Active, SEND Yogis Chair Yoga, Ivel Fishing Group, Rhythm & Salsa Group, Goddess Ascension Circle Group, Irish Network Stevenage and Cornerstone table tennis group. Both halls are also used for fundraising events including our annual Christmas fete.

As well as being a much needed social hub for local (and non-local) residents, the café also hosts the local Police officers providing a place to meet residents and speak with them about local issues. The local councillors hold their ward surgeries in the café once a month. The local residential home for people with physical and mental disabilities use the café as social interaction meeting place with their service users and their carers. The café is also a food donation point which is then distributed to the residents of Stevenage by the Kaotic Angels charitable organisation.

Office services including photocopying and typing provide much needed support to groups using the centres as a base for their activities. The Community Association now has its own Website - symondsgreen@symondsgreenc.co.uk; E-mail - symondsgreen@symondsgreenc.co.uk and Facebook sites for both the community centre and the café.

ACHIEVEMENTS AND PERFORMANCE

The Association measures its performance in terms of quantative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

The Association continues to build on relationships with external agencies in the community such as the Police who host neighbourhood information stalls in the café on a regular basis as well as other events including attending our Christmas Fete with an information stall.

SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report Continued

For the year ended 31st March 2025

ACHIEVEMENTS AND PERFORMANCE Continued

Everyone Active continue to host their community outreach programme which for a six month period is free for anyone in the community to attend (when the funding comes to an end, the sessions will be offered at a subsidised cost).

We have attracted other new groups to the community centre including Irish Network Stevenage who provide an extensive programme of events for the people of Stevenage (not just the Irish community) at a very subsidised cost. Many local residents have become part of their community, and this has helped with social isolation of many people in the community.

FINANCE REVIEW

The attached financial statements show the current state of the finances that the council considers sound. Careful monitoring has been carried out to ensure the Association continues to operate efficiently for the community of Symonds Green.

Finances continue to be a challenge as we no longer receive a grant from the local authority which is proving to be an ongoing issue, but we do take advantage of the local Councillor's community budgets for various projects. Also, many groups take a break in the school Summer holidays and as SBC no longer support a children's playscheme program in the community, this does affect our finances, particularly through the summer months.

To assist with our utility costs and to help with climate change we have had new water heating devices installed, which are more economical and use less electricity to heat up. Most of our lighting is LED which also assists with costs with the last remaining lights due to be replaced in 2025.

Inflation rates in the economy and general running costs continue to rise, due to factors out of our control which impacts on our financial situation.

RESERVES POLICY

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not failing below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

The level of reserves is monitored and reviewed by trustees twice a year.

SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report Continued

For the year ended 31st March 2025

PLANS FOR THE FUTURE

Our plans for the future include attracting new groups to hire both halls of the centre and to work with our current groups to offer a range of clubs and activities for the people of Symonds Green and the wider communities in Stevenage. Due to the current credit crisis in the country we want to ensure that as many people can access our services and to work with the community. We will continue to collect food to distribute to local charities. We also aim to ensure that our Charity run coffee bar is a well-used community facility that welcomes local people and those from other areas. We are aiming to hold community events such as the successful Christmas Fair that we held in December 2022. We aim to have more lighting changed to LED lights and hope to have a more efficient water heating system fitted which will help with our electricity costs.

Approved by the Trustees and signed on their behalf by:

Margaret Notley Chairperson

Date:

SYMONDS GREEN COMMUNITY ASSOCIATION
REPORT OF THE INDEPENDENT EXAMINER
For the year ended 31st March 2025

I report on the accounts for the year ended 31st March 2025, which are set out on pages 7 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities 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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given 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 comply with the accounting requirements of the Charities Acthave 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.

Dated :

Jane M E Seymour
Community Accountant
Orchard Villa, 2B Regent Street
Stotfold, Hitchin
Herts. SG5 4ED

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st March 2025

	Notes	Unrestricted Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
Income from:					
Donations and legacies	2	15,570	-	15,570	14,969
Charitable activities	3	58,682	315	58,997	50,792
Other	4	2,625	-	2,625	2,167
Total income		<u>76,877</u>	<u>315</u>	<u>77,192</u>	<u>67,928</u>
Expenditure on:					
Charitable activities	6	75,732	1,206	76,938	75,844
Total expenditure		<u>75,732</u>	<u>1,206</u>	<u>76,938</u>	<u>75,844</u>
Net income/(expenditure)		1,145	(891)	254	(7,916)
Net movement in funds		1,145	(891)	254	(7,916)
Total Funds brought forward		18,073	3,069	21,142	29,058
Total funds carried forward	15	<u>19,218</u>	<u>2,178</u>	<u>21,396</u>	<u>21,142</u>

SYMONDS GREEN COMMUNITY ASSOCIATION
BALANCE SHEET
As at 31st March 2025

	Notes	2025 £	2024 £
Fixed Assets			
Tangible fixed assets	9	541	721
Current Assets			
Debtors & prepayments	10	2,490	1,449
Cash at bank and in hand		<u>22,370</u>	<u>24,269</u>
Total Current Assets		25,220	25,718
Creditors: Amounts falling due within one year	11	<u>(4,365)</u>	<u>(5,297)</u>
Net Current Assets		20,855	20,421
Net Assets		<u>21,396</u>	<u>21,142</u>
Funds of the Charity			
Unrestricted funds			
General funds		<u>19,218</u>	<u>18,073</u>
		19,218	18,073
Restricted funds			
Herts Community Foundation/Garden Equipm Funding		25	33
Locality Budget – CCTV & Centre Equipment		85	113
Locality Budget – Coffee Bar Fencing		702	702
Locality Budget – Newsletter		480	480
Locality Budget – Coffee Bar, Tables, PPE, Security & Laptop		231	281
Locality Budget – Events		145	145
Locality Budget – Repairs and Replacements		24	32
Stevenage Community Trust – Printer		78	104
Co-Operative		161	215
Covid-19 Omicron Grant		-	442
SBC Grants 2021 to 2025		<u>247</u>	<u>522</u>
Total Restricted		2,178	3,069
Total Funds	15	<u>21,396</u>	<u>21,142</u>

Approved by the Trustees on the

and signed on their behalf by:

.....
Chairperson

The notes on pages 10 to 18 form part of these accounts

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOW
As at 31st March 2025

	Notes	2025 £	2024 £
Cash flows from operating activities:			
<i>Net cash provided by operating activities</i>	17	(1,539)	(6,384)
Cash flows from capital expenditure & investing activities:			
Purchase of equipment		-	-
<i>Net cash provided by capital expenditure & investing activities</i>		-	-
Change in cash and cash equivalents in the reporting period		(1,539)	(6,384)
Cash and cash equivalents at the beginning of the reporting period		24,269	30,653
Cash and cash equivalents at the end of the reporting period		<u>22,730</u>	<u>24,269</u>

1 ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation policy

Tangible fixed assets are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 25% on the reducing balance.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Resources that are expended that cannot be applied to one particular category have been apportioned as follows:

90% of the Centre Managers Salary, 50% Admin Assistant salary, 100% of the cleaning and caretaking staff salaries with the same proportion of Employers National Insurance have been apportioned to Running costs of the Centres on the basis of staff time. The balancing 10% Centre Managers Salary and 50% Admin. Assistant and a proportion of the Employers National Insurance have been apportioned to Support costs on the same basis.

Printing, Postage and Stationery and Telephone costs have been allocated at 25% to Centre Running Costs and 75% to Support costs based on the estimated usage.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2025

Incoming Resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall deposits that relate to bookings in a future accounting period, the income is deferred until those periods.

2 Income from Donations and Legacies	Unrestricted	Restricted	2025	2024
			£	£
Estimated rental value of premises	9,900	-	9,900	12,000
Relief from rates	4,940	-	4,940	5,069
Donations	730	-	730	-
	<u>15,570</u>	<u>-</u>	<u>15,570</u>	<u>14,969</u>

2023/24 no funds were restricted.

3 Income from Charitable Activities	Unrestricted	Restricted	2025	2024
			£	£
Hall Hire	37,700	-	37,700	31,253
Coffee Bar takings	19,628	-	19,628	17,500
Locality Budget/SBC Grants	-	200	200	580
HCC WCEG	-	115	115	-
Office Services	1,324	-	1,324	1,279
Affiliation Fees	30	-	30	180
	<u>58,682</u>	<u>315</u>	<u>58,997</u>	<u>50,792</u>

2023/24 restricted funding of £580 was received from Locality budget holders to support the Christmas fete and provide floor equipment and cleaning.

4 Income from Other	Unrestricted	Restricted	2025	2024
			£	£
Employment Allowance	1,862	-	1,862	1,515
Events	763	-	763	652
	<u>2,625</u>	<u>-</u>	<u>2,625</u>	<u>2,167</u>

2023/4 no funds were restricted.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2025

5 Analysis of Expenditure on Charitable Activities 2024/25	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	6	52,787	5,398	58,185
Coffee Bar	6	15,657	1,890	17,547
Restricted Funds – Repairs and Replacements	7	764	-	764
Coffee Bar Restricted Expenditure	8	442	-	442
Total		69,650	7,288	76,938

Support costs have been allocated based on staff cost, 74.07% Centre and 25.93% Coffee Bar

Analysis of Expenditure on Charitable Activities 2023/24	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	6	53,434	4,902	58,336
Coffee Bar	6	13,872	2,019	15,891
Restricted Funds – Repairs and Replacements	7	821	-	821
Coffee Bar Restricted Expenditure	8	796	-	796
Total		68,923	6,921	75,844

Support costs have been allocated based on staff cost, 70.83% Centre and 29.17% Coffee Bar

6 Charitable Expenditure	2025	2024
Unrestricted Charitable Activities-Centre	£	£
Salaries and NIC	28,611	22,084
Payroll Charges	243	197
Notional rent and rates	14,840	14,969
Water Rates	1,129	778
Light & Heat	4,774	6,217
Premises Expenses, Laundry & Cleaning	1,633	7,741
Health & Safety	1	-
Repairs & Renewals	75	41
Printing, Postage, Stationery etc	35	40
Insurance	372	474
Telephone	102	90
Licenses	545	511
Office Equipment	103	-
Professional Fees for HR	216	216
Publicity & Events	82	53
Volunteer Expenses	21	17
Depreciation	5	6
	52,787	53,434

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2025

6 Coffee Bar	2025	2024
	£	£
Salaries and NIC	10,016	9,096
Payroll Charges	109	109
Coffee bar food and drink purchases	5,259	4,412
Coffee Bar Expenses	16	-
Coffee Bar Card Charges	172	162
Coffee bar equipment purchases	85	93
	<u>15,657</u>	<u>13,872</u>

Support costs attributed to Centre Activities	2025	2024
	£	£
Charity Administration Salaries	5,214	4,878
Payroll Charges	128	174
Travel & Subsistence	22	30
Printing, Postage, Stationery etc	103	121
Telephone	305	272
Membership	35	35
Internet charges	1,015	940
Depreciation	1	2
	<u>6,823</u>	<u>6,452</u>

Governance	2025	2024
	£	£
Independent Examiner's Fee (See note 18)	440	440
Trustee Expenses	25	29
	<u>465</u>	<u>469</u>
Total Support	<u>7,288</u>	<u>6,921</u>

7 Restricted Charitable Expenditure	2025	2024
Charitable Activities – Repair & Replacements	£	£
Equipment, repairs & replacements	275	8
Depreciation	174	233
Cleaning, Waste disposal & PPE	-	351
Publicity & Events	315	229
	<u>764</u>	<u>821</u>

8 Coffee Bar Restricted Expenditure	2025	2024
	£	£
Coffee bar food and drink purchases	442	796
	<u>442</u>	<u>796</u>

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2025

9 Fixed assets	Play Equip ment	Office equipment	Fixtures and fittings	Total
Cost	£	£	£	£
At 1 April 2024	5,997	1,149	2,936	10,082
Additions	-	-	-	-
At 31 March 2025	5,997	1,149	2,936	10,082
Depreciation				
At 1 April 2024	5,964	808	2,589	9,361
Charge for the year	8	85	87	180
At 31 March 2025	5,972	893	2,676	9,542
Net book values				
At 31 March 2024	33	341	347	721
At 31 March 2025	25	256	260	541

10 Debtors & Prepayments	2025	2024
	£	£
Debtors	1,665	646
Prepayments	825	803
	2,490	1,449

11 Creditors: Amounts falling due within one year	2025	2024
	£	£
Creditors	968	1,675
HMRC – PAYE & NI	698	779
Pension	115	92
Accruals	1,431	1,364
Hall Deposit Paid & Paid in advance	1,153	1,387
	4,365	5,297

12 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2025

13 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £41,883 (2024 - £34,533). No employee earned more than £30,000 p.a. The average number of paid staff for the year were four (four in 2023/24) split as follows:

	Running Centre	Support Costs	Coffee Bar
Centre Manager	90%	10%	
Admin Assistant	50%	50%	
Book keeper		100%	
1 Coffee Bar staff			100%
1 Cleaner	100%		

The total gross salaries of key management personnel are £21,851.

