

Charity registration number: 300236

# Bourne End (Buckinghamshire) Community Association

Annual Report and Financial Statements  
for the Year Ended 31 December 2021



# **Bourne End (Buckinghamshire) Community Association**

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## **Bourne End (Buckinghamshire) Community Association**

### **Reference and Administrative Details**

<b>Chairman</b>	Mr DG Foster
<b>Honorary Secretary</b>	Mrs M Hurley
<b>Vice Chairman</b>	Mr D J Gibson
<b>Honorary Treasurer</b>	Mr T Quantrill
<b>Charity Registration Number</b>	300236
<b>Principal Office</b>	The Community Centre Wakeman Road Bourne End Buckinghamshire SL8 5SX
<b>Independent Examiner</b>	Sterling Grove Accountants Limited Thames House Bourne End Business Park Cores End Road Bourne End Buckinghamshire SL8 5AS
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ



# **Bourne End (Buckinghamshire) Community Association**

## **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2021.

### **Objectives and activities**

#### ***Objects and aims***

The charity's Objects are to promote such Charitable Purpose or Charitable Purposes as the Trustees shall in their absolute discretion think fit. Such Objects include but are not limited to the following:

- to promote the benefit of the inhabitants of Bourne End and Wooburn and the neighbourhood together defined in the Wooburn and Bourne End parish
- to maintain and manage the Bourne End Community Centre
- to promote such other charitable purposes as may from time to time be determined

The objects of the Association are to:

- a) promote the benefit of the inhabitants of Bourne End & Wooburn and the neighbourhood together defined by Wooburn Parish (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants 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 inhabitants;
- b) establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- c) promote such other charitable purposes as may from time to time be determined.

#### ***Objectives, strategies and activities***

The Community Centre

The Association manages Bourne End Community Centre which was opened in 1967. The Centre building and land is leased from Buckinghamshire County Council on a 99-year lease at a peppercorn rent. This property is held in trust by the Official Custodian for Charities.

The Association has 3 employees - one full-time and another part time both working in the Centre Office providing administrative and facilities support and a cleaner/janitor. The Association depends upon the continuing support of volunteers from all parts of the community for all other support and management.

The Association's aim has always been to provide first class facilities at affordable prices for voluntary organisations serving the local community. Our halls and meeting rooms are usually filled with the sound of music, drama, sport, exercise and historical research – undertaken by groups from pre-school age to 'seniors'. We are also delighted to continue to play host to Headway, a charity helping those who have suffered brain injury.



# **Bourne End (Buckinghamshire) Community Association**

## **Trustees' Report**

### ***Public benefit***

We have five halls/rooms which can be hired to groups or individuals from the local community and surrounding area.

In addition to our own events, activities for the local community include three coffee mornings, a visiting podiatrist and Good Neighbours lunches in conjunction with Wye Valley Volunteers.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Achievements and performance**

2021 started with a third lockdown which ended when indoor venues were allowed to reopen on 12 April.

There was a gradual return of groups to the Centre after preparations to make it COVID19 secure before the reopening. People were quite wary of meeting in large groups so we offered our hirers a larger room than normal at their usual price which some groups took up. Up to the end of December we picked up some temporary hirings from clubs/classes who couldn't access their usual venues – some of these hirings have become permanent.

The centreTalks carried on on Zoom though with reduced audiences. Both SMB and Wedmorn Badminton restarted in May. centreJazz restarted in August, in the May Woollerton Hall and from September in the bar, with reduced audiences. The monthly bar quiz restarted in June along with the Cinema.

The garden in front of the Centre is being kept in good order by Kathy Jackson. Headway maintains the raised garden by the external entrance to the Eghams Room. We thank both of them for making the Centre front look very colourful.

The 2022 pantomime, put on by Forum Players, has had to be cancelled due to production problems.

The Community Market has been holding the market outdoors, round the Community Centre, Library and St Dunstan's and also hiring the May Woollerton Hall for extra stalls.

