

ST JOHN'S ARTS AND RECREATION ASSOCIATION

England & Wales · Charity number 291079

Details

Other names ARC, THE ARC

Status Registered

Legal form Other

Registered 1985-03-05

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

Contact

Address St John's Arts And Recreation
Association
St Johns Arts And Recreation Centre
St John's Walk Market Street
Old Harlow Essex
CM17 0AJ

Phone 01279442447

Email info@stjohnsarc.org.uk

Website www.stjohnsarc.org.uk

Activities

Objects: (1) TO PROMOTE THE BENEFIT OF THE INHABITANTS FOR THE TIME BEING OF OLD HARLOW AND ITS NEIGHBOURHOOD (HEREINAFTER CALLED "THE AREA OF BENEFIT", WHICH TERM IS DEFINED IN RULE 17), WITHOUT DISTINCTION OF SEX, RACE OR COLOUR OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING THE LOCAL OR STATUTORY AUTHORITIES, VOLUNTARY ORGANISATIONS AND SUCH INHABITANTS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR THE PURSUIT OF THE ARTS, RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR SUCH INHABITANTS, AND (2) TO MAINTAIN AND MANAGE (IF THOUGHT IF, IN CO-OPERATION WITH ANY LOCAL OR STATUTORY AUTHORITY) THE COMMUNITY CENTRE KNOWN AS THE ST JOHN'S ARTS AND RECREATION CENTRE, ST JOHN'S WALK, MARKET STREET, OLD HARLOW, ESSEX (HEREINAFTER CALLED "THE CENTRE") FOR THE ACTIVITIES PROMOTED BY THE ASSOCIATION AND ITS AFFILIATED BODIES PROMOTED BY THE ASSOCIATION AND ITS AFFILIATED BODIES IN FURTHERANCE OF (1) ABOVE,

Activities: We are the Community Centre for Old Harlow. We offer a varied programme of arts and recreational activities, and events for all ages. The Centre is available for private hire. Public consultation meetings and ward council surgeries are held here regularly.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Arts/culture/heritage/science, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** OLD HARLOW AND THE NEIGHBOURHOOD.(SEE G.I.)
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£66,598	£67,159	-	-
2024-07-31	£59,728	£65,694	-	-
2023-07-31	£53,545	£53,537	-	-
2022-07-31	£60,253	£51,559	-	-
2021-07-31	£67,798	£45,930	-	-

Trustees

Name	Role	Appointed
ELIZABETH MARY TAYLOR COX	Chair	
JOHN BILTON		
Jeannie Margaret Humphrey		2023-10-25
Johanna Sylvia Verrells		2023-10-25
Robin Woollams		2024-11-27
Shenagh Clare Waddoup		2023-10-25
Sue Livings		2004-04-01

ST JOHN'S ARTS AND RECREATION ASSOCIATION

England & Wales - Charity number 291079

Accounts

Registered Charity Number 291079

St John's Arts and Recreation Association

Trustees' Report and Financial Statement

For the Year Ended 31st July 2025

St John's Arts and Recreation Association
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For the Year Ended 31st July 2025

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Trustees' Annual Report

St John's Arts and Recreation Association

Registered charity number 291079

For the financial year beginning: 1st August 2024

For the financial year ending: 31st July 2025

Charity principal address: St John's Arts and Recreation Centre
St John's Walk, Market Street,
Old Harlow, Essex.
CM17 0AJ

Charity Trustees (Management Committee)

	<u>Office Held</u>	<u>Appointing Body</u>
Elizabeth Cox	Chairman	
<vacant>	Deputy Chairman	
Emma Dilworth	Secretary	
John Bilton	Treasurer	Harlow Chorus
Marlies Heinecke		
Robin Woollams		
Jeannie Humphrey		
Sue Livings (Councillor)		Harlow Council
Emma Dilworth	ARC Administrator	Non-voting member of staff

Description of the Charity's trusts

Governing Document

The St. John's Arts and Recreation Association (ARA) was founded on the 25th June 1983. The Association has a Constitution which provides for the conduct of its affairs and under this the Association is directed and managed by a committee, the members of which are to be regarded under the Charities Act 1993 as the Trustees of the Association.

Objects of the Charity

The Association is established firstly to promote the community life of the inhabitants of Old Harlow by providing communal facilities for the advancement of education and for the purpose of the arts, recreation and leisure-time activities and, secondly, to run the St. John's Arts and Recreation Centre.

Advisors

The Association's Bankers are Barclays and the Saffron Building Society

The Association's Independent Examiner is DJP Accountants

The Association's Surveyor and Architect is Malcolm Quinton RIBA

The Association's Custodian Trustees are Jo Verrells, Shenagh Waddoup and Elizabeth Cox.

Activities and Achievements

St. John's Arts and Recreation Centre provides a meeting place for numerous local groups, offering exercise, dancing, music making, family history, gardening and art appreciation activities for the very young through to the elderly. In addition, the ARA has promoted a wide

range of its own activities, many of which are music based. When not in use by regular groups, the building has been available for private hire and has been well used at weekends for parties, family occasions and other events.

Significant Events

The blue chairs used in the Main Hall are at their end of life and are inspected regularly. Nearly half of the original 100 chairs have now been discarded due to safety issues. A Chair Fund has been started and grant aid submissions continue in an effort to raise the money required to buy new chairs.

Kumon have advised us that they are now required to provide an education session on Saturday mornings. The ARC is not available at that time, so Kumon have had to relocate elsewhere, which will result in a significant loss of income (of the order of £8,000) in future years.

The number of bookings remains at a high level, enabling the cost of running the ARC to be spread over a wider customer base. The continuing rise in heating costs over the year is still not covered by the rising income from extra bookings, though, and future increases in hiring rates are to be expected.

Finally, our music coordinator, Marlies Heinecke, has suffered ill health recently and has had to relinquish her task of organising and promoting the ARC's Friday Lunchtime Concerts. This work has been taken over by the Treasurer and Administrator (John and Emma), whilst a new concert promoter is sought. We are extremely grateful to Marlies for her professionalism and commitment made over many years and for the enjoyment the concerts have brought to our many supporters. The committee's intention is that the concert series should continue, if at all possible. We already have bookings from artists well into 2026.

Financial Summary

Further financial details are provided later in this report. As at 31st July 2025, there was a deficit of £561 in total net income compared to a deficit of £5,966 in 2023/2024.

Financial year	2023/2024	2024/2025	Difference between the two years
Total unrestricted income	£59,504	£65,047	£5,543
Total unrestricted expenditure	£64,379	£65,884	£1,505
Surplus (deficit shown in brackets)	£(4,875)	£(837)	£4,038

Income

Membership and Music Extra Fees

The committee is not planning to raise fees this coming year, so it is proposed to retain membership at £12.00 per year, music extra at £15.00 per year and group membership at £65.00 per year.

Regular Hire by affiliated groups

The hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area. Regular groups can benefit from discounts by becoming ARA group affiliates.

The groups affiliated to the ARA (i.e. having voting rights at an AGM) during the year were:

Essex Society for Family History
Harlow Singers (via Harlow Chorus)

Harlow Chorus

Regular Hire by non-affiliated groups and other users

As with the rates for affiliated groups, the general hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area.

Smaller groups are encouraged to use the privacy of the Vestry Room, so that the entire Refectory can be used as a communal area. Some arts/crafts groups prefer to hire the rear section of the Refectory because its additional top lighting and non-carpeted floor are felt to be more suited to their activities.

Non-affiliated groups that met regularly were:

Art-A-Peel	Harlow Concert Band
Ballet First with Theresa Crumb	Hartbeeps (mother & baby)
Danny's Guitar Group	Barbara's Yoga
Carmel Church	New Arts Harlow
U3A Art & Design	Harlow Quakers
Kumon Maths & English after school study	

Occasional users were:

New Edition Singers	ISM
Essex Music Services	Harlow Symphony Orchestra
Old Harlovians	Harlow Rock School
National Childbirth Trust	Coro94
Razed Roof	Oddfellows
de Merc Chamber Choir	Riverside Court Management

Committee

Private Hire and Occasional Group Hire

A regular annual booking of the ARC was received from the Old Harlovians (our building used to be their College Chapel). Other regular users normally hold additional events, such as quiz nights, during the year – often for their own fund raising efforts. Many private hire events (parties and one-off bookings) took place and the use of the ARC as both a rehearsal and concert venue has been demonstrated by ARA-promoted events, Coro94 and Harlow Concert Band concerts.

Events mounted at the ARA's risk

The Lunchtime Concerts on Fridays continue to be a major draw and remain the most popular events that we have, as well as covering their costs (just). We held the normal, three concert series in the year. Two young musicians who appeared at these recitals (either individually or in a group) have received support from the Tollinton fund (see later). The ARA also promotes other public concerts and events (e.g. Harmony in Harlem) which have been held at the ARC, with administrative support, box office, refreshments and advertising provided by ARA volunteers.

Classes

There are now no classes for which the ARA pays the tutor.

Recordings

No audio recording sessions took place in the year, but the Main Hall was booked for a couple of video recording sessions.

Deposits

As well as our day-to-day current account banking with Barclays, we have an interest bearing 90-day deposit account and a no-notice deposit account with Saffron Building Society. These are required to cover future ARC maintenance, as well as any revenue losses caused by increased heating bills.

Fund Raising

A huge thank-you is in order for our volunteers, who have supported the ARC in so many ways. Fund raising events, such as Quiz Nights and donations for use of books, have raised in excess of £466 for the ARC.

Grants and Donations Received

We are very grateful to those who have given donations to the ARC. Including Lunchtime Concert donations, members have added £7,303 to ARC funds by their generosity. Many have helped further by Gift-Aiding their subscriptions. The GASDS scheme, whereby we can reclaim small donations (e.g. those made at Lunchtime Concerts), is a further benefit. The total HMRC reclaim was £1,208.

Applications to various grant-aiding bodies were made during the year and we are pleased to record support of £2,500 from Stansted Airport Community Fund towards boiler repairs. We have also applied to grant-aiders for help with the chair fund, but no applications have been successful, so far.

Expenditure

This year has seen a minimisation of expenditure, to recover previous years' additional heating costs.

Catering expenditure

Catering income and expenditure were negligible for the year.

Staff costs

The ARA employs Emma Dilworth as the Administrator, John Steer as a Caretaker and Dave Hewitt as a Cleaner; all roles are part-time. Gardening, repair and maintenance work is done by volunteers, local contractors and handymen. All other work is done by volunteers, at present.

Rates (Business)

As a charity we are liable for a lower Business Rate to Harlow Council.