14 Reserves Policy

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not falling below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- fund the start up costs of developments that will enable the Association to meet its aims and objectives
- allow for fluctuations in income due to delayed receipt of statutory and/or contract payments.
- meet unplanned but necessary expenditure.

The level of reserves is monitored and reviewed by trustees twice a year.

Free Reserves	£19,193
Three months running costs	£19,235

15 Fund Analysis

	General £	Herts Comm Found/ Garden Equip £	Locality Budget- CCTV & Centre Equip £	Locality Budget – Events £	Sub - Total £
Income	76,877	-	-	-	76,877
Expenditure	75,732	8	28	-	75,768
Net incoming Resources	1,145	(8)	(28)	-	1,109
Total Funds B/fwd	18,073	33	113	145	18,364
Total Funds C/Fwd	19,218	25	85	145	19,473
Fixed Assets	19	25	85	-	129
Current Assets	23,564	-	-	145	23,709
Current Liabilities	(4,365)	-	-	-	(4,365)
	19,218	25	85	145	19,473

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2025

15 Fund Analysis continued

	Sub - Total £	Locality Budget – Repairs & Replace £	Co-Op £	Locality Budget – Coffee Bar Fence £	Sub- Total £
Income	76,877	-	-	-	76,877
Expenditure	75,768	8	54	-	75,830
Net incoming Resources	1,109	(8)	(54)	-	1,047
Total Funds B/fwd	18,364	32	215	702	19,313
Total Funds C/Fwd	19,473	24	161	702	20,360
Fixed Assets	129	24	161	-	314
Current Assets	23,709	-	-	702	24,411
Current Liabilities	(4,365)	-	-	-	(4,365)
	19,473	24	161	702	20,360

	Sub- total £	Locality Budget – Newsletter £	Locality Budget – Coffee Bar Tables, PPE, Security & Laptop £	SCT - Printer £	Sub - Total £
Income	76,877	-	-	-	76,877
Expenditure	75,830	-	50	26	75,906
Net incoming Resources	1,047	-	(50)	(26)	971
Total Funds B/fwd	19,313	480	281	104	20,178
Total Funds C/Fwd	20,360	480	231	78	21,149
Fixed Assets	314	-	149	78	541
Current Assets	24,411	480	82	-	24,973
Current Liabilities	(4,365)	-	-	-	(4,365)
	20,360	480	231	78	21,149

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2025

15 Fund Analysis continued

	Sub- total £	Locality Covid-19 Omicron £	SBC Grants Various 2021 to 2025 £	HCC WCEG Afternoon Tea £	Total £
Income	76,877	-	200	115	77,192
Expenditure	75,906	442	475	115	76,938
Net incoming Resources	971	(442)	(275)	-	254
Total Funds B/fwd	20,178	442	522	-	21,142
Total Funds C/Fwd	21,149	-	247	-	21,396
Fixed Assets	541	-	-	-	541
Current Assets	24,973	-	247	-	25,220
Current Liabilities	(4,365)	-	-	-	(4,365)
	21,149	-	247	-	21,396

Fund balances outstanding from Co-Operative and Locality Budget holders to provided new equipment for the Community Centre and Coffee Bar.

Herts Community Foundation provided funding for garden equipment.

Locality Budget Holders provided funds to support the production of a newsletter.

21/22 Locality Budget Holders provided funds to support the coffee bar, purchase tables for the centre, PPE, security and the purchase of a laptop. This year funds have been provided to purchase baby changing equipment, card machine costs, curtains, an entrance mat and support for the coffee bar.

22/23 Locality Budget holders provided funds to support white board & restock/replenish charity café for events; refreshments and children's activity equipment; outdoor games and equipment; supplies & equipment for christmas fete; heaters, patio parasols, children's activities; air con unit; food poverty.

Stevenage Community Trust (SCT) provided funds to purchase a printer.

Omicron Hospitality and Leisure Grant Scheme - support for businesses over the winter months, where they will have been impacted by the rise in the Omicron variant. Grant values were based on rateable value of property they occupy.

24/25 Locality Budget holders provided funds to purchase sensory items and a parasol for the Café.

HCC WCEG provided funds for an afternoon tea.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2025

16 Volunteers

Volunteer information is as follows:

Activity	Number of Volunteers	No of Hours per Volunteer	Total Hours
Functions	8	10	80
Handy Man/ Caretaker	2		90
Coffee Bar	2		520 (10 Per Week)
Office staff	1	20	20
Governance	19	6	114

17 Notes to the cash flow statement

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2025	2024
	£	£
Net income/(expenditure) for the year	254	(7,916)
Adjustments for:		
Depreciation charges	180	241
(Increase)/decrease in debtors	(1,041)	118
Increase/(decrease) in creditors	(932)	1,173
Net cash provided by operating activities	<u>(1,539)</u>	<u>(6,384)</u>

18 Independent Examiner

Fees of £440 (£440 in 2024) have been accrued for the 2025 examination and preparation of accounts.

SYMONDS GREEN COMMUNITY ASSOCIATION

England & Wales - Charity number 286415

Accounts

SYMONDS GREEN COMMUNITY ASSOCIATION

Registered Charity No. 286415

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2024**

SYMONDS GREEN COMMUNITY ASSOCIATION
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For the year ended 31st March 2024

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SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report

For the year ended 31st March 2024

REFERENCE AND ADMINISTRATION

Name of Charity: SYMONDS GREEN COMMUNITY ASSOCIATION

Registered Charity No: 286415

Principal Office: Symonds Green Community Association
Filey Close, Symonds Green,
Stevenage, Herts
SG1 2JW

Trustees:	Margaret Notley (T)	Chairperson
	Sharon Taylor	Vice Chairperson
	Linda Coates	Treasurer

Council members	Jackie Hollywell	Councillor
	Michael Downing	Councillor
	Lynda Coates	Carpet Bowls
	Janet Merrall	Learning Zone
	Annette Gasson	Learning Zone
	Geoffrey Fisher	Royal British Legion
	Tony Cousins	Royal British Legion
	Isobel Gasson	Beavers, Cubs & Scouts
	Maria Grant	Irish Dancing
	Paula McLachlan	Mums and Toddlers
	John Morgan	Church of Christ the King
Jenny Brennan	Rince Mor Academy	

Non-voting Co-opted Member:	Jackie Hollywell	(Community Development Officer)
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SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is an unincorporated organisation which is governed by a constitution dated 20th June 1984.

The individual member trustees and Honorary Officers are elected or appointed on an annual basis at the Annual General Meeting. In the event of a vacancy occurring within the Honorary Officers the Council can fill the vacancy from the Council membership. Junior members can appoint two from their membership to sit on the Council.

The constitution allows groups that meet the following criteria to appoint a representative to be a member of the Council:

1. Local statutory authorities and such voluntary organisations as operates in the area of benefit and satisfy the Council that they are an independent organisation or branch of an independent national or other organisation.
2. Sections shall be such groups as may, with permission of Council, be formed within the Association among the individual members for the furtherance of a common activity. Groups that currently meet these criteria are:
 - Stevenage Borough Council
 - Carpet Bowls group
 - Church group
 - Irish Dancing (Maria Grant)
 - Labour Party
 - The Learning Zone
 - Royal British Legion
 - Cub/ Beavers
 - At the Green Babies and Toddlers Group
 - Fishing club – (Non Affiliated)
 - Garden House Hospice.

All members of the Council must retire annually but are eligible for reappointment

At our AGM 17th January 2024 the following were elected to the Executive Committee at the AGM: Margaret Notley, Jackie Hollywell, Isobel Gasson, Lynda Coates, Sharon Taylor, Janet Merell, Annette Gasson and Michael Downing.

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2024

OBJECTIVES AND ACTIVITIES

The objects of the Association are:-

To promote the benefit of the inhabitants of Symonds Green and the neighbourhood without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory in the maintenance and management of such a Centre for activities promoted by the Association and its constitute bodies in furtherance of the above objects.

The activities of the Association are:-

1. The Community Centre (2 halls)
2. Tea at the Green Cafe

These buildings are hired to affiliated and non-affiliated groups such as Beavers, Cubs, Baby and Toddler group, martial arts, Irish dancing, Carpet Bowls, a local church group and many more. They are also used for parties and other private bookings including fundraising events.

Office services including photocopying and typing provide much needed support to groups using the centres as a base for their activities. The Community Association now has its own Website - symondsgreen@symondsgreenc.co.uk; E-mail - symondsgreen@symondsgreenc.co.uk and Facebook sites for both the community centre and the café which are gaining more followers.

ACHIEVEMENTS AND PERFORMANCE

The Association measures its performance in terms of quantitative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

We are recovering from the effect of the global pandemic. Unfortunately, some groups did not survive the pandemic, so we lost revenue from these groups, including Weight Watchers and a local dance group, however, we've had some new groups starting at the centre including Qi Qwan Do Martial Arts, and Stevenage Borough Football Club which are building a good client base here.

FINANCE REVIEW

The attached financial statements show the current state of the finances that the council considers sound. Careful monitoring has been carried out to ensure the Association continues to operate efficiently for the community of Symonds Green.

SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report Continued

For the year ended 31st March 2024

FINANCE REVIEW Continued

We no longer receive a grant from the local authority, which has proved challenging, but we do take advantage of the local Councillor's community budgets for various projects. We have new groups that have started to hire both halls and we are taking bookings for weekend hire, this is starting to pick up again since the pandemic ceased.

We have had more lights put onto a sensor system, so this will help us with our energy costs.

We have continued with the café opening of three days a week (from five) to condense costs of staffing, food purchasing and other outgoings and this is proving a successful change.

RESERVES POLICY

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not failing below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

Our plans for the future include attracting new groups to hire both halls of the centre and to work with our current groups to offer a range of clubs and activities for the people of Symonds Green and the wider communities in Stevenage. We are working in partnership with other charities such as the NHS and the local hospice (Garden House Hospice) and we continue to forge partnerships with other organisations. We continue to collect food for a local food bank and this is ongoing. We will endeavour to raise money for the association including holding our annual Christmas fete which has been very well attended by the community.

We continue to implement new ideas into the café and also open the café on event days such as our Christmas fete.

Approved by the Trustees and signed on their behalf by:

Margaret Notley Chairperson

Date:

SYMONDS GREEN COMMUNITY ASSOCIATION
REPORT OF THE INDEPENDENT EXAMINER
For the year ended 31st March 2024

I report on the accounts for the year ended 31st March 2024, which are set out on pages 6 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities 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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given 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 comply with the accounting requirements of the Charities Acthave 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.