The Community Centre was used on Fun Night with a large number of people entering the building and using the bar.

The bar reopened on the 16th April to restricted hours. These were gradually extended during the year but the bar remained closed on Mondays. The trading company has made a loss during 2021.

Target Magazine is produced 6 times a year. Many thanks to Barrie Penfold, the editor and the team of distributors. It was much appreciated by those who are unable to mix in the community during this period of uncertainty about COVID19 transmutability.

The monthly online newsletter started in 2020 has continued to be produced and provides a means of communicating with our members and hirers.

We have purchased an online booking diary, Avalon, which will improve our booking and invoice systems.

At the end of October Sue Ambrose retired from the Centre Office after 26 years with the Community Centre. She received very many good wishes and a gift from hirers and users of the Centre.

It was decided to appoint a Centre Manager. After interviewing a short list and second interview Steve Burton was appointed to start in November and he has settled in well.



# **Bourne End (Buckinghamshire) Community Association**

## **Trustees' Report**

### **Financial review**

The financial position of the charity continued to be adversely affected by the COVID 19 pandemic as restrictions were in force for the early part of the year but gradually hirers have returned and as some restrictions were eased. As a result, room hires improved over the 2020 situation with letting income increasing from £22,545 in 2020 to £30,877 in 2021.

Fundraising income increased from £1,980 in 2020 to £3,231.

Staff continued to be furloughed which helped to mitigate the financial impact of the reduced letting income.

Target magazine returned to a full publication schedule and generated a surplus for the Association.

At the year-end there was an operating deficit of £15,949 compared to a deficit of £18,940 in 2020.

Year-end reserves stood at £212,987 (2020 £228,936).

### ***Policy on reserves***

Our existing policy is to hold between six and twelve months annual expenditure as a real reserve. We define real reserves as net current assets. This differs from the General reserve appearing on the Balance sheet by excluding capitalised expenditure on the fabric of the building and on fixtures and fittings which would be worthless should they need to be sold. Our net current assets at the end of 2021 were £160,380. This represents about 17 months of expenditure, excluding depreciation at the end of 2021.

### **Plans for future periods**

#### ***Aims and key objectives for future periods***

Our future plans include replacing the front doors and redesigning the area in front of the front doors to make access to the Centre much easier for those with mobility issues and in wheelchairs.

We need to attract new members and would encourage all users to become members of the Association. We also ask existing members to encourage friends and neighbours to join us at the Community Centre.

There is always a need for volunteers to become actively involved in the running of the Association as without a band of willing volunteers the Community Centre would not exist.

### **Structure, governance and management**

#### ***Nature of governing document***

The charity was constituted on 14th May 1964 and is governed by the constitution last amended on 14th April 2003, it is an unincorporated association.



## **Bourne End (Buckinghamshire) Community Association**

### **Trustees' Report**

#### ***Recruitment and appointment of trustees***

Trustees are nominated by each Section of the Association, Affiliated Group Member and Statutory Authority. These are appointed each year at the Annual General Meeting. The AGM also elects a number of the individual members as Trustees to represent them. The Trustees can appoint new Trustees to fill vacancies.

The Trustees who served during the year are as shown below. All Trustees give their time freely and no Trustee remuneration was paid in the year. The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

#### ***Arrangements for setting key management personnel remuneration***

The pay review is carried out by the Officers and a recommendation is made to the Management Team for their approval.