Water, Light and Heat

We continue to monitor gas, electricity and water usage closely and meters are read monthly. Despite any benefits of long-term contracts, the ARA is well aware of the high cost of heating a large Victorian building and tries to minimise the consumption of both gas and electricity.

Insurance

Our insurers are Ansvar (via Norris & Fisher), who are specialists in community centre insurance. There were no insurance claims made during the year.

Advertising

We continue to produce the usual brochures, newsletters, posters and flyers. We endeavour to keep the ARC website current. Please note that you may need to use the full website address in order to visit our website. The full address is: <http://www.stjohnsarc.org.uk> (don't use https protocol).

Capital Expenditure

None, during the reported financial year.

Maintenance/Repair Expenditure

Although much maintenance work has been completed this year, there is continuing maintenance expenditure in roof repairs, gardening and hedge trimming, as well as indoor cleaning & repair costs.

Miscellaneous Expenses

Our annual PRS levy is based on turnover and represents the cheapest way of covering PRS costs.

Accountancy

DJP (previously known as Douglas Jones) Accountants are our accountants. In addition to the fee for the annual independent examination of our accounts, we pay them to carry out payroll and pension responsibilities for us.

Restricted income

There are three types of restricted income:-

1. Grants awarded for specific types of expenditure only. See the "Grants" paragraph in the "Income Received" section of the financial statement for details of any new income received in the year. This includes general donations made in support of ARC music-making, not as part of the Tollinton Fund.

2. Tollinton Fund

The ARC receives donations in memory of the late Dr Tollinton, to promote music making by young professional musicians and recently formed groups of musicians, providing their performances are at the ARC. This fund continues to be actively supported, although a larger number of contributors would be helpful to secure the future of the fund, which has reached its 22nd Anniversary this year.

3. Chair Fund

The ARC has now opened a chair fund, to raise money for replacing the Main Hall Blue Chairs.

In Conclusion

The Association owes much to the current ARC staff for their ongoing care of St. John’s ARC and its users:

- Emma Dilworth, Administrator
- John Steer, Caretaker
- Dave Hewitt, Cleaner

Voluntary Help

The Association is very aware that running costs would be much higher if not for the many hours of voluntary work contributed by members of the Association. In addition to the ongoing work carried out by all the Trustees, special thanks are due to John Bilton for all the research and negotiating he carries out as Treasurer and to Elizabeth Cox for her role in co-ordinating the Committee.

It would be invidious to try and identify all of the voluntary help which the ARC receives, but we wish to mention Elaine and Tim Matthews for the gardening, Jean Wright and Jeannie Humphrey for catering and serving refreshments at Friday Lunchtime Concerts and Mary Wiltshire for helping with occasional catering work.

We are also fortunate to have the active support of Councillor Sue Livings: helping with fund raising and with her numerous contacts, interest in the arts and help at events, her efforts are much appreciated. Finally, very many thanks must go to Marlies Heinecke for organising and publicising the many Music Extra / Friday Lunchtime Concerts, for booking the musicians and for her tireless work in connection with the Tollinton Fund. We shall miss her expertise and pleasant manner.

We also wish to thank our Custodian Trustees: Elizabeth Cox, Jo Verrells and Shenagh Waddoup – who join the Management Committee in offering our thanks for the efforts of all of our volunteers.

Approved by the Management Committee as the Trustees on:

30/10/2025

John Bilton

 John Bilton

Elizabeth Cox

 Elizabeth Cox

Independent examiner's report

Independent examiner's report to the Trustees of St John's Arts and Recreation Association.

I report on the accounts of the trust for the year ended 31st July 2024 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43 (2) of the Charity's Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43 (7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

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 s41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Douglas Jones Phillips Ltd
33 High Street
Old Harlow
Essex
CM17 0DN

Date:

St John's Art and Recreation Association

Statement of Financial Activities For the Year Ended 31st July 2025

	Unrestricted Funds £	Restricted Funds £	Total £	Total 2024 £
Incoming resources				
Membership fees	684	-	684	734
Affiliated hire	7,058	-	7,058	4,936
Non-affiliated hire	30,053	-	30,053	32,947
Private hire	3,508	-	3,508	4,687
Classes	-	-	-	-
Catering	1,439	-	1,439	1,232
Events	4,272	-	4,272	3,263
Donations & fundraising	10,619	1,551	12,170	6,565
Grants	-	-	-	-
Miscellaneous	<u>7,414</u>	-	<u>7,414</u>	<u>5,364</u>
Total incoming resources	65,047	1,551	66,598	59,728
Resources expended				
Catering Costs	140	-	140	601
Admin employee costs	13,076	-	13,076	13,207
Gardening costs	1,472	-	1,472	1,300*
Staff Pension costs	205	-	205	209
Rates	227	-	227	133
Water Rates	993	-	993	817
Telephone	1,076	-	1,076	1,034
Post, stationery & publicity	1,153	-	1,153	1,622
Repairs and renewals	10,467	-	10,467	3,913
Caretaking	4,001	-	4,001	4,454
Light & heat	11,957	-	11,957	16,030
Insurance	3,531	-	3,531	3,439
Legal & professional fees	-	-	-	-
Cleaning	13,199	-	13,199	11,566*
Miscellaneous expenses	84	-	84	85
Accountancy	2,817	-	2,817	3,401
Event Costs	1,170	650	1,820	2,942
Depreciation	<u>316</u>	<u>625</u>	<u>941</u>	<u>941</u>
Total resources expended	65,884	1,275	67,159	65,694
Net incoming resources for the year	(837)	276	(561)	(5,966)
Funds brought forward	<u>89,902</u>	<u>9,129</u>	<u>99,031</u>	<u>104,997</u>
Funds carried forward	<u>89,065</u>	<u>9,405</u>	<u>98,470</u>	<u>99,031</u>

The notes on page 8-9 form part of these accounts

*£6,140 has been moved from Gardening costs to Cleaning in the 2024 comparative year due to a misposting

St John's Arts and Recreation Association

Balance Sheet

For the Year Ended 31st July 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	Total 2024 £
Tangible Fixed Assets	2	5,976	1,777	7,753	8,694
Current Assets					
Debtors and Prepayments		3,613	-	3,613	3,021
Bank Deposit Account		69,272	6,210	75,482	73,977
Investment Bond		-	-	-	-
Cash at Bank and in Hand		<u>12,363</u>	<u>1,418</u>	<u>13,781</u>	<u>15,821</u>
		<u>85,248</u>	<u>7,628</u>	<u>92,876</u>	<u>92,819</u>
Current Liabilities					
Sundry Creditors and Accruals		2,159	-	2,159	2,482
Piano Fund Accounts		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>2,159</u>	<u>-</u>	<u>2,159</u>	<u>2,482</u>
Net Current Assets		<u>83,089</u>	<u>7,628</u>	<u>90,717</u>	<u>90,337</u>
Net Assets		<u>£89,065</u>	<u>£9,405</u>	<u>£98,470</u>	<u>£99,031</u>
Represented by;					
General Fund					
Balance as at 1 st August 2024		89,902	9,129	99,031	104,997
Net Incoming/(Outgoing) For the year		(837)	276	(561)	(5,966)
Balance as at 31st July 2025		<u>£89,065</u>	<u>£9,405</u>	<u>£98,470</u>	<u>£99,031</u>

Approved by the management Committee as the Trustees on:

30/10/25

John Bilton

John Bilton

Elizabeth Cox

Elizabeth Cox.

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2025

1. Accounting Policies

1.1 Accounting Convention and Standards

These financial statements have been prepared under the historical cost convention in accordance with Statement of Recommended Practice No 2 – Accounting for Charities.

2.1 Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets over their expected lives. The rates generally applicable are:

Piano	30 years
Other Equipment	20% Straight Line

2. Tangible Fixed Assets

Cost	Piano £	Other Equipment £	Sculpture & Artwork £	Total £
As at 1 st August 2024	10,675	47,350	6,282	64,307
Additions	---	---	---	---
Disposals	---	---	---	---
As at 31 st July 2025	<u>10,675</u>	<u>47,350</u>	<u>6,282</u>	<u>64,307</u>
Depreciation				
As at 1 st August 2024	10,675	44,938	---	55,613
Eliminated on Disposal	---	---	---	---
Charged for the year	---	<u>941</u>	---	<u>941</u>
As at 31 st July 2025	<u>10,675</u>	<u>45,879</u>	<u>---</u>	<u>56,554</u>
Net Book Value				
As at 31 st July 2025	£ -	<u>£1,471</u>	<u>£6,282</u>	<u>£7,753</u>
As at 31 st July 2024	£ -	<u>£2,412</u>	<u>£6,282</u>	<u>£8,694</u>

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2025

3. General Fund

There is a restricted reserve in the general fund of **£9,405**

This balance can be summarised as follows:-

£2,139 is made up from the balance of charitable donations in memory of the late Dr Tollinton and is used to promote music by and for young people at the ARC.

£5,289 is made up from the balance of charitable donations to support lunchtime concerts, not as part of the Tollington Fund

£200 is made up from the chair fund

£1,250 is the net book value of flooring and a sound system purchased in earlier years for which the grants were received specifically for.

£527 is the net book value of an Angela Godfrey Sculpture that monies were specifically donated for in earlier years.

The rest of the fund is to be used in accordance with the association's constitution.

ST JOHN'S ARTS AND RECREATION ASSOCIATION

England & Wales - Charity number 291079

Accounts

Registered Charity Number 291079

St John's Arts and Recreation Association

Trustees' Report and Financial Statement

For the Year Ended 31st July 2024

St John's Arts and Recreation Association
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For the Year Ended 31st July 2024

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Trustees' Annual Report

St John's Arts and Recreation Association

Registered charity number 291079

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For the financial year ending: 31st July 2024

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<vacant>	Deputy Chairman	
Emma Dilworth	Secretary	
John Bilton	Treasurer	Harlow Chorus
Marlies Heinecke		
Jane and Mac Quinton		
Jeannie Humphrey		
Sue Livings (Councillor)		Harlow Council
Jo West		
Emma Dilworth	ARC Administrator	Non-voting member of staff

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Activities and Achievements

St. John's Arts and Recreation Centre provides a meeting place for numerous local groups, offering exercise, dancing, singing, family history, gardening and art appreciation activities for the very young through to the elderly. In addition, the ARA has promoted a wide range of its

own activities: many are music based and have included events aimed at entertaining children during school holidays. When not in use by regular groups, the building has been available for private hire and has been well used at weekends for parties, family occasions and occasional wedding receptions.

Significant Events

After some difficulties with the Main Hall heating system in the early part of 2024, we are pleased to announce that two new boilers have been fitted in preparation for Winter 2024.