Dated :

Jane M E Seymour
Community Accountant
Orchard Villa, 2B Regent Street
Stotfold, Hitchin
Herts. SG5 4ED

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Income from:					
Donations and legacies	2	14,969	-	14,969	18,144
Charitable activities	3	50,212	580	50,792	48,488
Other	4	2,167	-	2,167	1,711
Total income		67,348	580	67,928	68,343
Expenditure on:					
Charitable activities	6	74,227	1,617	75,844	73,346
Total expenditure		74,227	1,617	75,844	73,346
Net income/(expenditure)		(6,879)	(1,037)	(7,916)	(5,003)
Net movement in funds		(6,879)	(1,037)	(7,916)	(5,003)
Total Funds brought forward		24,952	4,106	29,058	34,061
Total funds carried forward	15	18,073	3,069	21,142	29,058

SYMONDS GREEN COMMUNITY ASSOCIATION
BALANCE SHEET
As at 31st March 2024

	Notes	2024 £	2023 £
Fixed Assets			
Tangible fixed assets	9	721	962
Current Assets			
Debtors & prepayments	10	1,449	1,567
Cash at bank and in hand		<u>24,269</u>	<u>30,653</u>
Total Current Assets		25,718	32,220
Creditors: Amounts falling due within one year	11	<u>(5,297)</u>	<u>(4,124)</u>
Net Current Assets		20,421	28,096
Net Assets		<u>21,142</u>	<u>29,058</u>
Funds of the Charity			
Unrestricted funds			
General funds		<u>18,073</u>	<u>24,952</u>
		18,073	24,952
Restricted funds			
Herts Community Foundation/Garden Equipm Funding		33	44
Locality Budget – CCTV & Centre Equipment		113	151
Locality Budget – Coffee Bar Fencing		702	702
Locality Budget – Newsletter		480	480
Locality Budget – Coffee Bar, Tables, PPE, Security & Laptop		281	347
Locality Budget – Events		145	145
Locality Budget – Repairs and Replacements		32	43
Stevenage Community Trust – Printer		104	139
Co-Operative		215	287
Covid-19 Omicron Grant		442	1,187
SBC Grants 2021/22 & 2022/23		<u>522</u>	<u>581</u>
Total Restricted		3,069	4,106
Total Funds	15	<u>21,142</u>	<u>29,058</u>

Approved by the Trustees on the

and signed on their behalf by:

.....
Chairperson

The notes on pages 9 to 17 form part of these accounts

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOW
As at 31st March 2024

	Notes	2024 £	2023 £
Cash flows from operating activities:			
<i>Net cash provided by operating activities</i>	17	(6,384)	(4,946)
Cash flows from capital expenditure & investing activities:			
Purchase of equipment		-	-
<i>Net cash provided by capital expenditure & investing activities</i>		-	-
Change in cash and cash equivalents in the reporting period		(6,384)	(4,946)
Cash and cash equivalents at the beginning of the reporting period		30,653	35,599
Cash and cash equivalents at the end of the reporting period		<u>24,769</u>	<u>30,653</u>

1 ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation policy

Tangible fixed assets are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 25% on the reducing balance.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Resources that are expended that cannot be applied to one particular category have been apportioned as follows:

90% of the Centre Managers Salary, 50% Admin Assistant salary, 100% of the cleaning and caretaking staff salaries with the same proportion of Employers National Insurance have been apportioned to Running costs of the Centres on the basis of staff time. The balancing 10% Centre Managers Salary and 50% Admin. Assistant and a proportion of the Employers National Insurance have been apportioned to Support costs on the same basis.

Printing, Postage and Stationery and Telephone costs have been allocated at 25% to Centre Running Costs and 75% to Support costs based on the estimated usage.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2024

Incoming Resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall deposits that relate to bookings in a future accounting period, the income is deferred until those periods.

2 Income from Donations and Legacies	Unrestricted	Restricted	2024	2023
			£	£
Estimated rental value of premises	9,900	-	9,900	12,000
Relief from rates	5,069	-	5,069	6,144
	<u>14,969</u>	<u>-</u>	<u>14,969</u>	<u>18,144</u>

2022/23 no funds were restricted.

3 Income from Charitable Activities	Unrestricted	Restricted	2024	2023
			£	£
Hall Hire	31,253	-	31,045	31,045
Coffee Bar takings	17,500	-	17,500	14,380
Locality Budget/SBC Grants	-	580	580	1,988
Office Services	1,279	-	1,279	1,015
Affiliation Fees	180	-	180	60
	<u>50,212</u>	<u>580</u>	<u>50,792</u>	<u>48,488</u>

2022/23 restricted funding of £1,988 was received for White Board & Restock/replenish Charity Café for Events, Refreshments and Children's Activity Equipment, Outdoor Games and Equipment, Supplies & Equipment for Christmas Fete, Heaters, patio parasols, children's activities, Air Con Unit and Food Poverty Grant.

4 Income from Other	Unrestricted	Restricted	2024	2023
			£	£
Employment Allowance	1,515	-	1,515	1,331
Events	652	-	652	380
	<u>2,167</u>	<u>-</u>	<u>2,167</u>	<u>1,711</u>

2022/23 no funds were restricted.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2024

5 Analysis of Expenditure on Charitable Activities 2023/24	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	6	53,434	4,902	58,336
Coffee Bar	6	13,872	2,019	15,891
Restricted Funds – Repairs and Replacements	7	796	-	796
Coffee Bar Restricted Expenditure	8	821	-	821
Total		68,923	6,921	75,844

Support costs have been allocated based on staff cost, 70.83% Centre and 29.17% Coffee Bar

Analysis of Expenditure on Charitable Activities 2022/23	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	6	51,523	4,325	55,848
Coffee Bar	6	12,068	2,012	14,080
Restricted Funds – Repairs and Replacements	7	2,160	-	2,160
Coffee Bar Restricted Expenditure	8	1,258	-	1,258
Total		67,009	6,337	73,346

Support costs have been allocated based on staff cost, 68.25% Centre and 31.75% Coffee Bar

6 Charitable Expenditure	2024	2023
Unrestricted Charitable Activities-Centre	£	£
Salaries and NIC	22,084	18,038
Payroll Charges	197	147
Notional rent and rates	14,969	18,144
Water Rates	778	105
Light & Heat	6,217	4,040
Premises Expenses, Laundry & Cleaning	7,741	9,233
Security	-	198
Repairs & Renewals	41	53
Printing, Postage, Stationery etc	40	16
Insurance	474	536
Telephone	90	81
Licenses	511	536
Office Equipment	-	12
Professional Fees for HR	216	216
Staff Training	-	6
Publicity & Events	53	153
Depreciation	6	9
	53,434	51,523

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2024

6 Coffee Bar	2024	2023
	£	£
Salaries and NIC	9,096	8,532
Payroll Charges	109	156
Coffee bar food and drink purchases	4,412	3,155
Coffee Bar Card Charges	162	199
Coffee bar equipment purchases	93	26
	<u>13,872</u>	<u>12,068</u>
Support costs attributed to Centre Activities	2024	2023
	£	£
Charity Administration Salaries	4,878	4,471
Payroll Charges	174	177
Travel & Subsistence	30	-
Printing, Postage, Stationery etc	121	48
Telephone	272	244
Membership	35	35
Internet charges	940	872
Depreciation	2	3
Sundries	-	54
	<u>6,452</u>	<u>5,904</u>
Governance	2024	2023
	£	£
Independent Examiner's Fee (See note 18)	440	400
Trustee Expenses	29	33
	<u>469</u>	<u>433</u>
Total Support	6,921	6,337
7 Restricted Charitable Expenditure	2024	2023
Charitable Activities – Repair & Replacements	£	£
HPB Covid-19 Recovery	-	180
Equipment, repairs & replacements	8	620
Depreciation	233	309
Cleaning, Waste disposal & PPE	351	88
Stationery	-	10
Publicity & Events	229	51
	<u>821</u>	<u>1,258</u>
8 Coffee Bar Restricted Expenditure	2024	2023
	£	£
Coffee bar food and drink purchases	796	2,110
Coffee bar equipment purchases and other	-	50
	<u>796</u>	<u>2,160</u>

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2024

9 Fixed assets	Play Equip ment	Office equipment	Fixtures and fittings	Total
Cost	£	£	£	£
At 1 April 2023	5,997	1,149	2,936	10,082
Additions	-	-	-	-
At 31 March 2024	5,997	1,149	2,936	10,082
Depreciation				
At 1 April 2023	5,953	694	2,473	9,121
Charge for the year	11	114	116	241
At 31 March 2024	5,953	694	2,473	9,121
Net book values				
At 31 March 2023	44	455	463	962
At 31 March 2024	33	341	347	721
10 Debtors & Prepayments			2024	2023
			£	£
Debtors			646	1,090
Prepayments			803	477
			1,449	1,567
11 Creditors: Amounts falling due within one year			2024	2023
			£	£
Creditors			1,675	1,498
HMRC – PAYE & NI			779	737
Pension			92	81
Accruals			1,364	1,094
Hall Deposit Paid & Paid in advance			1,387	714
			5,297	4,124

12 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2024

13 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £34,533 (2023 - £29,765). No employee earned more than £30,000 p.a. The average number of paid staff for the year were four (four in 2022/23) split as follows:

	Running Centre	Support Costs	Coffee Bar
Centre Manager	90%	10%	
Admin Assistant	50%	50%	
Book keeper		100%	
1 Coffee Bar staff			100%

The total gross salaries of key management personnel are £20,033.

14 Reserves Policy

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not falling below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) allow for fluctuations in income due to delayed receipt of statutory and/or contract payments.
- c) meet unplanned but necessary expenditure.

The level of reserves is monitored and reviewed by trustees twice a year.

Free Reserves	£18,048
Three months running costs	£18,961

15 Fund Analysis

	General £	Herts Comm Found/ Garden Equip £	Locality Budget- CCTV & Centre Equip £	Locality Budget – Events £	Sub - Total £
Income	67,348	-	-	-	67,348
Expenditure	74,227	11	38	-	74,276
Net incoming Resources	(6,876)	(11)	(38)	-	(6,928)
 Total Funds B/fwd	 24,952	 44	 151	 145	 25,292
 Total Funds C/Fwd	 18,073	 33	 113	 145	 18,364
 Fixed Assets	 25	 33	 113	 -	 171
Current Assets	23,345	-	-	145	23,490
Current Liabilities	(5,297)	-	-	-	(5,297)
	18,073	33	113	145	18,364

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2024

15 Fund Analysis continued

	Sub - Total £	Locality Budget – Repairs & Replace £	Co-Op £	Locality Budget – Coffee Bar Fence £	Sub- Total £
Income	67,348	-	-	-	67,348
Expenditure	74,276	11	72	-	74,359
Net incoming Resources	(6,928)	(11)	(72)	-	(7,011)
Total Funds B/fwd	25,292	43	287	702	26,324
Total Funds C/Fwd	18,364	32	215	702	19,313
Fixed Assets	171	32	215	-	418
Current Assets	23,490	-	-	702	24,192
Current Liabilities	(5,297)	-	-	-	(5,297)
	18,364	32	215	702	19,313

	Sub- total £	Locality Budget – Newsletter £	Locality Budget – Coffee Bar Tables, PPE, Security & Laptop £	SCT - Printer £	Sub - Total £
Income	67,348	-	-	-	67,348
Expenditure	74,359	-	66	35	74,460
Net incoming Resources	(7,011)	-	(66)	(35)	(7,112)
Total Funds B/fwd	26,324	480	347	139	27,290
Total Funds C/Fwd	19,313	480	281	104	20,178
Fixed Assets	418	-	199	104	721
Current Assets	24,192	480	82	-	24,754
Current Liabilities	(5,297)	-	-	-	(5,297)
	19,313	480	281	104	20,178

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2024

15 Fund Analysis continued

	Sub- total £	Locality Covid-19 Omicron £	SBC Grants Various 21/22 & 22/23 £	SBC Grants Various 23/24 £	Sub - Total £
Income	67,348	-	-	580	67,928
Expenditure	74,460	745	59	580	75,844
Net incoming Resources	(7,112)	(745)	(59)	-	(7,916)
Total Funds B/fwd	27,290	1,187	581	-	29,058
Total Funds C/Fwd	20,178	442	522	-	21,142
Fixed Assets	721	-	-	-	721
Current Assets	24,754	442	522	-	25,718
Current Liabilities	(5,297)	-	-	-	(5,297)
	20,178	442	522	-	21,142

Fund balances outstanding from Co-Operative and Locality Budget holders to provided new equipment for the Community Centre and Coffee Bar.

Herts Community Foundation provided funding for garden equipment.

Locality Budget Holders provided funds to support the production of a newsletter.

21/22 Locality Budget Holders provided funds to support the coffee bar, purchase tables for the centre, PPE, security and the purchase of a laptop. This year funds have been provided to purchase baby changing equipment, card machine costs, curtains, an entrance mat and support for the coffee bar.

22/23 Locality Budget holders provided funds to support white board & restock/replenish charity café for events; refreshments and children's activity equipment; outdoor games and equipment; supplies & equipment for christmas fete; heaters, patio parasols, children's activities; air con unit; food poverty.

Stevenage Community Trust (SCT) provided funds to purchase a printer.

Omicron Hospitality and Leisure Grant Scheme - support for businesses over the winter months, where they will have been impacted by the rise in the Omicron variant. Grant values were based on rateable value of property they occupy.

