



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From April 2020      Period start date To March 2021      Period end date

**Charity name: Bullbrook Community Association**

**Charity registration number: 300124**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>1. To promote for the benefit of inhabitants of the electoral ward of Bullbrook and the neighbourhood without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said individuals and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said occupants</p> <p>2. Establish or secure the establishment of a community centre and to maintain and manage the same in furtherance of these objects.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>BCA is committed to enabling as many people as possible to benefit from the centre and ensuring it is a warm, welcome space for local residents and that the activities taking place are diverse with a good mix of commercial and community hirers</p> <p>The centre is hired to a number of groups and classes that cater for the whole community and include activities such as dance, exercise, indoor sports and parent and toddler group. In addition, there are several community led groups that offer a number of wellbeing activities for older people and the wider community.</p> <p>The centre is also available and hired out to the community for parties and special occasions.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	<p>The trustees endeavour to seek advice and guidance from the charities commission where necessary and keep up to date with any legislation changes</p>

Commission on public benefit		
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	BCA have received a COVID 19 assistance grant for small businesses this ensured the sustainability of the centre during closures and the resulting loss of income from hirers and to cover staffing costs throughout
Policy on social investment including program related investment	Para 1.38	BCA endeavours to invest in the local community by offering opportunities for residents to participate in health and wellbeing activities and by offering a welcoming space to meet neighbours and make new friends. It has not been possible to remain open for periods of time during the pandemic however trustees and volunteers were able to keep in touch with the most vulnerable users during the closures
Contribution made by volunteers	Para 1.38	BCA would like to thank all their volunteers for taking time out of their busy lives to support the activities of the centre
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>BCA continues to manage and maintain the community centre during the pandemic, ensuring that all Covid 19 restrictions are adhered to</p> <p>BCA have acknowledged that consultation with the community on the activities at the centre is needed. This will help identify gaps and enable us to plan future programmes that benefit the local community. This piece of work will be essential once the centre fully re-opens</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	No objectives were set last financial year. BCA will endeavour to prepare a business plan for the future and set realistic objectives once the centre fully re-opens
Performance of fundraising activities against objectives set	Para 1.41	There have been no fundraising activities taking place this financial year, the main source of income has been through hall hire and the Covid 19 grant
Investment performance against objectives	Para 1.41	No investment plan has been prepared this year
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Due to the pandemic and closing down of the centre for a period of time BCA have had a difficult year . However, a grant was made available to ensure that the centre was fully supported during the pandemic
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	It is BCA's policy to maintain unrestricted funds as a contingency, this equates to a minimum 12 months running costs or 15% of the annual income as per their lease agreement
Amount of reserves held	Para 1.22	No separate reserves account but the balance of £73,342 allows for the contingency this balance includes the Covid 19 assistance for small businesses grant
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The main source of funding is through hire charges for the community centre. This year a Covid 19 grant was awarded to support the centre during the pandemic
Investment policy and objectives including any social investment policy adopted	Para 1.46	BCA do not have an investment policy but will do an evaluation of current projects, maintenance and opportunities and plan accordingly for the full re-opening
A description of the principal risks facing the charity	Para 1.46	As always the biggest challenge is recruitment and retention of trustees and volunteers. However, this year has been particularly difficult due to the pandemic and the future is uncertain. The Covid-19 grant has been crucial in supporting the centre during closures and it is hoped that the once the centre is fully re-open many groups and activities will continue
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Members may stand or produce a nomination and can be voted in by existing members at each AGM

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The local authority provide induction training for trustees and BCA will organise on behalf of new trustees
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Chair Treasurer Secretary Committee members Centre Manager (paid) Local elected members (representatives) Borough council officer
Relationship with any related parties	Para 1.51	Local authority owned building which I which leased and managed by BCA. Support from council officer
Other		

## Reference and Administrative details

Charity name	Bullbrook Community Association
Other name the charity uses	BCA
Registered charity number	300124
Charity's principal address	Bay Road Bracknell Berkshire RG12 2NL

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Isabel Mattick	Chair		BCA
2	VACANCY	Secretary		BCA
3	Jane Castle	Treasurer		BCA
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		
N/A		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
KATHLEEN TAYLOR		
RONALD TAYLOR		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

N/A

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Jane Castle	
<b>Position (eg Secretary, Chair, etc)</b>	Acting Chair	
<b>Date</b>	11/9/24	



**BULLBROOK COMMUNITY ASSOCIATION**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2021**

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## GENERAL INFORMATION

Treasurer Ms Jane Castle

Address Bay Road  
Bullbrook  
Bracknell  
Berkshire  
RG12 2NL

ACCOUNTANT'S REPORT

TO BULLBROOK COMMUNITY ASSOCIATION

In accordance with hyour instructions, the financial statements of Bullbrook 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 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 .....25/03/2024.....

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, and for providing SKD Accounting Ltd with all information and explanations necessary for their compilation.

.....  
J. Castle

Date .....

**PROFIT & LOSS ACCOUNT**  
**For the Year Ended 31 March 2021**

	<b>2021</b>	
	£	£
<b>Income:</b>		
Hall Hire	6,107	
Grants	20,241	
Donations & Legacies	31	
		<u>26,379</u>
<b>Expenditure:</b>		
Wages	8,567	
Water rates & rent	1,204	
Insurance	0	
Light & Heat	1,628	
Telephone	150	
Postage, printing & Stationery	279	
Repairs & Renewals	0	
Cleaning, gardening and waste disposal	416	
Sundry Expenses	0	
Premises Expenses	4,534	
Bank charges	72	
Accountancy	0	
		<u>16,849</u>
		<u>9,530</u>
<b>Renovations, Fixtures &amp; Fittings:</b>		
Office Equipment		0
<b>NET PROFIT/(LOSS)</b>		<u><u>9,530</u></u>

**BALANCE SHEET**  
**At 31 March 2021**

		<b>2021</b>		<b>2020</b>	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	*3	0	<u>0</u>	0	<u>0</u>
<b>CURRENT ASSETS</b>					
Debtors		495		720	
Prepayments		0		0	
Current Account		72,395		62,141	
Cash in Hand		954	<u>73,844</u>	953	<u>63,814</u>
<b>CURRENT LIABILITIES</b>					
Accrued Expenses		0		0	
Uncleared Cheques		0		0	
Creditors		502	<u>502</u>	2	<u>2</u>
		502	<u>73,342</u>	2	<u>63,812</u>
<b>NET ASSETS</b>					
			<u>73,342</u>		<u>63,812</u>
<b>FINANCED BY:</b>					
<b>CAPITAL ACCOUNT</b>					
			<u>73,342</u>		<u>63,812</u>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Bullbrook Community Association

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

300124

Set out on pages

1-7

(remember to include the page numbers of additional sheets)

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

Responsibilities and  
basis of report

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.

Signed:

Date:

25/03/2024

Name:

Sandra Douglas ACMA

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

CIMA

Address:

62 Westmorland Drive, Warfield, 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.**