Website improvements have been made (with our new domain provider) and our Diary programme updated to ease the administrative task of keeping a complete record of ARC bookings. The number of bookings has increased since the previous year, enabling the cost of running the ARC to be spread over a wider customer base. However, the alarming rise in heating costs over the year is still not covered by the rising income from extra bookings and future increases in hiring rates are to be expected. It is recommended that an updated tariff takes effect from 1st January 2025.

Financial Summary

Further financial details are provided later in this report. As at 31st July 2024, there was a deficit of £4,875 in unrestricted income compared to a deficit of £82 in 2022/2023.

Financial year	2022/2023	2023/2024	Difference between the two years
Total unrestricted income	£51,980	£59,504	£7,524
Total unrestricted expenditure	£52,062	£64,379	£12,317
Surplus (deficit shown in brackets)	(£82)	(4,875)	(£4,793)

Income

Membership fees

At a previous AGM it was agreed that membership fees should be £12 (single and family membership are now the same), plus £10 for Music Extra (optional). Regular (non-commercial) groups could affiliate to the ARA and the affiliated group fee was set at £65 per annum.

Regular Hire by affiliated groups

The hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area. Regular groups can benefit from discounts by affiliation to the ARA.

The groups affiliated to the ARA (i.e. having voting rights at an AGM) during the year were:

Essex Society for Family History	Harlow Chorus
The Arts Society, Harlow Chorus)	Harlow Singers (via Harlow

Regular Hire by non-affiliated groups and other users

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Smaller groups are encouraged to use the privacy of the Vestry Room, so that the entire Refectory can be used as a communal area. Some arts/crafts groups prefer to hire the rear section of the Refectory because its additional top lighting and non-carpeted floor are felt to be more suited to their activities.

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Ballet First with Theresa Crumb
Danny's Guitar Group
Carmel Church
Harlow Quakers
Kumon Maths & English after school study

Harlow Concert Band
Hartbeeps (mother & baby)
New Arts Harlow
U3A Art & Design
Yoga (two groups)

Occasional users were:

New Edition Singers
Essex Music Services
Old Harlovians
National Childbirth Trust
Razed Roof
de Merc Chamber Choir

ISM
Harlow Symphony Orchestra
Harlow Rock School
Coro94
McCartney Art Lectures

Private Hire and Occasional Group Hire

A regular annual booking of the ARC was received from the Old Harlovians (our building used to be their College Chapel). Other regular users normally hold additional events, such as quiz nights, during the year – often for their own fund raising efforts. Many private hire events (parties and one-off bookings) took place and the use of the ARC as both a rehearsal and concert venue has been demonstrated by Coro94 and Harlow Concert Band.

Events mounted at the ARA's risk

The Lunchtime Concerts on Fridays continue to be a major draw and remain the most popular events that we have, as well as covering their costs (just). We held the normal, three concert series in the year. Many musicians who appeared at these recitals (either individually or in a group) have received support from the Tollinton fund (see later). The ARA also advertises other public concerts and events (e.g. Harmony in Harlem) held at the ARC.

Classes

There are now no classes for which the ARA pays the tutor.

Recordings

No recording sessions took place in the year.

Deposits

As well as our day-to-day current account banking with Barclays, we have £73,977 on 90-day deposit with Saffron Building Society. We have managed to augment this deposit account, as it will be required to cover future ARC maintenance.

Fund Raising

A huge thank-you is in order for our volunteers, who have supported the ARC in so many ways. Fund raising events, such as Quiz Nights and Old Harlow walks, have raised in excess of £523 for the ARC.

Grants and Donations

We are very grateful to those who have given donations to the ARC. Including Lunchtime Concert donations, members have added £5,251 to the ARC by their generosity. Many have helped further by Gift-Aiding their subscriptions. The GASDS scheme, whereby we can reclaim small donations (e.g. those made at Lunchtime Concerts), is a further benefit. The total HMRC reclaim was £1,167.

Expenditure

Catering expenditure

Catering income and expenditure were negligible for the year.

Staff costs

The ARA now employs Emma Dilworth as the Administrator, John Steer as a Caretaker/Gardener and Dave Hewitt as a Cleaner; all roles are part-time. Repair and maintenance work is done by volunteers, local contractors and handymen. All other work is done by volunteers, at present.

Rates (Business)

As a charity we are liable for a lower Business Rate to Harlow Council.

Water, Light and Heat

We continue to monitor gas, electricity and water usage closely and meters are read monthly. Despite the benefits of long-term contracts and government support over last winter, the ARA is well aware of the high cost of heating a large Victorian building.

Insurance

Our insurers are Ansvar (via Norris & Fisher), who are specialists in community centre insurance. There were no insurance claims made during the year.

Advertising

We continue to produce the usual brochures, newsletters, posters and flyers. We endeavour to keep the ARC website current. We also have Facebook and Twitter accounts, to help inform more people of our facilities.

Capital Expenditure

None.

Maintenance/Repair Expenditure

Although much maintenance work has been completed this year, there is continuing maintenance expenditure in roof repairs, gardening and hedge trimming, as well as indoor cleaning & repair costs.

Miscellaneous Expenses

Our annual PRS levy is based on turnover and represents the cheapest way of covering PRS costs.

Accountancy

DJP (previously known as Douglas Jones) Accountants are our accountants. In addition to the fee for the annual independent examination of our accounts, we pay them to carry out payroll and pension responsibilities for us.

Restricted income

There are two types of restricted income:-

1. Grants awarded for specific types of expenditure only. See the "Grants" paragraph in the "Income Received" section of the financial statement for details of any new income received in the year.

2. Tollinton Fund

The ARC receives donations in memory of the late Dr Tollinton, to promote music making by young professional musicians and recently formed groups of musicians, providing their performances are at the ARC. This fund continues to be actively supported, although a larger number of contributors would be helpful to secure the future of the fund, which has reached its 21st anniversary this year.

In Conclusion

The Association owes much to the current ARC staff for their ongoing care of St. John's ARC and its users:

- Emma Dilworth, Administrator
- John Steer, Gardener / Caretaker
- Dave Hewitt, Cleaner

Voluntary Help

The Association is very aware that running costs would be much higher if not for the many hours of voluntary work contributed by members of the Association. In addition to the ongoing work carried out by all the Trustees, special thanks are due to John Bilton for all the research and negotiating he carries out as Treasurer and to Elizabeth Cox for her role in co-ordinating the Committee.

It would be invidious to try and identify all of the voluntary help which the ARC receives, but we would like to mention Sylvia Evans for gardening, Jean Wright for catering and serving refreshments at Friday Lunchtime Concerts, Jo West and Danny Ansell for helping with the many other odd jobs.

We are also fortunate to have the active support of Councillor Sue Livings: helping with fund raising and with her numerous contacts, interest in the arts and help at events, her efforts are much appreciated. Finally, very many thanks must go to Marlies Heinecke for organising and publicising the many Music Extra / Friday Lunchtime Concerts, for booking the musicians and for her tireless work in connection with the Tollinton Fund.

We wish to thank again our Custodian Trustees: Elizabeth Cox, Jo Verrells and Shenagh Waddoup – who join the chairman in this role.

Approved by the Management Committee as the Trustees on:

30/10/24
.....

John Bilton
.....
John Bilton

Elizabeth M Cox
.....
Elizabeth Cox

Independent examiner's report

Independent examiner's report to the Trustees of St John's Arts and Recreation Association.

I report on the accounts of the trust for the year ended 31st July 2024 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43 (2) of the Charity's Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43 (7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

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 s41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Douglas Jones Phillips Ltd
33 High Street
Old Harlow
Essex
CM17 0DN

Date:

St John's Art and Recreation Association

Statement of Financial Activities For the Year Ended 31st July 2024

	Unrestricted Funds £	Restricted Funds £	Total £	Total 2023 £
Incoming resources				
Membership fees	734	-	734	810
Affiliated hire	4,936	-	4,936	5,890
Non-affiliated hire	32,947	-	32,947	25,137
Private hire	4,687	-	4,687	4,420
Classes	-	-	-	-
Catering	1,232	-	1,232	1,032
Events	3,263	-	3,263	1,713
Valuation of Artwork	-	-	-	-
Donations & fundraising	6,341	224	6,565	11,491
Grants	-	-	-	-
Miscellaneous	<u>5,364</u>	-	<u>5,364</u>	<u>3,052</u>
Total incoming resources	59,504	224	59,728	53,545
Resources expended				
Catering Costs	601	-	601	(262)
Floristry Costs	-	-	-	25
Admin employee costs	13,207	-	13,207	11,472
Gardening costs	7,440	-	7,440	5,492
Staff Pension costs	209	-	209	173
Rates	133	-	133	127
Water Rates	817	-	817	1,180
Telephone	1,034	-	1,034	1,169
Post, stationery & publicity	1,622	-	1,622	1,870
Repairs and renewals	3,913	-	3,913	2,142
Caretaking	4,454	-	4,454	5,606
Light & heat	16,030	-	16,030	10,240
Insurance	3,439	-	3,439	2,992
Legal & professional fees	-	-	-	-
Cleaning	5,426	-	5,426	5,015
Miscellaneous expenses	85	-	85	21
Accountancy	3,401	-	3,401	2,905
Event Costs	2,252	690	2,942	2,050
Depreciation	<u>316</u>	<u>625</u>	<u>941</u>	<u>1,320</u>
Total resources expended	64,379	1,315	65,694	53,537
Net incoming resources				
for the year	(4,875)	(1,091)	(5,966)	8
Funds brought forward	<u>94,777</u>	<u>10,220</u>	<u>104,997</u>	<u>104,989</u>
Funds carried forward	<u>89,902</u>	<u>9,129</u>	<u>99,031</u>	<u>104,997</u>

The notes on page 8-9 form part of these accounts

St John's Arts and Recreation Association

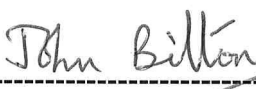
Balance Sheet

For the Year Ended 31st July 2024

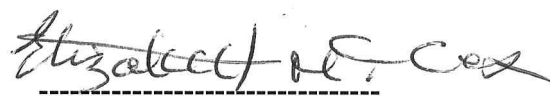
	Notes	Unrestricted Funds £	Restricted Funds £	Total £	Total 2023 £
Tangible Fixed Assets	2	6,292	2,402	8,694	9,635
Current Assets					
Debtors and Prepayments		3,021	-	3,021	5,420
Bank Deposit Account		73,977	-	73,977	70,356
Investment Bond		-	-	-	-
Cash at Bank and in Hand		<u>9,094</u>	<u>6,727</u>	<u>15,821</u>	<u>21,686</u>
		<u>86,092</u>	<u>6,727</u>	<u>92,819</u>	<u>97,462</u>
Current Liabilities					
Sundry Creditors and Accruals		2,482	-	2,482	2,100
Piano Fund Accounts		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>2,482</u>	<u>-</u>	<u>2,482</u>	<u>2,100</u>
Net Current Assets		<u>83,610</u>	<u>6,727</u>	<u>90,337</u>	<u>95,362</u>
Net Assets		<u>£89,902</u>	<u>£9,129</u>	<u>£99,031</u>	<u>£104,997</u>
Represented by;					
General Fund					
Balance as at 1 st August 2023		94,777	10,220	104,997	104,989
Net Incoming/(Outgoing) For the year		(4,875)	(1,091)	(5,966)	8
Balance as at 31st July 2024		<u>£89,902</u>	<u>£9,129</u>	<u>£99,031</u>	<u>£104,997</u>

Approved by the management Committee as the Trustees on:

30/10/24



John Bilton



Elizabeth Cox.

