

## **Forest Park Community Association**

### **CHAIRMAN'S REPORT**

**APRIL 2020- MARCH 2021**

In accordance to Government Guidelines, the Community Centre was closed in March 2020, due to the COVID 19 pandemic.

Our first committee meeting due in May 2020 was postponed indefinitely. During this time Lynn and Debbie worked closely with Bracknell Forest Borough Council (BFBC) to update some of our paper work and procedures. A Business Plan was written and membership was clarified.

Government guidelines advised us that we could open on July 4<sup>th</sup> 2020 for certain supervised activities, but not for ad- hoc parties.

A small committee group met on 1<sup>st</sup> July to prepare the hall to open as a COVID safe venue. Notices were put up, one way system put in place and Lynn H did a thorough job cleaning before opening. We did a risk assessment using ACRE (Action for Communities in Rural England) guidelines and worked closely with BFBC. All user groups also had to complete a risk Assessment. Some groups choose not to return, but it was agreed to keep their slots open at no charge until they could return.

Thanks to Lynn J for arranging WI Fi to be installed, and for applying for a grant of £10k which we were very grateful to receive. This allowed us to manage our finances, while our income was much reduced this year.

We held a committee meeting in the hall in August 2020. All expenditure was put on hold for the time being.

The Centre was only open for a few months and then we had to shut again on the 5<sup>th</sup> November as we went back into Lockdown. The officers of the committee met on Zoom on 23<sup>rd</sup> November to discuss the current situation. Both Lynn Jenkins and Lynn Haddon are now on partial furlough working reduced hours. Lynn J continued to carry out all the required safety checks and expenditure was reduced to a minimum.

In March 2021, Debbie and Lynn J had an online meeting with BFBC to clarify some issues. We also applied and received another 10K grant at the end of March 2021.

Sadly, Jackie Poole, our Treasurer for over 15 years resigned to ill-health, and we would like to record our thanks to Jackie for her work with the Community Centre.

As an interim measure Sandra Douglas, our bookkeeper agreed to take over our accounts and to computerise them.

Thanks for everyone who has worked to keep the Centre going during this very difficult year.

Signed .....

Paul Craven

Chair FPCA

FOREST PARK COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

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GENERAL INFORMATION

Proprietor	P Craven
Address	Horndean Road Forest Park Bracknell Berkshire RG12 0XQ

## ACCOUNTANT'S REPORT

### TO FOREST PARK COMMUNITY ASSOCIATION

In accordance with your instructions, the financial statements of Forest Park Community Association, which comprises the Profit & Loss Account, Balance Sheet and related notes, have been compiled from the accounting records, information and explanations that you have provided.

The financial statements have been compiled on the accounting basis set out in note 1 to the financial statements. The financial statements are not intended to achieve full Compliance with the provision of UK Generally Accepted Accounting Principles.

This report is made to you. The work that has been undertaken has been that necessary to compile the financial statements, report to you on them and to state any matters to you in this report and for no other purpose. No responsibility is accepted or should be assumed to anyone other than Forest Park Community Association for that work or for this report.

You have approved the financial statements for the year ended 31st March 2021 and have acknowledged your responsibility for them, for the appropriateness of the accounting basis and for providing all information and explanations necessary for their compilation.

The accuracy and completeness of the accounting records and the information and explanations provided by you has not been verified and therefore no opinion is expressed on or statement appended to the financial statements.

Sandra Douglas  
SKD Accounting Ltd  
62 Westmorland Drive  
Warfield  
Berkshire  
RG42 3QP

Date .....28/07/2021.....

CLIENT APPROVAL CERTIFICATE

In accordance with the terms of engagement of SKD Accounting Ltd, I approve the financial statements for the year ended 31st March 2021 which comprises the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the financial statements, including the appropriateness of the accounting basis as set out in note 1, and for providing SKD Accounting Ltd with all information and explanations necessary for their compilation.

.....  
P Craven

Date .....

PROFIT & LOSS ACCOUNT  
For the Year Ended 31 March 2021

	2021		2020	
	£	£	£	£
Income:				
Hall Hire	10,486		40,738	
Grants	23,061		0	
Lottery	26		0	
		<u>33,573</u>		<u>40,738</u>
Expenditure				
Wages	16,253		17,638	
Water rates & rent	1,046		772	
Insurance	465		465	
Light & Heat	1,585		3,674	
Telephone	360		577	
Postage, printing & Stationery	624		450	
Repairs & Renewals	224		1,273	
Cleaning, gardening and waste disposal	675		758	
Sundry Expenses	677		930	
Accountancy	370		250	
		<u>22,279</u>		<u>26,788</u>
		<u>11,293</u>		<u>13,951</u>
Renovations, Fixtures & Fittings				26,372
Office Equipment		549		
NET PROFIT/(LOSS)		<u><u>10,744</u></u>		<u><u>(12,421)</u></u>



BALANCE SHEET  
At 31 March 2021

	Notes	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible Assets		0	<u>0</u>		
CURRENT ASSETS					
Debtors		0		2,377	
Prepayments		138		0	
Current Account		16,234		7,175	
Cash in Hand		120	<u>16,492</u>	(125)	<u>9,427</u>
CURRENT LIABILITIES					
Accrued Expenses		0		250	
Uncleared Cheques		0		30	
Creditors		66	<u>66</u>	427	<u>707</u>
NET ASSETS			<u>16,426</u>		<u>8,720</u>
FINANCED BY:					
CAPITAL ACCOUNT			<u>16,426</u>		<u>8,720</u>



## Section A

## Independent Examiner's Report

**Report to the  
trustees/ members  
of**

Charity Name  
Forest Park Community Association

**On accounts for the  
year ended**

31<sup>st</sup> March 2021

**Charity  
no (if  
any)**

298690

**Set out on pages**

6-7

(remember to include the page numbers of additional sheets)

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's  
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- ☐ the accounting records were not kept in accordance with section 130 of the Charities Act; or
- ☐ the accounts did not accord with the accounting records; or
- ☐ the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

28/07/2021

**Name:**

Sandra Douglas

**Relevant professional qualification(s) or body (if any):**

ACMA - Chartered Institute of Management Accountants

**Address:**

62 Westmorland Drive, Warfield, Bracknell, Berkshire, RG42 3QP

## **Section B**

### **Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