23/24 Locality Budget holders provided funds to support the Christmas fete and also provide floor equipment and cleaning.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2024

16 Volunteers

Volunteer information is as follows:

Activity	Number of Volunteers	No of Hours per Volunteer	Total Hours
Functions	5	14	70
Handy Man/ Caretaker	2		90
Coffee Bar	2		520 (10 Per Week)
Office staff	1		30
Governance	19	6	114

17 Notes to the cash flow statement

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2024	2023
	£	£
Net income/(expenditure) for the year	(7,916)	(5,003)
Adjustments for:		
Depreciation charges	241	320
(Increase)/decrease in debtors	118	(454)
Increase/(decrease) in creditors	1,173	191
Net cash provided by operating activities	<u>(6,384)</u>	<u>(4,946)</u>

18 Independent Examiner

Fees of £440 (£400 in 2023) have been accrued for the 2024 examination and preparation of accounts.

SYMONDS GREEN COMMUNITY ASSOCIATION

England & Wales - Charity number 286415

Accounts

SYMONDS GREEN COMMUNITY ASSOCIATION

Registered Charity No. 286415

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2023**

SYMONDS GREEN COMMUNITY ASSOCIATION
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For the year ended 31st March 2023

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SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report

For the year ended 31st March 2023

REFERENCE AND ADMINISTRATION

Name of Charity: SYMONDS GREEN COMMUNITY ASSOCIATION

Registered Charity No: 286415

Principal Office: Symonds Green Community Association
Filey Close, Symonds Green,
Stevenage, Herts
SG1 2JW

Trustees: Margaret Notley (T) Chairperson
Sharon Taylor (appointed 08.12.21) Vice Chairperson
Linda Coates Treasurer

Council members

Jackie Hollywell	Councillor
Michael Downing	Councillor
Lynda Coates	Carpet Bowls
Janet Merrall	Learning Zone
Annette Gasson	Learning Zone
Geoffrey Fisher	Royal British Legion
Tony Cousins	Royal British Legion
Isobel Gasson	Beavers, Cubs & Scouts
Maria Grant	Irish Dancing
Paula McLachlan	Mums and Toddlers
John Morgan	Church of Christ the King
Jenny Brennan	Rince Mor Academy

Non-voting Co-opted Member: Jackie Hollywell (Community Development Officer)

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is an unincorporated organisation which is governed by a constitution dated 20th June 1984.

The individual member trustees and Honorary Officers are elected or appointed on an annual basis at the Annual General Meeting. In the event of a vacancy occurring within the Honorary Officers the Council can fill the vacancy from the Council membership. Junior members can appoint two from their membership to sit on the Council.

The constitution allows groups that meet the following criteria to appoint a representative to be a member of the Council:

1. Local statutory authorities and such voluntary organisations as operates in the area of benefit and satisfy the Council that they are an independent organisation or branch of an independent national or other organisation.
2. Sections shall be such groups as may, with permission of Council, be formed within the Association among the individual members for the furtherance of a common activity. Groups that currently meet these criteria are:
 - Stevenage Borough Council
 - Carpet Bowls group
 - Church group
 - Irish Dancing
 - Labour Party
 - Learning Zone
 - Royal British Legion
 - Cub/ Beavers
 - At the Green Babies and Toddlers Group
 - Weight Watchers (Non Affiliated)
 - Fight Night (Non Affiliated)
 - Fishing club – (Non Affiliated)
 - Jenny Brennan Irish Dance Academy (Affiliated)
 - Garden House Hospice.

All members of the Council must retire annually but are eligible for reappointment

At our AGM 1st February 2023 the following were elected to the Executive Committee at the AGM: Margaret Notley, Jackie Hollywell, Isobel Gasson, Lynda Coates, Sharon Taylor, Janet Merell, Annette Gasson and Michael Downing.

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2023

OBJECTIVES AND ACTIVITIES

The objects of the Association are:-

To promote the benefit of the inhabitants of Symonds Green and the neighbourhood without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory in the maintenance and management of such a Centre for activities promoted by the Association and its constitute bodies in furtherance of the above objects.

The activities of the Association are:-

1. The Community Centre (2 halls)
2. Tea at the Green Cafe

These buildings are hired to affiliated and non-affiliated groups such as Beavers, Cubs and Scouts; Baby and Toddler group; Karate, Carpet Bowls; a Sunday school and many more. They are also used for fundraising from time to time.

Office services including photocopying and typing provide much needed support to groups using the centres as a base for their activities. The Community Association now has its own Website - symondsgreen@symondsgreenc.co.uk; E-mail - symondsgreen@symondsgreenc.co.uk and Facebook sites for both the community centre and the café.

ACHIEVEMENTS AND PERFORMANCE

The Association measures its performance in terms of quantative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

Due to the global Covid 19 Pandemic and subsequent lockdown of the nation, all activities have started to resume although many groups have reviewed and changed their hire times. Now there is a credit crisis that is affecting groups, some of which have left the building due to not having enough members to continue or because the volunteer group leaders have found paid employment and are no longer able to run their club.

FINANCE REVIEW

The attached financial statements show the current state of the finances that the council considers sound. Careful monitoring has been carried out to ensure the Association continues to operate efficiently for the community of Symonds Green.

SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report Continued

For the year ended 31st March 2023

We have had to claim the Covid-19 government given grants to sustain the Association throughout the Pandemic and had to recovery from a forced closure of activities held at the centre. We no longer receive a grant from the local authority which has proved challenging, but we do take advantage of the local Councillor's community budgets for various projects.

To assist with our utility costs and to help with climate change we have had most of our lighting changed to LED lights and many of these are on sensors, so electricity is not wasted with lights being left on.

RESERVES POLICY

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not failing below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

Our plans for the future include attracting new groups to hire both halls of the centre and to work with our current groups to offer a range of clubs and activities for the people of Symonds Green and the wider communities in Stevenage. Due to the current credit crisis in the country we want to ensure that as many people can access our services and to work with the community. We will continue to collect food to distribute to local charities. We also aim to ensure that our Charity run coffee bar is a well-used community facility that welcomes local people and those from other areas. We are aiming to hold community events such as the successful Christmas Fair that we held in December 2022. We aim to have more lighting changed to LED lights and hope to have a more efficient water heating system fitted which will help with our electricity costs.

Approved by the Trustees and signed on their behalf by:

Margaret Notley Chairperson

Date: 24th January 2024

SYMONDS GREEN COMMUNITY ASSOCIATION
REPORT OF THE INDEPENDENT EXAMINER
For the year ended 31st March 2023

I report on the accounts for the year ended 31st March 2023, which are set out on pages 6 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities 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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given 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 comply with the accounting requirements of the Charities Acthave 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.

Dated : 24th January 2024

Jane M E Seymour
Community Accountant
Orchard Villa, 2B Regent Street
Stotfold, Hitchin
Herts. SG5 4ED

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
Income from:					
Donations and legacies	2	18,144	-	18,144	39,686
Charitable activities	3	46,500	1,988	48,488	47,570
Other	4	1,711	-	1,711	1,243
Total income		66,355	1,988	68,343	88,499
Expenditure on:					
Charitable activities	6	69,928	3,418	73,346	72,763
Total expenditure		69,928	3,418	73,346	72,763
Net income/(expenditure)		(3,573)	(1,430)	(5,003)	15,736
Transfers Between Funds		13	(13)	-	-
Net movement in funds		(3,560)	(1,443)	(5,003)	15,736
Total Funds brought forward		28,512	5,549	34,061	18,325
Total funds carried forward	16	24,952	4,106	29,058	34,061

SYMONDS GREEN COMMUNITY ASSOCIATION
BALANCE SHEET
As at 31st March 2023

	Notes	2023 £	2022 £
Fixed Assets			
Tangible fixed assets	9	962	1,282
Current Assets			
Debtors & prepayments	10	1,567	1,113
Cash at bank and in hand		<u>30,653</u>	<u>35,599</u>
Total Current Assets		32,220	36,712
Creditors: Amounts falling due within one year	11	<u>(4,124)</u>	<u>(3,933)</u>
Net Current Assets		28,096	32,779
Net Assets		<u>29,058</u>	<u>34,061</u>
Funds of the Charity			
Unrestricted funds			
General funds		<u>24,952</u>	<u>28,512</u>
		24,952	28,512
Restricted funds			
Herts Community Foundation/Garden Equipm Funding		44	59
Locality Budget – CCTV & Centre Equipment		151	201
Locality Budget – Coffee Bar Fencing		702	702
Locality Budget – Newsletter		480	480
Locality Budget – Coffee Bar, Tables, PPE, Security & Laptop		347	459
Locality Budget – Events		145	145
Locality Budget – Repairs and Replacements		43	58
Stevenage Community Trust – Printer		139	185
Co-Operative		287	381
Covid-19 Omicron Grant		1,187	2,296
SBC Grants 2021/22 & 2022/23		581	403
HPB Covid-19 Recovery Grant		-	180
Total Restricted		<u>4,106</u>	<u>5,549</u>
Total Funds	15	<u>29,058</u>	<u>34,061</u>

Approved by the Trustees on the 24th January 2024 and signed on their behalf by:

.....

.....

Chairperson

The notes on pages 9 to 17 form part of these accounts

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOW
As at 31st March 2023

	Notes	2023 £	2022 £
Cash flows from operating activities:			
<i>Net cash provided by operating activities</i>	17	(4,946)	16,867
Cash flows from capital expenditure & investing activities:			
Purchase of equipment		-	(470)
<i>Net cash provided by capital expenditure & investing activities</i>		-	(470)
Change in cash and cash equivalents in the reporting period		(4,946)	16,397
Cash and cash equivalents at the beginning of the reporting period		35,599	19,202
Cash and cash equivalents at the end of the reporting period		<u>30,653</u>	<u>35,599</u>

1 ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation policy

Tangible fixed assets are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 25% on the reducing balance.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Resources that are expended that cannot be applied to one particular category have been apportioned as follows:

90% of the Centre Managers Salary, 50% Admin Assistant salary, 100% of the cleaning and caretaking staff salaries with the same proportion of Employers National Insurance have been apportioned to Running costs of the Centres on the basis of staff time. The balancing 10% Centre Managers Salary and 50% Admin. Assistant and a proportion of the Employers National Insurance have been apportioned to Support costs on the same basis.

Printing, Postage and Stationery and Telephone costs have been allocated at 25% to Centre Running Costs and 75% to Support costs based on the estimated usage.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2023

Incoming Resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall deposits that relate to bookings in a future accounting period, the income is deferred until those periods.

2 Income from Donations and Legacies	Unrestricted	Restricted	2023	2022
			£	£
HMRC Furlough & SSP Relief Covid-19 Small Business Grant	-	-	-	3,345
Covid-19 Omicron Grant	-	-	-	8,000
HPB Covid-19 Recovery Grant	-	-	-	2,667
Estimated rental value of premises	12,000	-	12,000	12,000
Relief from rates	6,144	-	6,144	6,144
Donations under £500	-	-	-	30
	<u>18,144</u>	<u>-</u>	<u>18,144</u>	<u>39,686</u>

2021/22 restricted funds £10,167 received - £2,667 Covid Omicron, £7,500 HCP Covid-19 Recovery Grant

3 Income from Charitable Activities	Unrestricted	Restricted	2023	2022
			£	£
Hall Hire	31,045	-	31,045	31,873
Coffee Bar takings and furlough grant	14,380	-	14,380	10,714
Locality Budget/SBC Grants	-	1,988	1,988	3,819
Office Services	1,015	-	1,015	1,164
Affiliation Fees	60	-	60	-
	<u>46,500</u>	<u>1,988</u>	<u>48,488</u>	<u>47,570</u>

2021/22 restricted funding of 1,220 was received -Locality Budget £1,220 for Card Machine, Coffee Bar, Baby Changing, Curtains and Entrance mat.