## **Bourne End (Buckinghamshire) Community Association**

### **Trustees' Report**

#### **Trustees**

The following persons served as Trustees in the year:

Bryce Allen	Dave Gibson	Mike Judge	Leigh Robinson
Tim Bingham	Clive Gwilliam	Karen Larkin	Pat Semon
Geoff Bourne	Diane Hall	Sarah Little	Stuart Smart
Val Clark	Chrissie Hayes	Laura Manning	Adrew Smith
Jane Clarke	Bill Hudson	John Marsh	David Stewart
Pat Clitheroe	Kerry Hudson	Liz Payne	Barrie Thomas
Roger de Coverley	Myra Hurley	Barrie Penfold	Keith Tomkins
Tony Crossman	Paul Hurley	Trevor Quantrill	Sue Wagner
Douglas Fergusson	Liz Hutton	Helen Rathbone	Sue Weston
Dave Foster	Gary Johnson	Peter Robins	Pete Webb

We thank all our Trustees who have attended Council meetings on zoom during the year. We are grateful for their support. Our thanks to everyone who is involved in the Management Team particularly our Chairman, David Foster, Vice Chairman, Dave Gibson, Treasurer, Trevor Quantrill, and all the members of the Events, Stage, House, Marketing, Website, Cinema and Finance Teams. Our thanks also to our staff, both full and part time, who provide such excellent support for all who use the Centre.

#### **How the charity makes decisions.**

The management structure of the charity is as follows:

The Officers consist of Chairman, Vice Chairman, Secretary, and Treasurer

The Management Team, consisting the above plus individuals who have been elected by the trustees to be involved in the running of the centre some of which are involved in the teams mentioned below.

Various Teams such as Publicity, Events, Maintenance, Target who actively develop ideas and proposals to improve and develop the offerings to the local community.

At the regular Management meeting the Officers and Teams report to the Management meeting and proposals are discussed and a decision is made whether to recommend to the Trustees at the next Trustee Meeting.

The day to day running managing of the centre is carried out by the Centre Manager.