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2024

1. Accounting Policies

1.1 Accounting Convention and Standards

These financial statements have been prepared under the historical cost convention in accordance with Statement of Recommended Practice No 2 – Accounting for Charities.

2.1 Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets over their expected lives. The rates generally applicable are:

Piano	30 years
Other Equipment	20% Straight Line

2. Tangible Fixed Assets

Cost	Piano £	Other Equipment £	Sculpture & Artwork £	Total £
As at 1 st August 2023	10,675	47,350	6,282	64,307
Additions	---	---	---	---
Disposals	---	---	---	---
As at 31 st July 2024	<u>10,675</u>	<u>47,350</u>	<u>6,282</u>	<u>64,307</u>
Depreciation				
As at 1 st August 2023	10,675	43,997	---	54,672
Eliminated on Disposal	---	---	---	---
Charged for the year	---	941	---	941
As at 31 st July 2024	<u>10,675</u>	<u>44,938</u>	<u>---</u>	<u>55,613</u>
Net Book Value				
As at 31 st July 2024	£ -	<u>£2,412</u>	<u>£6,282</u>	<u>£8,694</u>
As at 31 st July 2023	£ -	<u>£3,353</u>	<u>£6,282</u>	<u>£9,635</u>

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2024

3. General Fund

There is a restricted reserve in the general fund of **£9,129**

This balance can be summarised as follows:-

£1,438 is made up from the balance of charitable donations in memory of the late Dr Tollinton and is used to promote music by and for young people at the ARC.

£5,289 is made up from the balance of charitable donations to support lunchtime concerts, not as part of the Tollington Fund

£1,875 is the net book value of flooring and a sound system purchased in earlier years for which the grants were received specifically for.

£527 is the net book value of an Angela Godfrey Sculpture that monies were specifically donated for in earlier years.

The rest of the fund is to be used in accordance with the association's constitution.

ST JOHN'S ARTS AND RECREATION ASSOCIATION

England & Wales - Charity number 291079

Accounts

Registered Charity Number 291079

St John's Arts and Recreation Association

Trustees' Report and Financial Statement

For the Year Ended 31st July 2023

St John's Arts and Recreation Association
Index to the Trustees' Report and Financial Statement
For the Year Ended 31st July 2023

Page No

1 – 6	Trustees' Annual Report
7	Examiner's Report
8	Statement of Financial Activities
9	Balance Sheet
10 – 11	Notes to the Accounts

Trustees' Annual Report

St John's Arts and Recreation Association

Registered charity number 291079

For the financial year beginning: 1st August 2022

For the financial year ending: 31st July 2023

Charity principal address: St John's Arts and Recreation Centre
St John's Walk, Market Street,
Old Harlow, Essex.
CM17 0AJ

Charity Trustees (Management Committee)

	<u>Office Held</u>	<u>Appointing Body</u>
Elizabeth Cox	Chairman	
<vacant>	Deputy Chairman	
Emma Dilworth	Secretary	
John Bilton	Treasurer	Harlow Chorus
Marlies Heinecke		
Jane and Mac Quinton		
Jeannie Humphrey		
Sue Livings (Councillor)		Harlow Council
Jo West		
Emma Dilworth	ARC Administrator	Non-voting member of staff

Description of the Charity's trusts

Governing Document

The St. John's Arts and Recreation Association (ARA) was founded on the 25th June 1983. The Association has a Constitution which provides for the conduct of its affairs and under this the Association is directed and managed by a committee, the members of which are to be regarded under the Charities Act 1993 as the Trustees of the Association.

Objects of the Charity

The Association is established firstly to promote the community life of the inhabitants of Old Harlow by providing communal facilities for the advancement of education and for the purpose of the arts, recreation and leisure-time activities and, secondly, to run the St. John's Arts and Recreation Centre.

Advisors

The Association's Bankers are Barclays and the Saffron Building Society

The Association's Independent Examiner is DJP Accountants

The Association's Surveyor and Architect is Malcolm Quinton RIBA

The Association's Custodian Trustees are Jo Verrells, Shenagh Waddoup and Elizabeth Cox.

Activities and Achievements

St. John's Arts and Recreation Centre provides a meeting place for numerous local groups, offering exercise, dancing, singing, family history, gardening and art appreciation activities for the very young through to the elderly. In addition, the ARA has promoted a wide range of its

own activities: many are music based and have included events aimed at entertaining children during school holidays. When not in use by regular groups, the building has been available for private hire and has been well used at weekends for parties, family occasions and occasional wedding receptions.

Significant Events

We are pleased to announce the appointment of a new Administrator, Emma Dilworth, from the start of September 2022. She provides an office presence every weekday morning and has been central to the welcoming of visitors, the efficient management of bookings and to the growth in the number of new groups wishing to use the Centre. Activities at the ARC have returned to normal after COVID-19 and the committee would like to thank Emma for running a very busy (and sometimes hectic) office.

This has released the Hon. Treasurer from running the Centre on a daily basis, so that he could concentrate on much needed upgrades to IT equipment and software, as well as site maintenance issues. He is able to report that the building now has fibre (FTTC) broadband with WiFi throughout the building and a new, faster computer in the office. Software upgrades have included domain, email and diary improvements. Website improvements are currently work in progress.

On a sad note, the Arts Society of Harlow (previously known as HADFAS) notified the ARC that it would be closing down due to falling membership and the lack of anyone prepared to be on the committee. Whilst it is unfortunate to lose a regular booking, the ARC is very grateful that the Arts Society decided to donate their remaining assets (£1917.89 in cash, an old laptop computer and projection equipment) to the ARC, for its use in promoting its arts and recreation facilities. The Arts Society has also transferred its monthly commission (received from Utility Warehouse for finding customers for UW services) to the ARC, which benefits the ARC by approximately £33 per month.

Financial Summary

Further financial details are provided later in this report. As at 31st July 2023, there was a deficit of £82 in unrestricted income compared to a surplus of £4,398 in 2021/2022.

Financial year	2021/2022	2022/2023	Difference between the two years
Total unrestricted income	£51,473	£51,980	£507
Total unrestricted expenditure	£47,075	£52,062	£4,987
Surplus (deficit shown in brackets)	£4,398	(£82)	(£4,480)

Income

Membership fees

At a previous AGM it was agreed that membership fees should be £12 (single and family membership are now the same), plus £10 for Music Extra (optional). Regular (non-commercial) groups could affiliate to the ARA and the affiliated group fee was set at £65 per annum.

Regular Hire by affiliated groups

The hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area. Regular groups can benefit from discounts by affiliation to the ARA.

The groups affiliated to the ARA (i.e. having voting rights at an AGM) during the year were:

Essex Society for Family History	Harlow Chorus
The Arts Society, Harlow	Harlow Singers (via Harlow Chorus)

Regular Hire by non-affiliated groups and other users

As with the rates for affiliated groups, the general hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area.

Smaller groups are encouraged to use the privacy of the Vestry Room, so that the entire Refectory can be used as a communal area. Some arts/crafts groups prefer to hire the rear section of the Refectory because its additional top lighting and non-carpeted floor are felt to be more suited to their activities.

Non-affiliated groups that met regularly were:

Art-A-Peel	Harlow Concert Band
Ballet First with Theresa Crumb	Hartbeeps (mother & baby)
Danny's Guitar Group	Ground & Grow (young children)
Music Bugs	New Arts Harlow
U3A Art & Design	Harlow Quakers
Kumon Maths & English after school study	Yoga (two groups)

Occasional users were:

New Edition Singers	ISM
Essex Music Services	Harlow Symphony Orchestra
Old Harlovians	Harlow Rock School
National Childbirth Trust	Coro94
Razed Roof	McCartney Art Lectures
de Merc Chamber Choir	Harlow Brass Band

During the year, we were sorry to lose some long established groups: The Arts Society, Serendipity, Sue's Sewing and Music Bugs, but have welcomed the following new groups: The Quakers, New Arts Harlow, Harlow Concert Band, Ground & Grow, Essex Music Services and we are hoping to welcome Michelle's Gong Bath and The Joy of Home Educating from September 2023.

Private Hire and Occasional Group Hire

A regular annual booking of the ARC was received from the Old Harlovians (our building used to be their College Chapel). Other regular users normally hold additional events, such as quiz nights, during the year – often for their own fund raising efforts. Many private hire events (parties and one-off bookings) took place and the use of the ARC as both a rehearsal and concert venue has been demonstrated by Coro94 and Harlow Concert Band.

Events mounted at the ARA's risk

The Lunchtime Concerts on Fridays continue to be a major draw and remain the most popular events that we have, as well as covering their costs (just). We held the normal, three concert series in the year. Many musicians who appeared at these recitals (either individually or in a

group) have received support from the Tollinton fund (see later). The ARA also advertises other public concerts and events (e.g. Harmony in Harlem) held at the ARC.

Classes

There are now no classes for which the ARA pays the tutor.

Recordings

No recording sessions took place in the year.

Deposits

As well as our day-to-day current account banking with Barclays, we have £70,356 on 90-day deposit with Saffron Building Society. We have managed to augment this deposit account, as it will be required to cover future ARC maintenance costs.

Fund Raising

A huge thank-you is in order for our volunteers, who support the ARC in so many ways. Fund raising events, such as Quiz Nights and Old Harlow walks, have raised in excess of £1,939 for the ARC.

Grants and Donations

We are very grateful to those who have given donations to the ARC. Excluding Lunchtime Concert donations, members have added £2,176 to the ARC by their generosity. Many have helped further by Gift-Aiding their subscriptions. The GASDS scheme, where we can reclaim tax from small donations (e.g. those made at Lunchtime Concerts), is a further benefit. The total HMRC reclaim was £1,308.