4 Income from Other	Unrestricted	Restricted	2023	2022
			£	£
Employment Allowance	1,331	-	1,331	1,243
Events	380	-	380	-
	<u>1,711</u>	<u>-</u>	<u>1,711</u>	<u>1,243</u>

2021/22 no funds were restricted.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2023

5 Analysis of Expenditure on Charitable Activities 2022/23	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	6	51,523	4,325	55,848
Coffee Bar	6	12,068	2,012	14,080
Restricted Funds – Repairs and Replacements	7	2,160	-	2,160
Coffee Bar Restricted Expenditure	8	1,258	-	1,258
Total		67,009	6,337	73,346

Support costs have been allocated based on staff cost, 68.25% Centre and 31.75% Coffee Bar

Analysis of Expenditure on Charitable Activities 2021/22	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	6	47,611	3,969	51,580
Coffee Bar	6	10,146	1,846	11,992
Restricted Funds – Repairs and Replacements	7	3,147	-	3,147
Coffee Bar Restricted Expenditure	8	6,044	-	6,044
Total		66,948	5,815	72,763

Support costs have been allocated based on staff cost, 68.25% Centre and 31.75% Coffee Bar

6 Charitable Expenditure	2023	2022
Unrestricted Charitable Activities-Centre	£	£
Salaries and NIC	18,038	17,506
Payroll Charges	147	147
Notional rent and rates	18,144	18,144
Water Rates	105	525
Light & Heat	4,040	4,032
Premises Expenses, Laundry & Cleaning	9,233	5,425
Health & Safety	-	38
Security	198	162
Repairs & Renewals	53	27
Printing, Postage, Stationery etc	16	33
Insurance	536	536
Telephone	81	59
Licenses	536	719
Office Equipment	12	-
Professional Fees for HR	216	216
Staff Training	6	30
Publicity & Events	153	-
Depreciation	9	12
	51,523	47,611

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 20223

6 Coffee Bar	2023	2022
	£	£
Salaries and NIC	8,532	8,145
Payroll Charges	156	156
Coffee bar food and drink purchases	3,155	1,218
Coffee Bar expenses	-	29
Coffee Bar Card Charges	199	577
Coffee bar equipment purchases	26	21
	<u>12,068</u>	<u>10,146</u>

Support costs attributed to Centre Activities	2023	2022
	£	£
Charity Administration Salaries	4,471	4,324
Payroll Charges	177	178
Travel & Subsistence	-	53
Printing, Postage, Stationery etc	48	100
Telephone	244	178
Membership	35	-
Internet charges	872	410
Depreciation	3	4
Sundries	54	148
	<u>5,904</u>	<u>5,395</u>

Governance	2023	2022
	£	£
Independent Examiner's Fee (See note 18)	400	400
Trustee Expenses	33	20
	<u>433</u>	<u>420</u>
Total Support	<u>6,337</u>	<u>5,815</u>

7 Restricted Charitable Expenditure	2023	2022
Charitable Activities – Repair & Replacements	£	£
HPB Covid-19 Recovery	180	3,568
Equipment, repairs & replacements	620	-
Depreciation	309	413
Cleaning, Waste disposal & PPE	88	1,445
Curtains	-	226
Entrance Mat	-	355
Stationery	10	37
Publicity & Events	51	-
	<u>1,258</u>	<u>6,044</u>

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2023

8 Coffee Bar Restricted Expenditure	2023	2022
	£	£
Coffee bar food and drink purchases	2,110	2,622
Coffee bar equipment purchases and other	50	525
	<u>2,160</u>	<u>3,147</u>

9 Fixed assets	Play Equip ment	Office equipment	Fixtures and fittings	Total
Cost	£	£	£	£
At 1 April 2022	5,997	1,149	2,936	10,082
Additions	-	-	-	-
At 31 March 2023	<u>5,997</u>	<u>1,149</u>	<u>2,936</u>	<u>10,082</u>
Depreciation				
At 1 April 2022	5,938	542	2,320	8,800
Charge for the year	15	152	153	320
At 31 March 2023	<u>5,953</u>	<u>694</u>	<u>2,473</u>	<u>9,121</u>
Net book values				
At 31 March 2022	59	607	616	1,282
At 31 March 2023	<u>44</u>	<u>455</u>	<u>463</u>	<u>962</u>

10 Debtors & Prepayments	2023	2022
	£	£
Debtors	1,090	852
Prepayments	477	261
	<u>1,567</u>	<u>1,113</u>

11 Creditors: Amounts falling due within one year	2023	2022
	£	£
Creditors	1,498	1,074
HMRC – PAYE & NI	737	665
Pension	81	83
Accruals	1,094	1,311
Hall Deposit Paid & Paid in advance	714	800
	<u>4,124</u>	<u>2,691</u>

12 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2023

13 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £29,765 (2022 - £28,837). No employee earned more than £20,000 p.a. The average number of paid staff for the year were four (four in 2021/22) split as follows:

	Running Centre	Support Costs	Coffee Bar
Centre Manager	90%	10%	
Admin Assistant	50%	50%	
Book keeper		100%	
1 Coffee Bar staff			100%

The total gross salaries of key management personnel are £18,259.

14 Reserves Policy

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not falling below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- fund the start up costs of developments that will enable the Association to meet its aims and objectives
- allow for fluctuations in income due to delayed receipt of statutory and/or contract payments.
- meet unplanned but necessary expenditure.

The level of reserves is monitored and reviewed by trustees twice a year.

Free Reserves	£24,919
Three months running costs	£18,337

15 Fund Analysis

	General £	Herts Comm Found/ Garden Equip £	Locality Budget- CCTV & Centre Equip £	Locality Budget – Events £	Sub - Total £
Income	66,355	-	-	-	66,355
Expenditure	69,928	15	50	-	69,993
Net incoming Resources before Transfers	(3,573)	(15)	(50)	-	(3,638)
Transfer between Funds	13	-	-	-	13
Net movement in Funds	(3,560)	(15)	(50)	-	(3,625)
Total Funds B/fwd	28,512	59	201	145	28,917
Total Funds C/Fwd	24,952	44	151	145	25,292
Fixed Assets	33	44	151	-	228
Current Assets	29,043	-	-	145	29,188
Current Liabilities	(4,124)	-	-	-	(4,124)
	24,952	44	151	145	25,292

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2023

15 Fund Analysis continued

	Sub - Total £	Locality Budget – Repairs & Replace £	Co-Op £	Locality Budget – Coffee Bar Fence £	Sub- Total £
Income	66,355	-	-	-	66,355
Expenditure	69,993	15	94	-	70,102
Net incoming Resources before Transfers	(3,638)	(15)	(94)	-	(3,747)
Transfer between funds	13	-	-	-	13
Net movement in Funds	(3,625)	(15)	(94)	-	(3,734)
Total Funds B/fwd	28,917	58	381	702	30,058
Total Funds C/Fwd	25,292	43	287	702	26,324
Fixed Assets	228	43	287	-	558
Current Assets	29,188	-	-	702	29,890
Current Liabilities	(4,124)	-	-	-	(4,124)
	25,292	43	287	702	26,324

	Sub- total £	Locality Budget – Newsletter £	Locality Budget – Coffee Bar Tables, PPE, Security & Laptop £	SCT - Printer £	Sub - Total £
Income	66,355	-	-	-	66,355
Expenditure	70,102	-	99	46	70,247
Net incoming Resources before Transfers	(3,747)	-	(99)	(46)	(3,892)
Transfer between funds	13	-	(13)	-	-
Net movement in Funds	(3,734)	-	(112)	(46)	(3,892)
Total Funds B/fwd	30,058	480	459	185	31,182
Total Funds C/Fwd	26,324	480	347	139	27,290
Fixed Assets	558	-	265	139	962
Current Assets	29,890	480	82	-	30,452
Current Liabilities	(4,124)	-	-	-	(4,124)
	26,324	480	347	139	27,290

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2023

15 Fund Analysis continued

	Sub- total £	Locality Covid-19 Omicron £	SBC Grants Various 21/22 & 22/23 £	HCP Covid-19 Recovery Grant £	Sub - Total £
Income	66,355	-	1,988	-	68,343
Expenditure	70,247	1,109	1,810	180	73,346
Net incoming Resources before Transfers	(3,892)	(1,109)	178	(180)	(5,003)
Total Funds B/fwd	31,182	2,296	403	180	34,061
Total Funds C/Fwd	27,290	1,187	581	-	29,058
Fixed Assets	962	-	-	-	962
Current Assets	30,452	1,187	581	-	32,220
Current Liabilities	(4,124)	-	-	-	(4,124)
	27,290	1,187	581	-	29,058

Fund balances outstanding from Co-Operative and Locality Budget holders to provided new equipment for the Community Centre and Coffee Bar.

Herts Community Foundation provided funding for garden equipment.

Locality Budget Holders provided funds to support the production of a newsletter.

21/22 Locality Budget Holders provided funds to support the coffee bar, purchase tables for the centre, PPE, security and the purchase of a laptop. This year funds have been provided to purchase baby changing equipment, card machine costs, curtains, an entrance mat and support for the coffee bar.

Last year Locality Budget holders provided funds to support white board & restock/replenish charity café for events; refreshments and children's activity equipment; outdoor games and equipment; supplies & equipment for christmas fete; heaters, patio parasols, children's activities; air con unit; food poverty.

Stevenage Community Trust (SCT) provided funds to purchase a printer.

HPB grant (Health Protection Board) to support the Voluntary, Community and Social Enterprise (VCSE) Sector who have been disproportionately impacted by Covid-19. It covers overheads such as venue hire and staffing.

Omicron Hospitality and Leisure Grant Scheme - support for businesses over the winter months, where they will have been impacted by the rise in the Omicron variant. Grant values were based on rateable value of property they occupy.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2023

16 Volunteers

Volunteer information is as follows:

Activity	Number of Volunteers	No of Hours per Volunteer	Total Hours
Functions	5	14	70
Handy Man/ Caretaker	2		90
Coffee Bar	2		520 (10 Per Week)
Office staff	1		30
Governance	19	6	114

17 Notes to the cash flow statement

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2023	2022
	£	£
Net income/(expenditure) for the year	(5,003)	15,736
Adjustments for:		
Depreciation charges	320	429
(Increase)/decrease in debtors	(454)	(540)
Increase/(decrease) in creditors	191	1,242
Net cash provided by operating activities	<u>(4,946)</u>	<u>16,867</u>

18 Independent Examiner

Fees of £400 (£400 in 2022) have been accrued for the 2023 examination and preparation of accounts.



SYMONDS GREEN COMMUNITY ASSOCIATION

England & Wales - Charity number 286415

Accounts

**SYMONDS GREEN
COMMUNITY ASSOCIATION**

Registered Charity No. 286415

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2022**

SYMONDS GREEN COMMUNITY ASSOCIATION
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For the year ended 31st March 2022

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SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report

For the year ended 31st March 2022

REFERENCE AND ADMINISTRATION

Name of Charity: SYMONDS GREEN COMMUNITY ASSOCIATION

Registered Charity No: 286415

Principal Office: Symonds Green Community Association
Filey Close, Symonds Green,
Stevenage, Herts
SG1 2JW

Trustees:	Margaret Notley (T)	Chairperson
	Sharon Taylor (appointed 08.12.21)	Vice Chairperson
	David Kissane (resigned 08.12.21)	Vice Chairperson
	Linda Coates	Treasurer

Council members	Jackie Hollywell	Councillor
	Michael Downing	Councillor
	Lyinda Coates	Carpet Bowls
	Janet Merrall	Learning Zone
	Annette Gasson	Learning Zone
	Geoffrey Fisher	Royal British Legion
	Isobel Gasson	Beavers, Cubs & Scouts
	Maria Grant	Irish Dancing
	Paula McLachlan	Mums and Toddlers
	Chelsea McCartney	Andrews Dance School
John Morgan	Church of Christ the King	
Jenny Brennan	Rince Mor Academy	

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is an unincorporated organisation which is governed by a constitution dated 20th June 1984.

The individual member trustees and Honorary Officers are elected or appointed on an annual basis at the Annual General Meeting. In the event of a vacancy occurring within the Honorary Officers the Council can fill the vacancy from the Council membership. Junior members can appoint two from their membership to sit on the Council.

The constitution allows groups that meet the following criteria to appoint a representative to be a member of the Council:

1. Local statutory authorities and such voluntary organisations as operates in the area of benefit and satisfy the Council that they are an independent organisation or branch of an independent national or other organisation.
2. Sections shall be such groups as may, with permission of Council, be formed within the Association among the individual members for the furtherance of a common activity. Groups that currently meet these criteria are:
 - Stevenage Borough Council
 - Carpet Bowls group
 - Church group
 - Irish Dancing
 - Labour Party
 - Learning Zone
 - Royal British Legion
 - Cub/ Beavers
 - At the Green Babies and Toddlers Group
 - Andrews Dance Group
 - Weight Watchers (Non Affiliated)
 - Karate (Non Affiliated)
 - Fight Night (Non Affiliated)
 - Fishing club – (Non Affiliated)
 - Rince Mor/Jenny Brennan Irish Dance Academy (Affiliated)
 - Garden House Hospice

All members of the Council must retire annually but are eligible for reappointment

Unfortunately, due to the Covid 19 Pandemic, we were unable to hold our AGM in 2020, therefore appointed the following to the Executive Committee at the AGM: Margaret Notley, J Hollywell, Isobel Gasson, Lynda Coates, Sharon Taylor, Janet Merell, Annette Gasson and Michael Downing.