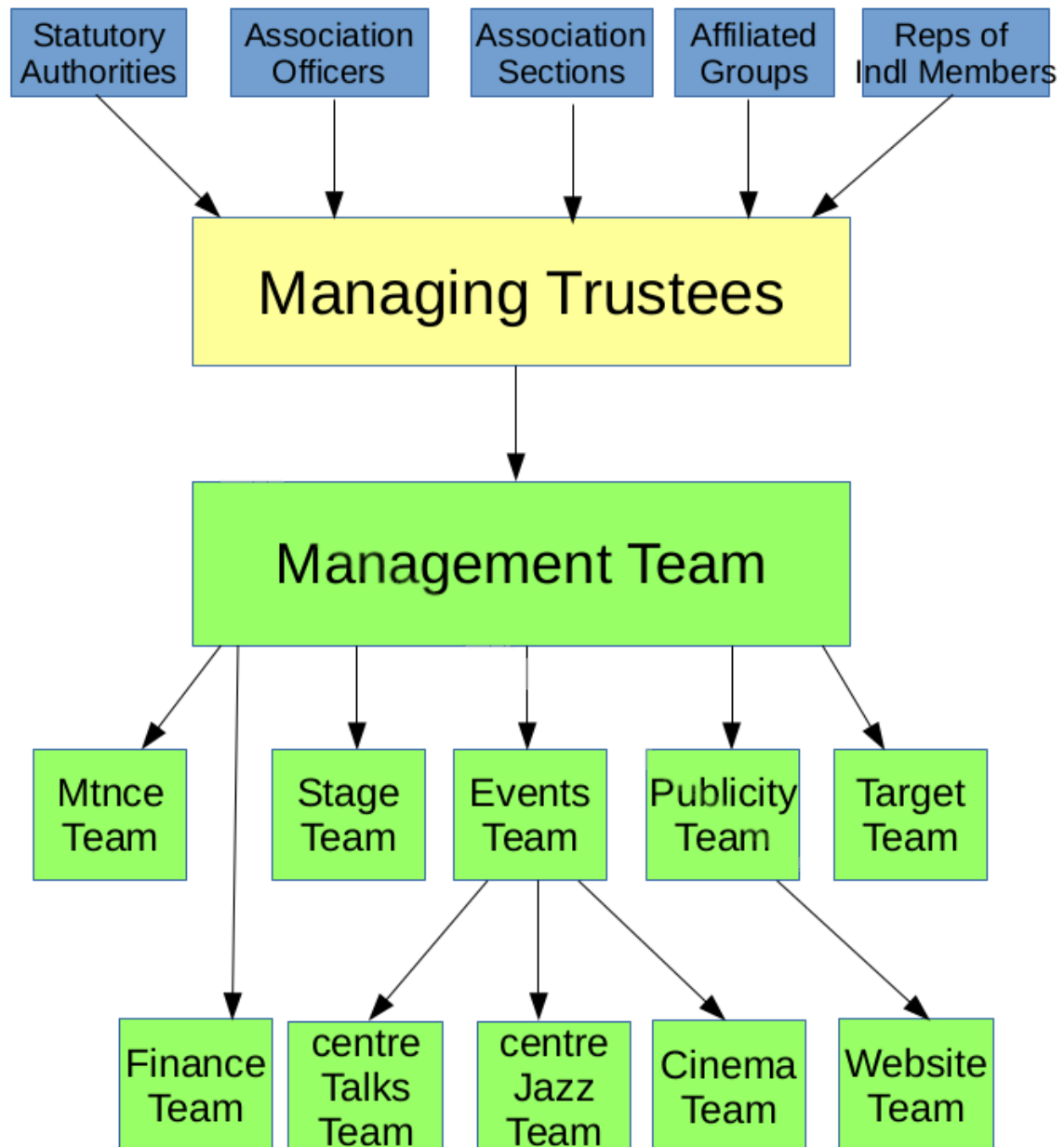


## Bourne End (Buckinghamshire) Community Association

### Trustees' Report

#### *Organisational structure*

The Management of the Charity is as shown below:





## **Bourne End (Buckinghamshire) Community Association**

### **Trustees' Report**

#### **Relationships with related parties**

##### **Bourne End Community Trading Ltd**

This company runs the bar at the Community centre and the charity charge an occupational licence to the company when a profit is made.

The charity did not charge the company this year as a loss has been made due to the bar being unable to be open at times throughout the year due Covid 19 restrictions.

#### **Financial instruments**

##### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

##### ***Cash flow risk***

The charity maintains a high level of cash reserves to mitigate cash flow risk .

##### ***Credit risk***

The charity's principal financial assets are bank balances and cash, trade and other receivables.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

##### ***Liquidity risk***

The charity seeks to manage financial risk by ensuring sufficient liquidity is available to meet foreseeable needs and to invest cash assets safely and profitably.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Mr DG Foster  
Chair and Managing Trustee



## **Bourne End (Buckinghamshire) Community Association**

### **Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Mr DG Foster  
Chair and Managing Trustee



## **Bourne End (Buckinghamshire) Community Association**

### **Independent Examiner's Report to the trustees of Bourne End (Buckinghamshire) Community Association**

I report to the trustees on my examination of the accounts of Bourne End (Buckinghamshire) Community Association for the year ended 31 December 2021.

#### **Responsibilities and basis of report**

As the charity trustees of Bourne End (Buckinghamshire) Community Association 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 Bourne End (Buckinghamshire) Community Association'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Bourne End (Buckinghamshire) Community Association as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.

.....  
Gianni Pietro Amasanti FCCA  
Sterling Grove Accountants Limited  
Thames House  
Bourne End Business Park  
Cores End Road  
Bourne End  
Buckinghamshire  
SL8 5AS

Date:.....