Expenditure

This year has seen a reduction in maintenance expenditure compared to last year, now that the large backlog of repairs and renewals have been completed.

Catering expenditure

Catering income and expenditure were negligible for the year.

Staff costs

The ARA now employs Emma Dilworth as the Administrator, John Steer as a Caretaker/Gardener and Dave Hewitt as a Cleaner; all roles are part-time. Repair and maintenance work is done by volunteers, local contractors and handymen. All other work is done by volunteers, at present.

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Advertising

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Capital Expenditure

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Maintenance/Repair Expenditure

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- Emma Dilworth, Administrator
- John Steer, Gardener / Caretaker
- Dave Hewitt, Cleaner

Voluntary Help

The Association is very aware that running costs would be much higher if not for the many hours of voluntary work contributed by members of the Association. In addition to the ongoing work carried out by all the Trustees, special thanks are due to John Bilton for all the research and negotiating he carries out as Treasurer and to Elizabeth Cox for her role in co-ordinating the Committee.

It would be invidious to try and identify all of the voluntary help which the ARC receives, but we would like to mention Sylvia Evans for gardening, Jean Wright for catering and serving refreshments at Friday Lunchtime Concerts, Jo West and Danny Ansell for helping with the many other odd jobs.

We are also fortunate to have the active support of Councillor Sue Livings: helping with fund raising and with her numerous contacts, interest in the arts and help at events, her efforts are much appreciated. Finally, very many thanks must go to Marlies Heinecke for organising and publicising the many Music Extra / Friday Lunchtime Concerts, for booking the musicians and for her tireless work in connection with the Tollinton Fund.

We wish to thank again our Custodian Trustees: Elizabeth Cox, Jo Verrells and Shenagh Waddoup – who join the chairman in this role.

Approved by the Management Committee as the Trustees on:

25th October 2023
.....

John Bilton
.....
John Bilton

Elizabeth Cox
.....
Elizabeth Cox

Independent examiner's report

Independent examiner's report to the Trustees of St John's Arts and Recreation Association.

I report on the accounts of the trust for the year ended 31st July 2023 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43 (2) of the Charity's Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43 (7)(b) of the Act, whether particular matters have come to my attention.

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- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Douglas Jones Phillips Ltd
33 High Street
Old Harlow
Essex
CM17 0DN

Date:

St John's Art and Recreation Association

**Statement of Financial Activities
For the Year Ended 31st July 2023**

	Unrestricted Funds £	Restricted Funds £	Total £	Total 2022 £
Incoming resources				
Membership fees	810	-	810	464
Affiliated hire	5,890	-	5,890	9,102
Non-affiliated hire	25,137	-	25,137	18,618
Private hire	4,420	-	4,420	5,181
Classes	-	-	-	-
Catering	1,032	-	1,032	754
Events	1,713	-	1,713	1,427
Valuation of Artwork	-	-	-	-
Donations & fundraising	9,926	1,565	11,491	17,869
Grants	-	-	-	3,178
Miscellaneous	<u>3,052</u>	-	<u>3,052</u>	<u>3,660</u>
Total incoming resources	51,980	1,565	53,545	60,253
Resources expended				
Catering Costs	(262)	-	(262)	497
Floristry Costs	25	-	25	35
Admin employee costs	11,472	-	11,472	-
Gardening costs	5,492	-	5,492	5,337
Staff Pension costs	173	-	173	-
Rates	127	-	127	296
Water Rates	1,180	-	1,180	386
Telephone	1,169	-	1,169	1,146
Post, stationery & publicity	1,870	-	1,870	1,570
Repairs and renewals	2,142	-	2,142	15,911
Caretaking	5,606	-	5,606	5,200
Light & heat	10,240	-	10,240	5,284
Insurance	2,992	-	2,992	2,810
Legal & professional fees	-	-	-	-
Cleaning	5,015	-	5,015	4,748
Miscellaneous expenses	21	-	21	35
Accountancy	2,905	-	2,905	2,840
Event Costs	1,200	850	2,050	4,168
Depreciation	<u>695</u>	<u>625</u>	<u>1,320</u>	<u>1,296</u>
Total resources expended	52,062	1,475	53,537	51,559
Net incoming resources for the year	(82)	90	8	8,694
Funds brought forward	<u>94,859</u>	<u>10,130</u>	<u>104,989</u>	<u>96,295</u>
Funds carried forward	<u>94,777</u>	<u>10,220</u>	<u>104,997</u>	<u>104,989</u>

The notes on page 8-9 form part of these accounts

St John's Arts and Recreation Association

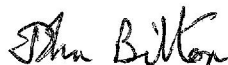
Balance Sheet

For the Year Ended 31st July 2023

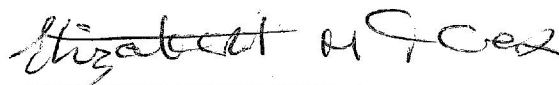
	Notes	Unrestricted Funds £	Restricted Funds £	Total £	Total 2022 £
Tangible Fixed Assets	2	6,608	3,027	9,635	10,955
Current Assets					
Debtors and Prepayments		5,420	-	5,420	3,493
Bank Deposit Account		70,356	-	70,356	56,404
Investment Bond		-	-	-	-
Cash at Bank and in Hand		14,493	7,193	21,686	36,396
		<u>90,269</u>	<u>7,193</u>	<u>97,462</u>	<u>96,293</u>
Current Liabilities					
Sundry Creditors and Accruals		2,100	-	2,100	2,259
Piano Fund Accounts		-	-	-	-
		<u>2,100</u>	<u>-</u>	<u>2,100</u>	<u>2,259</u>
Net Current Assets		<u>88,169</u>	<u>7,193</u>	<u>95,362</u>	<u>94,034</u>
Net Assets		<u>£94,777</u>	<u>£10,220</u>	<u>£104,997</u>	<u>£104,989</u>
Represented by;					
General Fund					
Balance as at 1 st August 2022		94,859	10,130	104,989	96,295
Net Incoming/(Outgoing) For the year		(82)	90	8	8,694
Balance as at 31st July 2023		<u>£94,777</u>	<u>£10,220</u>	<u>£104,997</u>	<u>£104,989</u>

Approved by the management Committee as the Trustees on:

25th October 2023



John Bilton



Elizabeth Cox.

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2023

1. Accounting Policies

1.1 Accounting Convention and Standards

These financial statements have been prepared under the historical cost convention in accordance with Statement of Recommended Practice No 2 – Accounting for Charities.

2.1 Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets over their expected lives. The rates generally applicable are:

Piano	30 years
Other Equipment	20% Straight Line

2. Tangible Fixed Assets

Cost	Piano £	Other Equipment £	Sculpture & Artwork £	Total £
As at 1 st August 2022	10,675	47,350	6,282	64,307
Additions	---	---	---	---
Disposals	---	---	---	---
As at 31 st July 2023	<u>10,675</u>	<u>47,350</u>	<u>6,282</u>	<u>64,307</u>
Depreciation				
As at 1 st August 2022	10,296	43,056	---	53,352
Eliminated on Disposal	---	---	---	---
Charged for the year	<u>379</u>	<u>941</u>	---	<u>1,320</u>
As at 31 st July 2023	<u>10,675</u>	<u>43,997</u>	---	<u>54,672</u>
Net Book Value				
As at 31 st July 2023	£ -	<u>£3,353</u>	<u>£6,282</u>	<u>£9,635</u>
As at 31 st July 2022	<u>£379</u>	<u>£4,294</u>	<u>£6,282</u>	<u>£10,955</u>

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2023

3. General Fund

There is a restricted reserve in the general fund of **£10,220**

This balance can be summarised as follows:-

£814 is made up from the balance of charitable donations in memory of the late Dr Tollinton and is used to promote music by and for young people at the ARC.

£6,379 is made up from the balance of charitable donations to support lunchtime concerts, not as part of the Tollington Fund

£2,500 is the net book value of flooring and a sound system purchased in earlier years for which the grants were received specifically for.

£527 is the net book value of an Angela Godfrey Sculpture that monies were specifically donated for in earlier years.

The rest of the fund is to be used in accordance with the association's constitution.

ST JOHN'S ARTS AND RECREATION ASSOCIATION

England & Wales - Charity number 291079

Accounts

Registered Charity Number 291079

St John's Arts and Recreation Association

Trustees' Report and Financial Statement

For the Year Ended 31st July 2022

St John's Arts and Recreation Association
Index to the Trustees' Report and Financial Statement
For the Year Ended 31st July 2022

Page No

1 – 6	Trustees' Annual Report
7	Examiner's Report
8	Statement of Financial Activities
9	Balance Sheet
10 – 11	Notes to the Accounts

Trustees' Annual Report

St John's Arts and Recreation Association

Registered charity number 291079

For the financial year beginning: 1st August 2021

For the financial year ending: 31st July 2022

Charity principal address: St John's Walk
Market Street
Old Harlow
Essex
CM17 0AJ

Charity Trustees (Management Committee)

	<u>Office Held</u>	<u>Appointing Body</u>
Elizabeth Cox	Chairman	
<vacant>	Deputy Chairman	
John Bilton	Secretary (acting)	
John Bilton	Treasurer	Harlow Chorus
Marlies Heinecke		
Jane Quinton		
Sue Livings (Councillor)		Harlow Council
Jo West		
(John Bilton	(acting) ARC Administrator	Non-voting member of staff)

Description of the Charity's trusts

Governing Document

The St. John's Arts and Recreation Association (ARA) was founded on the 25th June 1983. The Association has a Constitution which provides for the conduct of its affairs and under this the Association is directed and managed by a committee, the members of which are to be regarded under the Charities Act 1993 as the Trustees of the Association.

Objects of the Charity

The Association is established firstly to promote the community life of the inhabitants of Old Harlow by providing communal facilities for the advancement of education and for the purpose of the arts, recreation and leisure-time activities and, secondly, to run the St. John's Arts and Recreation Centre.

Advisors

The Association's Bankers are Barclays and the Saffron Building Society

The Association's Independent Examiner is DJP Accountants

The Association's Surveyor and Architect is Malcolm Quinton RIBA

The Association's Custodian Trustees are Jo Verrells, Shenagh Waddoup and Elizabeth Cox.

Activities and Achievements

St. John's Arts and Recreation Centre provides a meeting place for numerous local groups, offering exercise, dancing, singing, family history, gardening and art appreciation activities for the very young through to the elderly. In addition, the ARA has promoted a wide range of its

own activities: many are music based and have included events aimed at entertaining children during school holidays. When not in use by regular groups, the building has been available for private hire and has been well used at weekends for parties, family occasions and occasional wedding receptions.

