

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	Moir'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>---</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.