# Bourne End (Buckinghamshire) Community Association

## Statement of Financial Activities for the Year Ended 31 December 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	5,059	-	5,059
Charitable activities	3	75,633	4,977	80,610
Investment income	4	731	-	731
Other income	5	4,567	-	4,567
Total income		<u>85,990</u>	<u>4,977</u>	<u>90,967</u>
<b>Expenditure on:</b>				
Raising funds	6	(1,950)	-	(1,950)
Charitable activities	7	<u>(99,989)</u>	<u>(4,977)</u>	<u>(104,966)</u>
Total expenditure		<u>(101,939)</u>	<u>(4,977)</u>	<u>(106,916)</u>
Net expenditure		<u>(15,949)</u>	<u>-</u>	<u>(15,949)</u>
Net movement in funds		(15,949)	-	(15,949)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>218,936</u>	<u>10,000</u>	<u>228,936</u>
Total funds carried forward	19	<u>202,987</u>	<u>10,000</u>	<u>212,987</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	13,264	10,000	23,264
Charitable activities	3	59,711	2,931	62,642
Investment income	4	1,152	-	1,152
Other income	5	4,945	-	4,945
Total income		<u>79,072</u>	<u>12,931</u>	<u>92,003</u>
<b>Expenditure on:</b>				
Raising funds	6	(5,390)	-	(5,390)
Charitable activities	7	<u>(102,622)</u>	<u>(2,931)</u>	<u>(105,553)</u>
Total expenditure		<u>(108,012)</u>	<u>(2,931)</u>	<u>(110,943)</u>
Net (expenditure)/income		<u>(28,940)</u>	<u>10,000</u>	<u>(18,940)</u>
Net movement in funds		(28,940)	10,000	(18,940)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>247,876</u>	<u>-</u>	<u>247,876</u>
Total funds carried forward	19	<u>218,936</u>	<u>10,000</u>	<u>228,936</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 19.



**Bourne End (Buckinghamshire) Community Association**

**(Registration number: 300236)**

**Balance Sheet as at 31 December 2021**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Fixed assets</b>			
Tangible assets	14	52,607	57,753
<b>Current assets</b>			
Debtors	15	6,695	7,434
Cash at bank and in hand	16	<u>176,765</u>	<u>185,990</u>
		183,460	193,424
<b>Creditors: Amounts falling due within one year</b>	17	<u>(23,080)</u>	<u>(22,241)</u>
<b>Net current assets</b>		<u>160,380</u>	<u>171,183</u>
<b>Net assets</b>		<u>212,987</u>	<u>228,936</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		10,000	10,000
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>202,987</u>	<u>218,936</u>
<b>Total funds</b>	19	<u>212,987</u>	<u>228,936</u>

The financial statements on pages 11 to 24 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Mr DG Foster  
Chair and Managing Trustee



## **Bourne End (Buckinghamshire) Community Association**

### **Notes to the Financial Statements for the Year Ended 31 December 2021**

#### **1 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Basis of preparation**

Bourne End (Buckinghamshire) Community Association meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

##### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

##### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

##### ***Investment income***

Interest is recognised on an accruals basis and included in the period in which it relates to.



## **Bourne End (Buckinghamshire) Community Association**

### **Notes to the Financial Statements for the Year Ended 31 December 2021**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £100.00 or more are initially recorded at cost.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:



## **Bourne End (Buckinghamshire) Community Association**

### **Notes to the Financial Statements for the Year Ended 31 December 2021**

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixture, fittings and equipment	10-25% straight line basis
Leasehold improvements	2-10% straight line basis

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

These are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.



## Bourne End (Buckinghamshire) Community Association

### Notes to the Financial Statements for the Year Ended 31 December 2021

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Donations and legacies;			
Donations from individuals	798	798	468
Legacies	600	600	-
Grants, including capital grants;			
Government grants	-	-	11,334
Grants from parish council	-	-	10,000
Other grants	2,561	2,561	-
Individual subscriptions and affiliation fees	1,100	1,100	1,462
	<u>5,059</u>	<u>5,059</u>	<u>23,264</u>

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Room Hire	30,877	-	30,877	22,545
Target magazine	26,570	4,977	31,547	20,481
Events	3,231	-	3,231	1,980
Coronavirus Job Retention Scheme	14,955	-	14,955	17,636
	<u>75,633</u>	<u>4,977</u>	<u>80,610</u>	<u>62,642</u>