Significant Events

Lockdowns and other Covid-19 restrictions were a continuing feature of 2021 and for the early part of 2022. Although many groups are planning a normal range of activities from September 2022, we have lost Tumble Tots, Keep Fit 50+, JB Floristry, Woolly Wonders and Tai Chi. Some other groups are not currently operating, or are operating with reduced numbers. Many groups have suffered a reduction in membership and will need to attract new members in order to retain their long-term viability. The ARA has been advised that the Arts Society will cease to operate from the end of 2022 Calendar Year. Fortunately, new housing developments in the area could provide a possible increase in membership, as well as new activities.

Jane Quinton has been central to the development of the ARC from the outset and we are pleased that she now serves as a committee member and provides catering/gardening help on an occasional basis.

At the moment the Hon. Treasurer is running the Centre, until such time as finances allow for the recruitment of a new Manager/Administrator.

Financial Summary

Further financial details are provided later in this report. As at 31st July 2022, there was a surplus of £4,398 in unrestricted income compared to a surplus of £19,317 in 2020/2021.

Financial year	2020/2021	2021/2022	Difference between the two years
Total unrestricted income	£64,557	£51,473	(£13,084)
Total unrestricted expenditure	£45,240	£47,075	£1,835
Surplus (deficit shown in brackets)	£19,317	£4,398	(£14,919)

Income

Membership fees

At a previous AGM it was agreed that membership fees would be £8 (single and family membership are now the same), plus £10 for Music Extra (optional). Regular (non-commercial) groups could affiliate to the ARA and the affiliated group fee was set at £65 per annum.

In the year just ended (2021/2022), there were no changes to membership fees.

Regular Hire by affiliated groups

The hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area. Regular groups can benefit from discounts by affiliation to the ARA.

The groups affiliated to the ARA (i.e. having voting rights at an AGM) during the year were:

Essex Society for Family History	Harlow Chorus
The Arts Society, Harlow	Harlow Singers (via Harlow Chorus)

Regular Hire by non-affiliated groups and other users

As with the rates for affiliated groups, the general hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area.

Smaller groups are encouraged to use the privacy of the Vestry Room, so that the entire Refectory can be used as a communal area. Some arts/crafts groups prefer to hire the rear section of the Refectory because its additional top lighting and non-carpeted floor are felt to be more suited to their activities.

Non-affiliated groups that met regularly were:

Serendipity Art Class with Alan Burgess	Art-A-Peel
Ballet First with Theresa Crumb	Hartbeeps (mother & baby)
Danny's Guitar Group	Susan's Sewing Group
Music Bugs	Donna's Mini Ballet
U3A Art & Design	Harlow Quakers
Kumon Maths & English after school study	Yoga (two groups)

Occasional users were:

New Edition Singers	Oddfellows
Jeanne Mann Quartet	WEA
Harlow Brass Band	Harlow Symphony Orchestra
Harlow Civic Society	Moira's Reading Group
National Childbirth Trust	Coro94
Vicky's Sound Bath	McCartney Art Lectures

Private Hire and Occasional Group Hire

Regular annual bookings of both the Main Hall and Vestry Room are normally received from the Old Harlovians (our building used to be their College Chapel) and the Caledonian Society for their Burns Supper. Other regular users normally hold additional events, such as quiz nights, during the year – often for their own fund raising efforts. This year some of these events were either cancelled or postponed, resulting in a loss in income. However, many private hire events (parties and one-off bookings) took place to compensate for this reduction in activity.

Events mounted at the ARA's risk

The Lunchtime Concerts on Fridays continue to be a major draw and remain the most popular events that we have, as well as just covering their costs. We held the normal, three concert series in the year. Many musicians appearing at these recitals (either individually or in a group) have received support from the Tollinton fund (see later). The demise of Harlow Music Club has benefitted the ARC, as the balance of their funds have been transferred to our No. 2 account, to aid the promotion of music at the ARC. The ARA is very grateful for their generosity. The ARA also advertises other public concerts at the ARC. Sadly, John Petters no longer performs live at the ARC, preferring a broadcasting career.

Classes

There are now no classes for which the ARA pays the tutor. Although Serendipity operates as a class, each member pays a termly subscription to the ARC just for use of the building.

Recordings

No recording sessions took place in the year.

Deposits

As well as our day-to-day current account banking with Barclays, we have £40,449 on 90-day deposit with Saffron Building Society and a further £15,955 in an instant access account.

Fund Raising

A huge thank-you is in order for our volunteers, who have supported the ARC in so many ways. Many individuals have also helped by Gift-Aiding their subscriptions, by donations and by the GASDS scheme, whereby we can reclaim small donations (e.g. those made at Lunchtime Concerts).

Grants and Donations

We are grateful to members who have given donations to the ARC. Gift Aid & GASDS reclaims have added £2,481 (+£208 last year) to their donations.

Expenditure

This year has seen an increase in expenditure compared with last year, mainly from the opportunity to catch up with a large backlog of repairs and renewals (see later).

Catering expenditure

Catering income and expenditure were negligible for the year.

Staff costs

The ARA now employs John Steer as a Caretaker/Gardener and Dave Hewitt as a Cleaner; all roles are part-time. Repair and maintenance work is done by volunteers, local contractors and handymen. All other work is done by volunteers, at present.

Rates (Business)

As a charity we are liable for a lower Business Rate to Harlow Council.

Water, Light and Heat

We continue to monitor gas, electricity and water usage closely and meters are read monthly. Despite the benefits of long-term contracts, the ARA is well aware of the impending gas and electricity price rises (Gas 3.65 x last year's price, Electricity 2.87 x last year's price) and the management committee asks all users to minimise energy usage and to turn off lighting & heating appliances, if not required.

(The combined energy bill of £5,283 this year is likely to exceed £17,892 in the next financial year).

Insurance

Our insurers are Ansvar (via Norris & Fisher), who are specialists in community centre insurance. There were no insurance claims made during the year.

Advertising

We continue to produce the usual brochures, newsletters, posters and flyers. We endeavour to keep the ARC website current. We also have Facebook and Twitter accounts, to help inform more people of our facilities.

Capital Expenditure

None.

Maintenance/Repair Expenditure

The maintenance work required has risen this year. Principal expenditure items were:

Repair of the West end Fire Exit Doors	£5,878
Roofing repairs	£5,010
Tower Drainpipe repairs and repointing of tower	£2,220
Routine 5-year Electrical Inspection and remedial work	£1,978
Plumbing Repairs to toilets	£367
Miscellaneous Maintenance	£458

Miscellaneous Expenses

Our annual PRS levy is based on turnover and represents the cheapest way of covering PRS costs.

Accountancy

DJP (previously known as Douglas Jones) Accountants are our accountants. In addition to the fee for the annual independent examination of our accounts, we pay them to carry out payroll and pension responsibilities for us.

Restricted income

There are two types of restricted income:–

1. Grants awarded for specific types of expenditure only. See the “Grants” paragraph in the “Income Received” section of the financial statement for details of any new income received in the year.

2. Tollinton Fund

The ARC receives donations in memory of the late Dr Tollinton, to promote music making by young professional musicians, and to promote concerts and workshops aimed at young people, providing the performances are at the ARC. This fund continues to be actively supported.

In Conclusion

The Association owes much to the current ARC staff for their ongoing care of St. John’s ARC and its users:

- John Steer, Gardener / Caretaker
- Dave Hewitt, Cleaner

Voluntary Help

The Association is very aware that running costs would be much higher if not for the many hours of voluntary work contributed by members of the Association. In addition to the ongoing work carried out by all the Trustees, special thanks are due to John Bilton for all the research and negotiating he carries out as Treasurer and to Elizabeth Cox for her role in co-ordinating the Committee.

It would be invidious to try and identify all of the voluntary help which the ARC receives, but we would like to mention Sylvia Evans for gardening, Jean Wright for catering and serving refreshments at Friday Lunchtime Concerts, Jo West and Danny Ansell for helping with the many other odd jobs.

We are also fortunate to have the active support of Councillor Sue Livings: helping with fund raising and with her numerous contacts, interest in the arts and help at events, her efforts are much appreciated. Finally, many thanks must go to Marlies Heinecke for organising and publicising the many Music Extra / Friday Lunchtime Concerts, for booking the musicians and for her tireless work in connection with the Tollinton Fund. This year has also seen the unveiling of a blue plaque to commemorate the Alberni Quartet: many thanks to Marlies for organising the day of celebration.

We wish to thank again our Custodian Trustees: Elizabeth Cox, Jo Verrells and Shenagh Waddoup – who join the chairman in this role.

Approved by the Management Committee as the Trustees on:

.....
John Bilton

.....
Elizabeth Cox

Independent examiner's report

Independent examiner's report to the Trustees of St John's Arts and Recreation Association.

I report on the accounts of the trust for the year ended 31st July 2021 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43 (2) of the Charity's Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43 (7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

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 s41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Douglas Jones Phillips Ltd
33 High Street
Old Harlow
Essex
CM17 0DN

Date:

St John's Art and Recreation Association

Statement of Financial Activities For the Year Ended 31st July 2022

	Unrestricted Funds £	Restricted Funds £	Total £	Total 2021 £
Incoming resources				
Membership fees	464	-	464	594
Affiliated hire	9,102	-	9,102	2,859
Non-affiliated hire	18,618	-	18,618	9,225
Private hire	5,181	-	5,181	835
Classes	-	-	-	415
Catering	754	-	754	-
Events	1,427	-	1,427	300
Valuation of Artwork	-	-	-	-
Donations & fundraising	9,089	8,780	17,869	16,821
Grants	3,178	-	3,178	30,599
Miscellaneous	<u>3,660</u>	-	<u>3,660</u>	<u>3,797</u>
Total incoming resources	51,473	8,780	60,253	65,445
Resources expended				
Catering Costs	497	-	497	135
Floristry Costs	35	-	35	-
Admin employee costs	-	-	-	15,939
Gardening costs	5,337	-	5,337	5,710
Rates	296	-	296	60
Water Rates	386	-	386	366
Telephone	1,146	-	1,146	1,229
Post, stationery & publicity	1,570	-	1,570	611
Repairs and renewals	15,911	-	15,911	1,969
Caretaking	5,200	-	5,200	5,020
Light & heat	5,284	-	5,284	3,232
Insurance	2,810	-	2,810	2,760
Legal & professional fees	-	-	-	-
Cleaning	4,748	-	4,748	3,275
Miscellaneous expenses	35	-	35	-
Accountancy	2,840	-	2,840	3,182
Event Costs	309	3,859	4,168	1,601
Depreciation	<u>671</u>	<u>625</u>	<u>1,296</u>	<u>1,296</u>
Total resources expended	47,075	4,484	51,559	46,385
Net incoming resources for the year	4,398	4,296	8,694	19,060
Funds brought forward	<u>90,461</u>	<u>5,834</u>	<u>96,295</u>	<u>77,235</u>
Funds carried forward	<u>94,859</u>	<u>10,130</u>	<u>104,989</u>	<u>96,295</u>

