

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
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For the Year Ended 31st July 2023

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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 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.

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 will reach its 20th anniversary next 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.

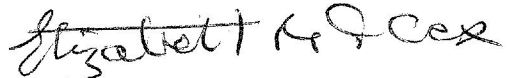
We are also fortunate to have the active support of Councillor Sue Livings: helping with fund raising and with her numerous contacts, interest in the arts and help at events, her efforts are much appreciated. Finally, very many thanks must go to Marlies Heinecke for organising and publicising the many 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:

25th October 2023
.....


.....
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 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.

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 Act

have 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 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>-</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

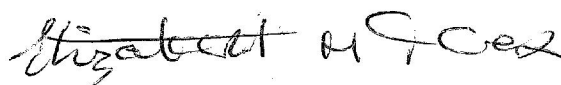
	Notes	Unrestricted Funds £	Restricted Funds £	Total £	Total 2022 £
Tangible Fixed Assets	2	6,608	3,027	9,635	10,955
Current Assets					
Debtors and Prepayments		5,420	-	5,420	3,493
Bank Deposit Account		70,356	-	70,356	56,404
Investment Bond		-	-	-	-
Cash at Bank and in Hand		<u>14,493</u>	<u>7,193</u>	<u>21,686</u>	<u>36,396</u>
		<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>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<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.