# Bourne End (Buckinghamshire) Community Association

## Notes to the Financial Statements for the Year Ended 31 December 2021

### 4 Investment income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income; Interest receivable on bank deposits	<u>731</u>	<u>731</u>	<u>1,152</u>

### 5 Other income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Solar panel generated income	<u>4,567</u>	<u>4,567</u>	<u>4,945</u>

### 6 Expenditure on raising funds

#### Other costs of generating donations and legacies

	Note	Unrestricted funds General £	Total funds £
Wages and salaries		1,338	1,338
Social security costs		83	83
Pension costs		31	31
Allocated support costs		<u>498</u>	<u>498</u>
<b>Total for 2021</b>		<u>1,950</u>	<u>1,950</u>
<b>Total for 2020</b>		<u>5,390</u>	<u>5,390</u>



# **Bourne End (Buckinghamshire) Community Association**

## **Notes to the Financial Statements for the Year Ended 31 December 2021**

### **7 Expenditure on charitable activities**

	<b>Note</b>	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Room Hire		19,953	-	19,953	27,118
Target magazine		24,736	4,977	29,713	22,944
Events		2,246	-	2,246	1,384
Depreciation, amortisation and other similar costs		8,034	-	8,034	9,207
Staff costs		31,791	-	31,791	26,953
Allocated support costs		6,054	-	6,054	6,332
Governance costs		7,175	-	7,175	11,615
		<u>99,989</u>	<u>4,977</u>	<u>104,966</u>	<u>105,553</u>



# Bourne End (Buckinghamshire) Community Association

## Notes to the Financial Statements for the Year Ended 31 December 2021

### 8 Analysis of governance and support costs

#### Support costs allocated to raising funds

	Basis of allocation	Staff costs £	Total funds £
Subscription	5%	1,452	1,452
<b>Total for 2021</b>		<u>1,452</u>	<u>1,452</u>
<b>Total for 2020</b>		<u>5,390</u>	<u>5,390</u>

#### Support costs allocated to charitable activities

	Basis of allocation	Staff costs £	Administration costs £	Premises costs including depreciation £	Total funds £
Room Hire	60%	17,432	3,957	-	21,389
Target magazine	5%	1,453	498	-	1,951
Events	10%	2,905	1,599	-	4,504
<b>Total for 2021</b>		<u>21,790</u>	<u>6,054</u>	<u>-</u>	<u>27,844</u>
<b>Total for 2020</b>		<u>26,953</u>	<u>4,144</u>	<u>2,188</u>	<u>33,285</u>

#### Support costs allocated to other expenditure

	Basis of allocation	Staff costs £	Administration costs £	Total funds £
Governance	20%	5,810	90	5,900
<b>Total for 2021</b>		<u>5,810</u>	<u>90</u>	<u>5,900</u>
<b>Total for 2020</b>		<u>9,123</u>	<u>-</u>	<u>9,123</u>

#### Basis of allocation

Reference	Method of allocation
Staff costs	Employment costs have been allocated by the Honorary Treasurer on the basis of time spent as a percentage basis except for one employee that has been fully allocated to charitable activity- Room hire.
Administration costs	Administration costs have been allocated by where costs attributed.



## Bourne End (Buckinghamshire) Community Association

### Notes to the Financial Statements for the Year Ended 31 December 2021

#### Governance costs

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Staff costs			
Wages and salaries	5,353	5,353	8,594
Social security costs	332	332	393
Pension costs	125	125	136
Independent examiner fees			
Examination of the financial statements	500	500	500
Other fees paid to examiners	775	775	749
Legal fees	90	90	1,175
Other governance costs	-	-	68
	7,175	7,175	11,615

#### 9 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	8,034	9,207

#### 10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 11 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	36,617	39,059
Social security costs	1,810	1,788
Pension costs	626	619
	39,053	41,466