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2022

OBJECTIVES AND ACTIVITIES

The objects of the Association are:-

To promote the benefit of the inhabitants of Symonds Green and the neighbourhood without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory in the maintenance and management of such a Centre for activities promoted by the Association and its constitute bodies in furtherance of the above objects.

The activities of the Association are:-

1. The Community Centre (2 halls)
2. Tea at the Green Cafe

These buildings are hired to affiliated and non-affiliated groups such as Beavers, Cubs and Scouts; Baby and Toddler group; Karate, Carpet Bowls; a Sunday school and many more. They are also used for fundraising from time to time.

Office services including photocopying and typing provide much needed support to groups using the centres as a base for their activities. The Community Association now has its own Website - symondsgreen@symondsgreenc.co.uk; E-mail - symondsgreen@symondsgreenc.co.uk and Facebook sites for both the community centre and the café.

ACHIEVEMENTS AND PERFORMANCE

The Association measures its performance in terms of quantative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

Due to the global Covid 19 Pandemic and subsequent lockdown of the nation, all activities have started to resume although many groups have reviewed and changed their hire times. Dance for Fun have left the centre, but we have gained the Ahmadayya Muslim Community Group, Zac French Martial Arts, Hartbeeps (toddler music group) and Hannah Jones Shredded Fitness group.

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2022

FINANCE REVIEW

The attached financial statements show the current state of the finances that the council considers sound. Careful monitoring has been carried out to ensure the Association continues to operate efficiently for the community of Symonds Green.

We have had to claim the Covid-19 government given grants to sustain the Association throughout the Pandemic and forced closure of activities run from the centre.

RESERVES POLICY

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not failing below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

Due to the Covid-19 pandemic, the re-starting of all activities and re-opening of the Tea at the Green coffee bar has been our main objective. We had already reduced the timings of the coffee bar so as to limit the losses from it, but to keep it as an important part of the local community.

We have gained many new groups and have started our recovery after the pandemic although this is a continuing process which will take time to achieve.

Approved by the Trustees and signed on their behalf by:

Margaret Notley Chairperson

Date: 13th December 2022

SYMONDS GREEN COMMUNITY ASSOCIATION
REPORT OF THE INDEPENDENT EXAMINER
For the year ended 31st March 2022

I report on the accounts for the year ended 31st March 2022, which are set out on pages 6 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities 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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given 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 comply with the accounting requirements of the Charities Acthave 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.

Dated : 13th December 2022

Jane M E Seymour
Community Accountant
Orchard Villa, 2B Regent Street
Stotfold, Hitchin
Herts. SG5 4ED

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income from:					
Donations and legacies	2	29,519	10,617	39,686	42,077
Charitable activities	3	46,350	1,220	47,570	25,423
Other	4	1,243	-	1,243	1,738
Total income		77,112	11,387	88,499	69,238
Expenditure on:					
Charitable activities	6	63,572	9,191	72,763	64,241
Total expenditure		63,572	9,191	72,763	64,241
Net income/(expenditure)		13,540	2,196	15,736	4,997
Net movement in funds		13,540	2,196	15,736	4,997
Total Funds brought forward		14,972	3,353	18,325	13,328
Total funds carried forward	16	28,512	5,549	34,061	18,325

SYMONDS GREEN COMMUNITY ASSOCIATION
BALANCE SHEET
As at 31st March 2022

	Notes	2022 £	2021 £
Fixed Assets			
Tangible fixed assets	9	1,282	1,241
Current Assets			
Debtors & prepayments	10	1,113	573
Cash at bank and in hand		<u>35,599</u>	<u>19,202</u>
Total Current Assets		36,712	19,775
Creditors: Amounts falling due within one year	11	<u>(3,933)</u>	<u>(2,691)</u>
Net Current Assets		32,779	17,084
Net Assets		<u>34,061</u>	<u>18,325</u>
Funds of the Charity			
Unrestricted funds			
General funds		<u>28,512</u>	<u>14,972</u>
		28,512	14,972
Restricted funds			
Herts Community Foundation/Garden Equipm Funding		59	79
Locality Budget – CCTV & Centre Equipment		201	268
Locality Budget – Coffee Bar Fencing		702	702
Locality Budget – Newsletter		480	480
Locality Budget – Coffee Bar, Tables, PPE, Security & Laptop		459	846
Locality Budget – Events		145	145
Locality Budget – Repairs and Replacements		58	78
Stevenage Community Trust – Printer		185	247
Co-Operative		381	508
Covid-19 Omicron Grant		2,296	-
SBC Grants 2021/22		403	-
HPB Covid-19 Recovery Grant		<u>180</u>	<u>-</u>
Total Restricted		5,549	3,353
Total Funds	15	<u>34,061</u>	<u>18,325</u>

Approved by the Trustees on the 13th December 2022 and signed on their behalf by:

.....

.....

Chairperson

The notes on pages 9 to 17 form part of these accounts

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOW
As at 31st March 2022

	Notes	2022 £	2021 £
Cash flows from operating activities:			
<i>Net cash provided by operating activities</i>	17	16,867	2,174
Cash flows from capital expenditure & investing activities:			
Purchase of equipment		(470)	(350)
<i>Net cash provided by capital expenditure & investing activities</i>		(470)	(350)
Change in cash and cash equivalents in the reporting period		16,397	1,824
Cash and cash equivalents at the beginning of the reporting period		19,202	17,378
Cash and cash equivalents at the end of the reporting period		<u>35,599</u>	<u>19,202</u>

1 ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation policy

Tangible fixed assets are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 25% on the reducing balance.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Resources that are expended that cannot be applied to one particular category have been apportioned as follows:

90% of the Centre Managers Salary, 50% Admin Assistant salary, 100% of the cleaning and caretaking staff salaries with the same proportion of Employers National Insurance have been apportioned to Running costs of the Centres on the basis of staff time. The balancing 10% Centre Managers Salary and 50% Admin. Assistant and a proportion of the Employers National Insurance have been apportioned to Support costs on the same basis.

Printing, Postage and Stationery and Telephone costs have been allocated at 25% to Centre Running Costs and 75% to Support costs based on the estimated usage.

Support Costs have been allocated based on staff cost 68.25% Centre, 31.75% Coffee Bar in 2021/22 and 61% Centre, 39% Coffee Bar in 2020/21

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

Incoming Resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall deposits that relate to bookings in a future accounting period, the income is deferred until those periods.

2 Income from Donations and Legacies	Unrestricted	Restricted	2022	2021
			£	£
HMRC Furlough & SSP Relief Covid-19 Small Business Grant	3,345	-	3,345	3,920
Covid-19 Omicron Grant	8,000	-	8,000	20,241
HPB Covid-19 Recovery Grant	-	2,667	2,667	-
Estimated rental value of premises	-	7,500	7,500	-
Relief from rates	12,000	-	12,000	12,000
Donations under £500	6,144	-	6,144	5,916
	30	-	30	-
	<u>29,519</u>	<u>10,617</u>	<u>39,686</u>	<u>42,077</u>

2020/21 no funds were restricted

3 Income from Charitable Activities	Unrestricted	Restricted	2022	2021
			£	£
Hall Hire	31,873	-	31,873	11,488
Coffee Bar takings and furlough grant	10,714	-	10,714	10,845
Locality Budget/SBC Grants	2,599	1,220	3,819	2,115
Stevenage Community Trust – Printer	-	-	-	330
Office Services	1,164	-	1,164	645
	<u>46,350</u>	<u>1,220</u>	<u>47,570</u>	<u>25,423</u>

2020/21 restricted funding of £2,445 was received -Locality Budget £2,115 for Repairs and Replacements and £330 from Stevenage Community Trust for a printer

4 Income from Other	Unrestricted	Restricted	2021	2020
			£	£
Employment Allowance	1,243	-	1,243	1,576
Misc items	-	-	-	162
	<u>1,243</u>	<u>-</u>	<u>1,243</u>	<u>1,738</u>

2020/21 no funds were restricted.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

5	Analysis of Expenditure on Charitable Activities 2021/22	Note	Activity undertaken directly £	Support Costs £	Total £
	Community Centre	6	47,611	3,969	51,580
	Coffee Bar	6	10,146	1,846	11,992
	Restricted Funds – Repairs and Replacements	7	3,147	-	3,147
	Coffee Bar Restricted Expenditure	8	6,044	-	6,044
	Total		58,362	5,879	64,241

Support costs have been allocated based on staff cost, 68.25% Centre and 31.75% Coffee Bar

Analysis of Expenditure on Charitable Activities 2020/21	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	6	44,350	3,586	47,936
Coffee Bar	6	12,347	2,293	14,640
Restricted Funds – Repairs and Replacements	7	1,012	-	1,012
Coffee Bar Restricted Expenditure	8	653	-	653
Total		58,362	5,879	64,241

Support costs have been allocated based on staff cost, 61% Centre and 39% Coffee Bar

6	Charitable Expenditure	2022	2021
Unrestricted Charitable Activities-Centre		£	£
	Salaries and NIC	17,506	17,571
	Payroll Charges	147	172
	Notional rent and rates	18,144	17,916
	Water Rates	525	1,038
	Light & Heat	4,032	2,249
	Premises Expenses, Laundry & Cleaning	5,425	3,619
	Health & Safety	38	34
	Security	162	49
	Repairs & Renewals	27	17
	Printing, Postage, Stationery etc	33	82
	Insurance	536	401
	Telephone	59	77
	Licenses	719	746
	Office Equipment	-	-
	Professional Fees for HR	216	208
	Staff Training	30	-
	Garage Rates	-	156
	Depreciation	12	15
		47,611	44,350

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

6 Coffee Bar	2022	2021
	£	£
Salaries and NIC	8,145	11,181
Payroll Charges	156	144
Coffee bar food and drink purchases	1,218	649
Coffee Bar expenses	29	25
Coffee Bar Card Charges	577	348
Coffee bar equipment purchases	21	0
	<u>10,146</u>	<u>12,347</u>

Support costs attributed to Centre Activities	2022	2021
	£	£
Charity Administration Salaries	4,324	4,310
Payroll Charges	178	164
Travel & Subsistence	53	14
Printing, Postage, Stationery etc	100	245
Telephone	178	232
Membership	0	25
Internet charges	410	410
Depreciation	4	5
Sundries	148	54
	<u>5,395</u>	<u>5,459</u>

Governance	2022	2021
	£	£
Independent Examiner's Fee (See note 18)	400	400
Trustee Expenses	20	20
	<u>420</u>	<u>420</u>
Total Support	<u>5,815</u>	<u>5,879</u>

7 Restricted Charitable Expenditure	2022	2021
Charitable Activities – Repair & Replacements	£	£
Depreciation – Computer Equipment	137	26
Depreciation – CCTV & Centre Equipment	194	260
Depreciation – SCT New Printer	62	83
Equipment, repairs & replacements	2,026	616
HPB Covid-19 Recovery – Community Ctr User Hire Costs	3,568	-
Stationery	37	-
Depreciation – Play Equipment	20	27
	<u>6,044</u>	<u>1,012</u>

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

8 Coffee Bar Restricted Expenditure	2022	2021
	£	£
Health & Safety	-	53
Coffee bar food and drink purchases	2,622	361
Coffee bar equipment purchases and other	525	239
	<u>3,147</u>	<u>653</u>

9 Fixed assets	Play Equip ment	Office equipment	Fixtures and fittings	Total
Cost	£	£	£	£
At 1 April 2021	5,997	679	2,936	9,612
Additions	-	470	-	470
At 31 March 2022	<u>5,997</u>	<u>1,149</u>	<u>2,936</u>	<u>10,082</u>
Depreciation				
At 1 April 2021	5,918	339	2,114	8,372
Charge for the year	20	203	206	429
At 31 March 2022	<u>5,938</u>	<u>542</u>	<u>2,320</u>	<u>8,801</u>
Net book values				
At 31 March 2021	<u>79</u>	<u>340</u>	<u>822</u>	<u>1,240</u>
At 31 March 2022	<u>59</u>	<u>607</u>	<u>616</u>	<u>1,282</u>

10 Debtors & Prepayments	2022	2021
	£	£
Debtors	852	218
Prepayments	261	357
	<u>1,113</u>	<u>575</u>

11 Creditors: Amounts falling due within one year	2022	2021
	£	£
Creditors	1,074	1,154
HMRC – PAYE & NI	665	653
Pension	83	54
Accruals	1,311	635
Hall Deposit Paid & Paid in advance	800	2195
	<u>3,933</u>	<u>2,691</u>

12 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

13 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £28,837 (2021 - £31,524). No employee earned more than £20,000 p.a. The average number of paid staff for the year were four (four in 2020/21) split as follows:

	Running Centre	Support Costs	Coffee Bar
Centre Manager	90%	10%	
Admin Assistant	50%	50%	
Book keeper		100%	
1 Coffee Bar staff			100%

The total gross salaries of key management personnel are £17,849.