The notes on page 8-9 form part of these accounts

St John's Arts and Recreation Association

Balance Sheet

For the Year Ended 31st July 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	Total 2021 £
Tangible Fixed Assets	2	7,303	3,652	10,955	12,251
Current Assets					
Debtors and Prepayments		3,493	-	3,493	2,168
Bank Deposit Account		56,404	-	56,404	55,982
Investment Bond		-	-	-	-
Cash at Bank and in Hand		<u>29,918</u>	<u>6,478</u>	<u>36,396</u>	<u>27,825</u>
		<u>89,815</u>	<u>6,478</u>	<u>96,293</u>	<u>85,975</u>
Current Liabilities					
Sundry Creditors and Accruals		2,259	-	2,259	1,931
Piano Fund Accounts		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>2,259</u>	<u>-</u>	<u>2,259</u>	<u>1,931</u>
Net Current Assets		<u>87,556</u>	<u>6,478</u>	<u>94,034</u>	<u>84,044</u>
Net Assets		<u>£94,859</u>	<u>£10,130</u>	<u>£104,989</u>	<u>£96,295</u>
Represented by;					
General Fund					
Balance as at 1 st August 2021		90,461	5,834	96,295	77,235
Net Incoming/(Outgoing) For the year		4,398	4,296	8,694	19,060
Balance as at 31st July 2022		<u>£94,859</u>	<u>£10,130</u>	<u>£104,989</u>	<u>£96,295</u>

Approved by the management Committee as the Trustees on:

John Bilton

Elizabeth Cox.

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2022

1. Accounting Policies

1.1 Accounting Convention and Standards

These financial statements have been prepared under the historical cost convention in accordance with Statement of Recommended Practice No 2 – Accounting for Charities.

2.1 Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets over their expected lives. The rates generally applicable are:

Piano	30 years
Other Equipment	20% Straight Line

2. Tangible Fixed Assets

Cost	Piano £	Other Equipment £	Sculpture & Artwork £	Total £
As at 1 st August 2021	10,675	47,350	6,282	64,307
Additions	---	---	---	---
Disposals	---	---	---	---
As at 31 st July 2022	<u>10,675</u>	<u>47,350</u>	<u>6,282</u>	<u>64,307</u>
Depreciation				
As at 1 st August 2021	9,941	42,115	---	52,056
Eliminated on Disposal	---	---	---	---
Charged for the year	<u>355</u>	<u>941</u>	---	<u>1,296</u>
As at 31 st July 2022	<u>10,296</u>	<u>43,056</u>	---	<u>53,352</u>
Net Book Value				
As at 31 st July 2022	<u>£379</u>	<u>£4,294</u>	<u>£6,282</u>	<u>£10,955</u>
As at 31 st July 2021	<u>£734</u>	<u>£5,235</u>	<u>£6,282</u>	<u>£12,251</u>

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2022

3. General Fund

There is a restricted reserve in the general fund of **£10,130**

This balance can be summarised as follows:-

(£48) is made up from the balance of charitable donations in memory of the late Dr Tollinton and is used to promote music by and for young people at the ARC.

£6,526 is made up from the balance of charitable donations to support lunchtime concerts, not as part of the Tollington Fund

£3,125 is the net book value of flooring and a sound system purchased in earlier years for which the grants were received specifically for.

£527 is the net book value of an Angela Godfrey Sculpture that monies were specifically donated for in earlier years.

The rest of the fund is to be used in accordance with the association's constitution.

ST JOHN'S ARTS AND RECREATION ASSOCIATION

England & Wales - Charity number 291079

Accounts

Registered Charity Number 291079

St John's Arts and Recreation Association

Trustees' Report and Financial Statement

For the Year Ended 31st July 2021

St John's Arts and Recreation Association
Index to the Trustees' Report and Financial Statement
For the Year Ended 31st July 2021

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9	Balance Sheet
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Trustees' Annual Report

St John's Arts and Recreation Association

Registered charity number 291079

For the financial year beginning: 1st August 2020

For the financial year ending: 31st July 2021

Charity principal address: St John's Walk
Market Street
Old Harlow
Essex
CM17 0AJ

Charity Trustees (Management Committee)

	<u>Office Held</u>	<u>Appointing Body</u>
Elizabeth Cox	Chairman	
<vacant>	Deputy Chairman	
John Bilton	Secretary (acting)	
John Bilton	Treasurer	Harlow Chorus
Marlies Heinecke		
Sue Livings (Councillor)		Harlow Council
Jo West		
(Jane Quinton	ARC Manager	Non-voting member of staff)
(Krizim Feltham	Deputy to JQ	Non-voting member of staff)

Description of the Charity's trusts

Governing Document

The St. John's Arts and Recreation Association was founded on the 25th June 1983. The Association has a Constitution which provides for the conduct of its affairs and under this the Association is directed and managed by a committee, the members of which are to be regarded under the Charities Act 1993 as the Trustees of the Association.

Objects of the Charity

The Association is established firstly to promote the community life of the inhabitants of Old Harlow by providing communal facilities for the advancement of education and for the purpose of the arts, recreation and leisure-time activities and, secondly, to run the St. John's Arts and Recreation Centre.

Advisors

The Association's Bankers are Barclays and the Saffron Building Society

The Association's Independent Examiner is DJP Accountants

The Association's Surveyor and Architect is Malcolm Quinton RIBA

The Association's Custodian Trustees are Jo Verrells, Shenagh Waddoup and Elizabeth Cox.

Activities and Achievements

St. John's Arts and Recreation Centre provides a meeting place for numerous local groups, offering exercise, dancing, singing, family history, gardening and art appreciation activities for the very young through to the elderly. In addition, the ARA has promoted a wide range of its

own activities: many are music based and have included several events aimed at entertaining children during school holidays. When not in use by regular groups, the building has been available for private hire and has been well used at weekends for parties, family occasions and occasional wedding receptions.

Significant Events

During the year, we were sorry to note the passing of two of our stalwart supporters. **Graham Pitt** was involved (with his late wife, Mary) with the development of the ARC from the outset and both served on the committee for many years, as well as volunteering for many jobs. We shall miss them both. We were delighted to receive a legacy from Graham's estate and also donations from his family, for the purposes of ARC maintenance. These gifts are reported elsewhere and have already been allocated for essential work on fire doors and roofing repairs. **Stan Newens** was one of our custodian trustees and a long-time supporter of the ARC and its many activities.

Lockdowns and other Covid-19 restrictions were a continuing feature of 2020 and 2021. Although many groups are planning a normal range of activities from September 2021, we have lost Tumble Tots, Keep Fit 50+ and JB Floristry. Other groups, such as Woolly Wonders, Tai Chi and Yoga (Veronica), are not currently operating. Many groups have suffered a reduction in membership and will need to attract new members in order to retain their long-term viability. Fortunately, new housing developments in the area could provide a possible increase in membership, as well as new activities.

A further consequence of the lockdowns has been the departure of both the Manager of the Centre, **Jane Quinton**, and her deputy, **Krizim Feltham**. Jane has been central to the development of the ARC from the outset and we are pleased that she will continue to serve as a committee member and to provide catering, gardening and other support on an occasional basis. Krizim and her family have moved out of the Harlow area, for family reasons. We would like to offer a vote of thanks to both Jane and Krizim for all of the hard work and dedication they have provided in running the Centre.

At the moment the Hon. Treasurer is running the Centre, until such time as finances allow for the recruitment of a new Manager/Administrator.

Financial Summary

Further financial details are provided later in this report. As at 31st July 2021, there was a surplus of £22,473 in unrestricted income compared to a deficit of £3,650 in 2019/2020.

Financial year	2019/2020	2020/2021	Difference between the two years
Total unrestricted income	£55,823	£66,888	£11,065
Total unrestricted expenditure	£59,473	£44,415	(£15,058)
Surplus (deficit shown in brackets)	(£3,650)	£22,473	£26,123

Income

Membership fees

At a previous AGM it was agreed that membership fees would be £8 (single and family membership are now the same), plus £10 for Music Extra (optional). Regular (non-commercial) groups could affiliate to the ARA and the affiliated group fee was set at £65 per annum.

In the year just ended (2020/2021), there were no changes to membership fees.

Regular Hire by affiliated groups

The hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area. Regular groups can benefit from discounts by affiliation to the ARA.

The groups affiliated to the ARA (i.e. having voting rights at an AGM) during the year were:

Essex Society for Family History	Tai Ch'i
The Arts Society, Harlow	Harlow Chorus
Oddfellows	

Regular Hire by non-affiliated groups and other users

As with the rates for affiliated groups, the general hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area.

Smaller groups are encouraged to use the privacy of the Vestry Room, so that the entire Refectory can be used as a communal area. Some arts/crafts groups prefer to hire the rear section of the Refectory because its additional top lighting and non-carpeted floor are felt to be more suited to their activities.

Non-affiliated groups that met regularly were:

Art-A-Peel	Serendipity Art Class with Alan Burgess
Ballet First with Teresa Crumb	Hartbeeps (mother & baby)
Danny's Guitar Group	Susans's Sewing Group
Family History Group (ARC)	Woolly Wonders (knitting group)
Kumon Maths & English after school study	Yoga (two groups)

Occasional users were:

New Edition Singers	U3A Antiques and Collectables
Jeanne Mann Quartet	U3A Art and Design
Harlow Brass Band	Harlow Symphony Orchestra
Harlow Civic Society	Moiras's Reading Group

Private Hire and Occasional Group Hire

Regular annual bookings of both the Main Hall and Vestry Room are normally received from the Old Harlovians (our building used to be their College Chapel) and the Caledonian Society for their Burns Supper. Other regular users normally hold additional events, such as quiz nights, during the year – often for their own fund raising efforts. With Covid-19 restrictions and lockdowns, many such events were either cancelled or postponed, resulting in a significant loss in income. A few private hire events (parties and one-off bookings) took place during the year.

Events mounted at the ARA's risk

The Lunchtime Concerts on Fridays continue to be a major draw and remain the most popular events that we have, as well as covering their costs. We held just two, abbreviated concert series in the year. Many musicians appearing at these recitals (either individually or in a group) have received support from the Tollinton fund (see later). The ARA also advertises other public concerts at the ARC. Sadly, John Petters was not able to hold his regular monthly Jazz sessions because of Covid-19 restrictions.