14 Reserves Policy

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not falling below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) allow for fluctuations in income due to delayed receipt of statutory and/or contract payments.
- c) meet unplanned but necessary expenditure.

The level of reserves is monitored and reviewed by trustees twice a year.

Free Reserves	£28,450
Three months running costs	£18,191

15 Fund Analysis

	General £	Herts Comm Found/ Garden Equip £	Locality Budget- CCTV & Centre Equip £	Locality Budget – Events £	Sub - Total £
Income	77,112	-	-	-	77,112
Expenditure	63,572	20	67	-	63,659
Net incoming Resources before Transfers	13,540	(20)	(67)	-	13,453
Total Funds B/fwd	14,972	79	268	145	15,464
Total Funds C/Fwd	28,512	59	201	145	28,917
Fixed Assets	45	59	201	-	305
Current Assets	32,400	-	-	145	32,545
Current Liabilities	(3,933)	-	-	-	(3,933)
	28,512	59	201	145	28,917

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

15 Fund Analysis continued

	Sub - Total £	Locality Budget – Repairs & Replace £	Co-Op £	Locality Budget – Coffee Bar Fence £	Sub- Total £
Income	77,112	-	-	-	77,112
Expenditure	63,659	20	127	-	63,806
Net incoming Resources before Transfers	13,453	(20)	(127)	-	13,306
Total Funds B/fwd	15,464	78	508	702	16,752
Total Funds C/Fwd	28,917	58	381	702	30,058
Fixed Assets	305	58	381	-	744
Current Assets	32,545	-	-	702	33,247
Current Liabilities	(3,933)	-	-	-	(3,933)
	28,917	58	381	702	30,058

	Sub- total £	Locality Budget – Newsletter £	Locality Budget – Coffee Bar Tables, PPE, Security & Laptop £	SCT - Printer £	Sub - Total £
Income	77,112	-	-	-	77,112
Expenditure	63,806	-	387	62	64,255
Net incoming Resources before Transfers	13,306	-	(387)	(62)	12,857
Total Funds B/fwd	16,752	480	846	247	18,325
Total Funds C/Fwd	30,058	480	459	185	31,182
Fixed Assets	744	-	353	185	1,282
Current Assets	33,247	480	106	-	33,833
Current Liabilities	(3,933)	-	-	-	(3,933)
	30,058	480	459	185	31,182

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

15 Fund Analysis continued

	Sub- total £	Locality Covid-19 Omicron £	SBC Grants Various 21/22 £	HCP Covid-19 Recovery Grant £	Sub - Total £
Income	77,112	2,667	1,220	7,500	88,499
Expenditure	64,255	371	817	7,320	72,763
Net incoming Resources before Transfers	12,857	2,296	403	180	15,736
Total Funds B/fwd	18,325	-	-	-	18,325
Total Funds C/Fwd	31,182	2,296	403	180	34,061
Fixed Assets	1,282	-	-	-	1,282
Current Assets	33,833	2,296	403	180	36,712
Current Liabilities	(3,933)	-	-	-	(3,933)
	31,182	2,296	403	180	34,061

Fund balances outstanding from Co-Operative and Locality Budget holders to provided new equipment for the Community Centre and Coffee Bar.

Herts Community Foundation provided funding for garden equipment.

Locality Budget Holders provided funds to support the production of a newsletter.

Last year Locality Budget Holders provided funds to support the coffee bar, purchase tables for the centre, PPE, security and the purchase of a laptop. This year funds have been provided to purchase baby changing equipment, card machine costs, curtains, an entrance mat and support for the coffee bar.

Stevenage Community Trust (SCT) provided funds to purchase a printer.

HPB grant (Health Protection Board) to support the Voluntary, Community and Social Enterprise (VCSE) Sector who have been disproportionately impacted by Covid-19. It covers overheads such as venue hire and staffing. Covid-19 Omicron grant is for?

Omicron Hospitality and Leisure Grant Scheme - support for businesses over the winter months, where they will have been impacted by the rise in the Omicron variant. Grant values were based on rateable value of property they occupy.

16 Volunteers

Volunteer information is as follows:

Activity	Number of Volunteers	No of Hours per Volunteer	Total Hours
Functions	5	14	70
Handy Man/ Caretaker	2		90
Coffee Bar	2		520 (10 Per Week)
Office staff	1		30
Governance	19	6	114

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

17 Notes to the cash flow statement

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2022	2022
	£	£
Net income/(expenditure) for the year	15,736	4,997
Adjustments for:		
Depreciation charges	429	416
(Increase)/decrease in debtors	(540)	973
Increase/(decrease) in creditors	1,242	(4,212)
Net cash provided by operating activities	16,867	2174

18 Independent Examiner

Fees of £400 (£400 in 2021) have been accrued for the 2022 examination and preparation of accounts.



SYMONDS GREEN COMMUNITY ASSOCIATION

England & Wales - Charity number 286415

Accounts

**SYMONDS GREEN
COMMUNITY ASSOCIATION**

Registered Charity No. 286415

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2021**

SYMONDS GREEN COMMUNITY ASSOCIATION
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For the year ended 31st March 2021

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SYMONDS GREEN COMMUNITY ASSOCIATION

Trustees Annual Report

For the year ended 31st March 2021

REFERENCE AND ADMINISTRATION

Name of Charity: SYMONDS GREEN COMMUNITY ASSOCIATION

Registered Charity No: 286415

Principal Office: Symonds Green Community Association
Filey Close, Symonds Green,
Stevenage, Herts
SG1 2JW

Trustees: Margaret Notley (T) Chairperson
David Kissane Vice Chairperson
Linda Coates Treasurer

Council members

Laurie Chester	Councillor
Michael Downing	Councillor
John Smith	Lions
Jackie Smith	Lions
Linda Coates	Carpet Bowls
Janet Merrall	Learning Zone
Annette Gasson	Learning Zone
Geoffrey Fisher	Royal British Legion
Isobel Gasson	Beavers, Cubs & Scouts
Maria Grant	Irish Dancing
Celia Stephenson	Mums and Toddlers
Chelsea McCartney	Andrews Dance School
John Morgan	Church of Christ the King
Jenny Brennan	Rince Mor Academy

Non-voting Co-opted Members: (Community Development Officer)
Sharon Taylor

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is an unincorporated organisation which is governed by a constitution dated 20th June 1984.

The individual member trustees and Honorary Officers are elected or appointed on an annual basis at the Annual General Meeting. In the event of a vacancy occurring within the Honorary Officers the Council can fill the vacancy from the Council membership. Junior members can appoint two from their membership to sit on the Council.

The constitution allows groups that meet the following criteria to appoint a representative to be a member of the Council:

1. Local statutory authorities and such voluntary organisations as operates in the area of benefit and satisfy the Council that they are an independent organisation or branch of an independent national or other organisation.
2. Sections shall be such groups as may, with permission of Council, be formed within the Association among the individual members for the furtherance of a common activity. Groups that currently meet these criteria are:
 - Stevenage Borough Council
 - Carpet Bowls group
 - Church group
 - Irish Dancing
 - Labour Party
 - Learning Zone
 - Children's Centre
 - Royal British Legion
 - Cub/Scouts/Beavers
 - At the Green Babies and Toddlers Group
 - Andrews Dance Group
 - Weight Watchers (Non Affiliated)
 - Karate (Non Affiliated)
 - Fight Night (Non Affiliated)
 - Fishing club (Non Affiliated)
 - Dance for fun (Non Affiliated)
 - Rince Mor Irish Dance Academy (Affiliated)
 - Garden House Hospice

All members of the Council must retire annually but are eligible for reappointment

Unfortunately due to the Covid 19 Pandemic, we were unable to hold our AGM in 2020, therefore appointed the following to the Executive Committee in the absence of an AGM: Margaret Notley, David Kissane, Lynda Coates, Laurie Chester, Michael Downing, Janet Merrall, Annette Gasson, Isobel Gasson and Sharon Taylor.

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2021

OBJECTIVES AND ACTIVITIES

The objects of the Association are:-

To promote the benefit of the inhabitants of Symonds Green and the neighbourhood without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory in the maintenance and management of such a Centre for activities promoted by the Association and its constitute bodies in furtherance of the above objects.

The activities of the Association are:-

1. The Community Centre (2 halls)
2. Tea at the Green Cafe

These buildings are hired to affiliated and non-affiliated groups such as Beavers, Cubs and Scouts; Baby and Toddler group; Karate, Carpet Bowls; a Sunday school and many more. They are also used for fundraising from time to time.

Office services including photocopying and typing provide much needed support to groups using the centres as a base for their activities. The Community Association now has its own Website - symondsgreen@symondsgreenc.co.uk; E-mail - symondsgreen@symondsgreenc.co.uk and Facebook sites for both the community centre and the café.

ACHIEVEMENTS AND PERFORMANCE

The Association measures its performance in terms of quantative information rather than qualitative information (as it considers the continued use by organisations on a regular basis is almost a measure of the quality of the organisation) as it is easier to substantiate.

Due to the global Covid 19 Pandemic and subsequent lockdown of the nation, all activities other than the nursery (The Learning Zone), legally had to cease during the year. We are anticipating that children's groups will resume in April and adult groups in May.

FINANCE REVIEW

The attached financial statements show the current state of the finances that the council considers sound. Careful monitoring has been carried out to ensure the Association continues to operate efficiently for the community of Symonds Green.

We have had to claim the Covid-19 government given grants to sustain the Association throughout the Pandemic and forced closure of activities run from the centre.

SYMONDS GREEN COMMUNITY ASSOCIATION
Trustees Annual Report Continued
For the year ended 31st March 2021

RESERVES POLICY

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not failing below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- a) Fund the start up costs of developments that will enable the Association to meet its aims and objectives
- b) Allow for fluctuations in income due to delayed receipt of statutory and/or contract payments
- c) Meet unplanned but necessary expenditure

The level of reserves is monitored and reviewed by trustees twice a year.

PLANS FOR THE FUTURE

Due to the Covid-19 pandemic, the re-starting of all activities and re-opening of the Tea at the Green coffee bar is our main objective. We had already reduced the timings of the coffee bar so as to limit the losses from it, but to keep it as an important part of the local community.

We have plans for a local Hospice support group to start hiring the new hall one morning a week and other new groups looking to hire the halls, as some of their normal venues remain closed after the pandemic.

Approved by the Trustees and signed on their behalf by:

Margaret Notley Chairperson

Date: 8th December 2021

SYMONDS GREEN COMMUNITY ASSOCIATION
REPORT OF THE INDEPENDENT EXAMINER
For the year ended 31st March 2021

I report on the accounts for the year ended 31st March 2021, which are set out on pages 6 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities 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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given 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 comply with the accounting requirements of the Charities Acthave 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.

Dated : 8th December 2021

Jane M E Seymour
Community Accountant
Orchard Villa, 2B Regent Street
Stotfold, Hitchin
Herts. SG5 4ED

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Income from:					
Donations and legacies	2	42,077	-	42,077	21,743
Charitable activities	3	22,978	2,445	25,423	59,514
Other trading activities	4	-	-	-	240
Other	5	1,738	-	1,738	2,287
Total income		66,793	2,445	69,238	83,784
Expenditure on:					
Raising funds		-	-	-	25
Charitable activities	6	62,576	1,665	64,241	89,842
Total expenditure		62,576	1,665	64,241	89,867
Net income/(expenditure)		4,217	780	4,997	(6,083)
Net movement in funds		4,217	780	4,997	(6,083)
Total Funds brought forward		10,755	2,573	13,328	19,411
Total funds carried forward	16	14,972	3,353	18,325	13,328

SYMONDS GREEN COMMUNITY ASSOCIATION
BALANCE SHEET
As at 31st March 2021

	Notes	2021 £	2020 £
Fixed Assets			
Tangible fixed assets	10	1,241	1,307
Current Assets			
Debtors & prepayments	11	573	1,548
Cash at bank and in hand		19,202	17,376
Total Current Assets		18,925	21,435
Creditors: Amounts falling due within one year	12	(2,691)	(6,903)
Net Current Assets		17,084	12,021
Net Assets		18,325	13,328
Funds of the Charity			
Unrestricted funds			
General funds		14,972	10,755
		14,972	10,755
Restricted funds			
Herts Community Foundation/Garden Equipm Funding		79	106
Locality Budget – CCTV & Centre Equipment		268	358
Locality Budget – Coffee Bar Fencing		702	702
Locality Budget – Newsletter		480	480
Locality Budget – Coffee Bar, Tables, PPE, Security & Laptop		846	-
Locality Budget – Events		145	145
Locality Budget – Repairs and Replacements		78	104
Stevenage Community Trust – Printer		247	-
Co-Operative – Fencing		508	678
Total Restricted		3,353	2,573
Total Funds	16	18,325	13,328

Approved by the Trustees on the 8th December 2021 and signed on their behalf by:

.....

.....

Chairperson

The notes on pages 9 to 16 form part of these accounts

SYMONDS GREEN COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOW
As at 31st March 2021

	Notes	2021 £	2020 £
Cash flows from operating activities:			
<i>Net cash provided by operating activities</i>	18	2,174	(1,014)
Cash flows from capital expenditure & investing activities:			
Purchase of equipment		(350)	-
<i>Net cash provided by capital expenditure & investing activities</i>		(350)	-
Change in cash and cash equivalents in the reporting period		1,824	(1,014)
Cash and cash equivalents at the beginning of the reporting period		17,378	18,392
Cash and cash equivalents at the end of the reporting period		19,202	17,378

1 ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2015); Charities Act 2011 and Regulations made thereunder; and with applicable accounting standards.

Depreciation policy

Tangible fixed assets are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 25% on the reducing balance.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analyzed and where a cost can be directly attributed to a function of the charity we have allocated 100% of the cost to this function.

Resources that are expended that cannot be applied to one particular category have been apportioned as follows:

90% of the Centre Managers Salary, 50% Admin Assistant salary, 100% of the cleaning and caretaking staff salaries with the same proportion of Employers National Insurance have been apportioned to Running costs of the Centres on the basis of staff time. The balancing 10% Centre Managers Salary and 50% Admin. Assistant and a proportion of the Employers National Insurance have been apportioned to Support costs on the same basis.

Printing, Postage and Stationery and Telephone costs have been allocated at 25% to Centre Running Costs and 75% to Support costs based on the estimated usage.

Support Costs have been allocated based on staff cost 61% Centre, 39% Coffee Bar in 2020/21 and 52% Centre, 48% Coffee Bar in 2019/20

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021

Incoming Resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall deposits that relate to bookings in a future accounting period, the income is deferred until those periods.

2 Income from Donations and Legacies	Unrestricted	Restricted	2021	2020
			£	£
Grants - Stevenage Borough Council	-	-	-	3,390
Affiliations	-	-	-	323
Covid-19 small business grant	20,241	-	20,241	-
Estimated rental value of premises	12,000	-	12,000	12,000
Relief from rates	5,916	-	5,916	6,030
	<u>42,077</u>	<u>-</u>	<u>42,077</u>	<u>21,743</u>

2019/20 no funds were restricted

3 Income from Charitable Activities	Unrestricted	Restricted	2021	2020
			£	£
Hall Hire	11,488	-	11,488	35,481
Coffee Bar	10,845	-	10,845	22,626
Locality Budget	-	2,115	2,115	925
Stevenage Community Trust – Printer	-	330	330	-
Office Services	645	-	645	482
	<u>22,978</u>	<u>2,445</u>	<u>25,423</u>	<u>59,514</u>

2019/20 restricted funding of £925 was received -Locality Budget for Repairs and Replacements

4 Income from Other Trading Activities	Unrestricted	Restricted	2021	2020
			£	£
Fundraising (Events)	-	-	-	240

2019/20 no funds were restricted

5 Income from Other	Unrestricted	Restricted	2021	2020
			£	£
Employment Allowance	1,576	-	1,576	2,287
Misc items	162	-	162	-
	<u>1,738</u>	<u>-</u>	<u>1,738</u>	<u>2,287</u>

2019/20 no funds were restricted.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021

6 Analysis of Expenditure on Charitable Activities 2020/21	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	7	44,350	3,586	47,936
Coffee Bar	7	12,347	2,293	14,640
Restricted Funds – Repairs and Replacements	8	1,012	-	1,012
Coffee Bar Restricted Expenditure	9	653	-	653
Total		58,362	5,879	64,241

Support costs have been allocated based on staff cost, 61% Centre and 39% Coffee Bar

Analysis of Expenditure on Charitable Activities 2019/20	Note	Activity undertaken directly £	Support Costs £	Total £
Community Centre	7	56,427	3,874	60,301
Coffee Bar	7	24,763	3,605	28,368
Restricted Funds – Repairs and Replacements	8	1,112	-	1,112
Coffee Bar Restricted Expenditure	9	61	-	61
Total		82,363	7,479	89,842

Support costs have been allocated based on staff cost, 52% Centre and 48% Coffee Bar

7 Charitable Expenditure	2021	2020
Unrestricted Charitable Activities-Centre	£	£
Salaries and NIC	17,571	18,615
Payroll Charges	172	112
Notional rent and rates	17,916	18,030
Water Rates	1,038	1,366
Light & Heat	2,249	5,469
Premises Expenses, Laundry & Cleaning	3,619	10,660
Health & Safety	34	-
Security	49	108
Repairs & Renewals	17	65
Printing, Postage, Stationery etc	82	156
Insurance	401	536
Telephone	77	89
Licenses	746	804
Office Equipment	-	39
Professional Fees for HR	208	203
Staff Training	-	30
Garage Rates	156	125
Depreciation	15	20
	44,350	56,427

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021

7 Coffee Bar	2021	2020
	£	£
Salaries and NIC	11,181	17,140
Payroll Charges	144	240
Coffee bar food and drink purchases	649	6,676
Coffee Bar expenses	25	68
Coffee Bar Card Charges	348	587
Coffee bar equipment purchases	-	52
	<u>12,347</u>	<u>24,763</u>

Support costs attributed to Centre Activities	2021	2020
	£	£
Charity Administration Salaries	4,310	5,395
Payroll Charges	164	128
Travel & Subsistence	14	25
Printing, Postage, Stationery etc	245	469
Telephone	232	266
Membership	25	65
Internet charges	410	445
Sundries	54	197
	<u>5,459</u>	<u>6,990</u>

Governance	2021	2020
	£	£
Independent Examiner's Fee (See note 19)	400	400
Trustee Expenses	20	89
	<u>420</u>	<u>489</u>
Total Support	<u>5,879</u>	<u>7,479</u>

8 Restricted Charitable Expenditure	2021	2020
Charitable Activities – Repair & Replacements	£	£
Depreciation – Computer Equipment	26	35
Depreciation – CCTV & Centre Equipment	260	346
Depreciation – SCT New Printer	83	-
Equipment, repairs & replacements	616	500
Hand dryers	-	195
Depreciation – Play Equipment	27	36
	<u>1,012</u>	<u>1,112</u>

9 Coffee Bar Restricted Expenditure	2021	2020
	£	£
Health & Safety	53	-
Coffee bar food and drink purchases	361	-
Coffee bar equipment purchases	239	61
	<u>653</u>	<u>61</u>

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021

10 Fixed assets	Play Equip ment	Office equipment	Fixtures and fittings	Total
	£	£	£	£
Cost				
At 1 April 2020	5,997	329	2,936	9,262
Additions	-	350	-	350
At 31 March 2021	5,997	679	2,936	9,612
Depreciation				
At 1 April 2020	5,891	225	1,839	7,956
Charge for the year	27	114	275	416
At 31 March 2021	5,918	339	2,114	8,372
Net book values				
At 31 March 2020	106	104	1,097	1,306
At 31 March 2021	79	340	822	1,241

11 Debtors & Prepayments	2021	2020
	£	£
Debtors	218	827
Prepayments	357	721
	575	1,548

12 Creditors: Amounts falling due within one year	2021	2020
	£	£
Creditors	1,154	3,457
HMRC – PAYE & NI	653	971
Pension	54	122
Accruals	635	1,110
Hall Deposit Paid & Paid in advance	195	1,243
	2,691	6,903

13 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021

14 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £31,524 (2020 - £38,421). No employee earned more than £20,000 p.a. The average number of paid staff for the year were four (six in 2019/20) split as follows:

	Running Centre	Support Costs	Coffee Bar
Centre Manager	90%	10%	
Admin Assistant	50%	50%	
Book keeper		100%	
1 Coffee Bar staff			100%

The total gross salaries of key management personnel are £17,781.

15 Reserves Policy

Symonds Green Community Association's reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not falling below six weeks budgeted expenditure. The trustees consider this level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to hold this level of reserves to:

- fund the start up costs of developments that will enable the Association to meet its aims and objectives
- allow for fluctuations in income due to delayed receipt of statutory and/or contract payments.
- meet unplanned but necessary expenditure.

The level of reserves is monitored and reviewed by trustees twice a year.

Free Reserves	£14,911
Three months running costs	£16,047

16 Fund Analysis

	General £	Herts Comm Found/ Garden Equip £	Locality Budget- CCTV & Centre Equip £	Locality Budget – Events £	Sub - Total £
Income	66,793	-	-	-	66,793
Expenditure	62,576	27	90	-	62,693
Net incoming Resources before Transfers	4,217	(27)	(90)	-	4,100
Total Funds B/fwd	10,755	106	358	145	11,364
Total Funds C/Fwd	14,972	79	268	145	15,464
Fixed Assets	61	79	268	-	408
Current Assets	17,602	-	-	145	17,747
Current Liabilities	(2,691)	-	-	-	(2,691)
	14,792	79	268	145	15,464

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021

16 Fund Analysis continued

	Sub - Total £	Locality Budget – Repairs & Replace £	Co-Op £	Locality Budget – Coffee Bar Fence £	Sub- Total £
Income	66,793	-	-	-	66,793
Expenditure	62,693	26	170	-	62,889
Net incoming Resources before Transfers	4,100	(26)	(170)	-	3,904
Total Funds B/fwd	11,364	104	678	702	12,848
Total Funds C/Fwd	15,464	78	508	702	16,752
Fixed Assets	408	78	508	-	994
Current Assets	17,747	-	-	-	17,747
Current Liabilities	(2,691)	-	-	-	(2,691)
	15,464	78	508	702	16,752

	Sub- total £	Locality Budget – Newsletter £	Locality Budget – Coffee Bar Tables, PPE, Security & Laptop £	SCT - Printer £	Sub - Total £
Income	66,793	-	2,115	330	69,238
Expenditure	62,889	-	1,269	83	64,241
Net incoming Resources before Transfers	3,904	-	846	247	4,997
Total Funds B/fwd	11,120	480	-	-	11,600
Total Funds C/Fwd	16,752	480	846	247	18,325
Fixed Assets	994	-	-	247	1,241
Current Assets	18,449	480	846	-	19,775
Current Liabilities	(2,691)	-	-	-	(2,691)
	16,752	480	846	247	18,325

SYMONDS GREEN COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021

16 Fund Analysis continued

Fund balances outstanding from Co-Operative and Locality Budget holders to provided new equipment for the Community Centre and Coffee Bar.

Herts Community Foundation provided funding for garden equipment.

Locality Budget Holders provided funds to support the production of a newsletter.

This year Locality Budget Holders provided funds to support the coffee bar, purchase tables for the centre, PPE, security and the purchase of a laptop.

Stevenage Community Trust (SCT) provided funds to purchase a printer.

17 Volunteers

Volunteer information is as follows:

Activity	Number of Volunteers	No of Hours per Volunteer	Total Hours
Functions	5	14	70
Handy Man/ Caretaker	2		90
Coffee Bar	2		520 (10 Per Week)
Office staff	1		30
Governance	19	6	114

18 Notes to the cash flow statement

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2021	2020
	£	£
Net income/(expenditure) for the year	4,997	(6,083)
Adjustments for:		
Depreciation charges	416	437
(Increase)/decrease in debtors	976	1,497
Increase/(decrease) in creditors	(4,212)	3,135
Net cash provided by operating activities	2,174	(1,014)

19 Independent Examiner

Fees of £400 (£400 in 2020) have been accrued for the 2021 examination and preparation of accounts.