Classes

There are now no classes for which the ARA pays the tutor. Although Serendipity operates as a class, each member pays a termly subscription to the ARC just for use of the building.

Recordings

No recording sessions took place in the year.

Deposits

As well as our day-to-day current account banking with Barclays, we have £40,035 on 90-day deposit with Saffron Building Society and a further £15,947 in an instant access account. We have managed to augment these deposit accounts, as they will be required to cover the ARC maintenance in hand.

Fund Raising

Thanks are in order for our volunteers, who have continued to support the ARC in so many ways. Many individuals have also helped by Gift-Aiding their subscriptions, by donations and by the GASDS scheme, whereby we can reclaim small donations (e.g. those made at Lunchtime Concerts). In a year when most activities ceased and fund raising in the ARC was forbidden, £45 was still raised.

Grants and Donations

We are grateful to members who have given donations to the ARC. Gift Aid & GASDS reclaims have added £1,758 to their donations. Government/Council grants amounted to £18,193 from the COVID small business support scheme and £12,406 from the HMRC furlough scheme: i.e. £30,599 in total.

Expenditure

This year has seen a significant decrease in expenditure compared with last year, mainly from a reduction in staffing costs.

Catering expenditure

Catering income and expenditure were negligible for the year.

Staff costs

The ARA now employs John Steer as a Caretaker/Gardener and Dave Hewitt as a Cleaner; all roles are part-time. Repair and maintenance work is done by volunteers, local contractors and handymen. All other work is done by volunteers, at present.

Rates (Business)

As a charity we are liable for a lower Business Rate to Harlow Council.

Water, Light and Heat

We continue to monitor gas, electricity and water usage closely and the meters are read monthly.

Insurance

Our insurers are Ansvar (via Norris & Fisher), who are specialists in community centre insurance. There were no insurance claims made during the year.

Advertising

We continue to produce the usual brochures, newsletters, posters and flyers. We endeavour to keep the ARC website current. We also have Facebook and Twitter accounts, to help inform more people of our facilities.

Capital Expenditure

None.

Maintenance/Repair Expenditure

The maintenance work required has risen this year, although these significant costs won't be reflected until next year's accounts are prepared.

Miscellaneous Expenses

Our annual PRS levy is based on turnover and represents the cheapest way of covering the performing rights costs.

Accountancy

DJP (previously known as Douglas Jones) Accountants are our accountants. In addition to the fee for the annual independent examination of our accounts, we pay them to carry out payroll and pension responsibilities for us. During the year, they have also helped in claiming the government repayments via the furlough scheme.

Restricted income

There are three types of restricted income:–

1. Grants awarded for specific types of expenditure only. See the “Grants” paragraph in the “Income Received” section of the financial statement for details of any new income received in the year.

2. Tollinton Fund

The ARC receives donations in memory of the late Dr Tollinton, to promote music making by young professional musicians, and to promote concerts and workshops aimed at young people, providing the performances are at the ARC. This fund continues to be actively supported.

3. Donations to support lunchtime concerts over and above the support which can be offered from the Tollington fund.

In Conclusion

The Association owes much to the previous and current ARC staff for their ongoing care of St. John's ARC and its users:

- Jane Quinton, Manager
- Krizim Feltham, Deputy / Marketing Manager / Book Keeper
- John Steer, Gardener / Caretaker
- Dave Hewitt, Cleaner

Voluntary Help

The Association is very aware that running costs would be much higher if not for the many hours of voluntary work contributed by members of the Association. In addition to the ongoing work carried out by all the Trustees, special thanks are due to John Bilton for all the research and negotiating he carries out as Treasurer and to Elizabeth Cox for her role in co-ordinating the Committee.

It would be invidious to try and identify all of the voluntary help which the ARC receives, especially in a year when it has not been possible for the volunteers to assist in their usual ways, but we would nevertheless like to mention Jo Verrells for co-ordinating the work of the Volunteers Group and taking the events sub-committee minutes, Sylvia Evans for gardening, preparing local history walks/events and with fund raising, Derek and Evelyn Salisbury, Mike

and Lorraine Buckley, Jean Wright, Jo West, Jo Verrells, Danny Ansell and Mary Wiltshire for helping with the many odd jobs and with serving refreshments at concerts (where this has been possible).

We are also fortunate to have the active support of Councillor Sue Livings: with her numerous contacts, interest in the arts and help at events, her efforts are much appreciated. Finally, many thanks must go to Marlies Heinecke for organising and publicising the many Music Extra / Friday Lunchtime Concerts, for booking the musicians and for her tireless work in connection with the Tollinton Fund.

We wish to thank again our Custodian Trustees: Elizabeth Cox, Jo Verrells and Shenagh Waddoup – who join the chairman in this role.

Approved by the Management Committee as the Trustees on:

.....
John Bilton

.....
Elizabeth Cox

Independent examiner's report

Independent examiner's report to the Trustees of St John's Arts and Recreation Association.

I report on the accounts of the trust for the year ended 31st July 2021 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43 (2) of the Charity's Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43 (7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

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 s41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Douglas Jones Phillips Ltd
33 High Street
Old Harlow
Essex
CM17 0DN

Date:

St John's Art and Recreation Association

Statement of Financial Activities For the Year Ended 31st July 2021

	Unrestricted Funds £	Restricted Funds £	Total £	Total 2020 £
Incoming resources				
Membership fees	594	-	594	482
Affiliated hire	2,859	-	2,859	4,318
Non-affiliated hire	11,193	-	11,193	11,949
Private hire	835	-	835	7,168
Classes	415	-	415	3,590
Catering	-	-	-	3,377
Events	300	-	300	358
Valuation of Artwork	-	-	-	-
Donations & fundraising	15,911	910	16,821	5,093
Grants	30,599	-	30,599	16,864
Miscellaneous	<u>4,182</u>	-	<u>4,182</u>	<u>2,624</u>
Total incoming resources	66,888	910	67,798	55,823
Resources expended				
Catering Costs	135	-	135	469
Floristry Costs	-	-	-	675
Admin employee costs	15,939	-	15,939	19,791
Gardening costs	5,710	-	5,710	7,279
Rates	60	-	60	255
Water Rates	366	-	366	1,147
Telephone	1,228	-	1,228	1,212
Post, stationery & publicity	611	-	611	2,116
Repairs and renewals	1,515	-	1,515	3,679
Caretaking	5,020	-	5,020	3,251
Light & heat	3,232	-	3,232	5,648
Insurance	2,760	-	2,760	2,725
Legal & professional fees	-	-	-	1,110
Cleaning	3,275	-	3,275	5,497
Miscellaneous expenses	-	-	-	68
Accountancy	3,182	-	3,182	3,378
Event Costs	711	890	1,601	1,369
Depreciation	<u>671</u>	<u>625</u>	<u>1,296</u>	<u>1,327</u>
Total resources expended	44,415	1,515	45,930	60,996
Net incoming resources for the year	22,473	(605)	21,868	(5,173)
Funds brought forward	<u>71,144</u>	<u>6,091</u>	<u>77,235</u>	<u>82,408</u>
Funds carried forward	<u>93,617</u>	<u>5,486</u>	<u>99,103</u>	<u>77,235</u>

The notes on page 8-9 form part of these accounts

St John's Arts and Recreation Association

Balance Sheet

For the Year Ended 31st July 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	Total 2020 £
Tangible Fixed Assets	2	7,974	4,277	12,251	13,547
Current Assets					
Debtors and Prepayments		2,168	-	2,168	-
Bank Deposit Account		55,982	-	55,982	45,598
Investment Bond		-	-	-	-
Cash at Bank and in Hand		<u>28,804</u>	<u>1,557</u>	<u>30,361</u>	<u>20,183</u>
		<u>86,954</u>	<u>1,557</u>	<u>88,511</u>	<u>65,781</u>
Current Liabilities					
Sundry Creditors and Accruals		1,931	-	1,931	2,093
Piano Fund Accounts		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>1,931</u>	<u>-</u>	<u>1,931</u>	<u>2,093</u>
Net Current Assets		<u>85,023</u>	<u>1,557</u>	<u>86,580</u>	<u>63,688</u>
Net Assets		<u>£92,997</u>	<u>£5,834</u>	<u>£98,831</u>	<u>£77,235</u>
Represented by;					
General Fund					
Balance as at 1 st August 2020		71,144	6,091	77,235	82,408
Net Incoming/(Outgoing) For the year		22,473	(605)	21,868	(5,173)
Balance as at 31st July 2021		<u>£93,617</u>	<u>£5,486</u>	<u>£99,103</u>	<u>£77,235</u>

Approved by the management Committee as the Trustees on:

John Bilton

Elizabeth Cox.

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2021

1. Accounting Policies

1.1 Accounting Convention and Standards

These financial statements have been prepared under the historical cost convention in accordance with Statement of Recommended Practice No 2 – Accounting for Charities.

2.1 Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets over their expected lives. The rates generally applicable are:

Piano	30 years
Other Equipment	20% Straight Line

2. Tangible Fixed Assets

Cost	Piano £	Other Equipment £	Sculpture & Artwork £	Total £
As at 1 st August 2020	10,675	47,350	6,282	64,307
Additions	---	---	---	---
Disposals	---	---	---	---
As at 31 st July 2021	<u>10,675</u>	<u>47,350</u>	<u>6,282</u>	<u>64,307</u>
Depreciation				
As at 1 st August 2020	9,586	41,174	---	50,760
Eliminated on Disposal	---	---	---	---
Charged for the year	<u>355</u>	<u>941</u>	---	<u>1,296</u>
As at 31 st July 2021	<u>9,941</u>	<u>42,115</u>	---	<u>52,056</u>
Net Book Value				
As at 31 st July 2021	<u>£734</u>	<u>£5,235</u>	<u>£6,282</u>	<u>£12,251</u>
As at 31 st July 2020	<u>£1,089</u>	<u>£6,176</u>	<u>£6,282</u>	<u>£13,547</u>

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2021

3. General Fund

There is a restricted reserve in the general fund of **£5,834**

This balance can be summarised as follows:-

£1,297 is made up from the balance of charitable donations in memory of the late Dr Tollinton and is used to promote music by and for young people at the ARC.

£260 is made up from the balance of charitable donations to support lunchtime concerts, not as part of the Tollington Fund

£nil is the balance of funds held from the Tobin Music Trust Ltd which was taken over in the year, these funds are specifically for local musicians.

£3,750 is the net book value of flooring and a sound system purchased in earlier years for which the grants were received specifically for.

£527 is the net book value of an Angela Godfrey Sculpture that monies were specifically donated for in earlier years.

The rest of the fund is to be used in accordance with the association's constitution.