## Bourne End (Buckinghamshire) Community Association

### Notes to the Financial Statements for the Year Ended 31 December 2021

The monthly average number of persons (including senior management team) employed by the charity during the year

	<b>2021</b> <b>No</b>	<b>2020</b> <b>No</b>
Administration	<u>3</u>	<u>3</u>

No employee received emoluments of more than £60,000 during the year

#### 12 Independent examiner's remuneration

	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
Examination of the financial statements	<u>500</u>	<u>500</u>
<b>Other fees to examiners</b>		
All other services	<u>775</u>	<u>749</u>

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 14 Tangible fixed assets

	<b>Land and buildings £</b>	<b>Furniture and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 January 2021	147,842	182,084	329,926
Additions	<u>-</u>	<u>2,888</u>	<u>2,888</u>
At 31 December 2021	<u>147,842</u>	<u>184,972</u>	<u>332,814</u>
<b>Depreciation</b>			
At 1 January 2021	109,036	163,137	272,173
Charge for the year	<u>1,603</u>	<u>6,431</u>	<u>8,034</u>
At 31 December 2021	<u>110,639</u>	<u>169,568</u>	<u>280,207</u>
<b>Net book value</b>			
At 31 December 2021	<u>37,203</u>	<u>15,404</u>	<u>52,607</u>
At 31 December 2020	<u>38,806</u>	<u>18,947</u>	<u>57,753</u>

Included within the net book value of land and buildings above is £Nil (2020 - £Nil) in respect of freehold land and buildings and £37,203 (2020 - £38,806) in respect of leaseholds.



# Bourne End (Buckinghamshire) Community Association

## Notes to the Financial Statements for the Year Ended 31 December 2021

### 15 Debtors

	2021 £	2020 £
Trade debtors	3,377	552
Prepayments	1,453	6,050
VAT recoverable	1,865	802
Other debtors	-	30
	<u>6,695</u>	<u>7,434</u>

### 16 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	37	38
Cash at bank	176,728	185,952
	<u>176,765</u>	<u>185,990</u>

### 17 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,806	2,796
Other taxation and social security	243	-
Other creditors- Section balances	12,836	12,889
Accruals	2,140	2,159
Deferred income	5,055	4,397
	<u>23,080</u>	<u>22,241</u>
	<b>2021</b> £	<b>2020</b> £
Deferred income at 1 January 2021	4,397	4,896
Resources deferred in the period	5,055	4,397
Amounts released from previous periods	(4,397)	(4,896)
Deferred income at year end	<u>5,055</u>	<u>4,397</u>

### 18 Pension and other schemes

#### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £626 (2020 - £619).



# Bourne End (Buckinghamshire) Community Association

## Notes to the Financial Statements for the Year Ended 31 December 2021

### 19 Funds

	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Balance at 31 December 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
General fund	218,936	85,990	(101,939)	202,987
<b>Restricted funds</b>				
Target magazine	-	4,977	(4,977)	-
Parish Council grants	10,000	-	-	10,000
	<u>10,000</u>	<u>4,977</u>	<u>(4,977)</u>	<u>10,000</u>
<b>Total funds</b>	<u>228,936</u>	<u>90,967</u>	<u>(106,916)</u>	<u>212,987</u>
	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>				
<i>General</i>				
General fund	247,876	79,072	(108,012)	218,936
<b>Restricted funds</b>				
Target magazine	-	2,931	(2,931)	-
Parish Council grants	-	10,000	-	10,000
	<u>-</u>	<u>12,931</u>	<u>(2,931)</u>	<u>10,000</u>
<b>Total funds</b>	<u>247,876</u>	<u>92,003</u>	<u>(110,943)</u>	<u>228,936</u>

The specific purposes for which the funds are to be applied are as follows:

#### Target magazine

The Target magazine fund is where donations are received and restricted to be used on the running of the magazine.

#### Parish Council

The Parish Council fund was established this year when specific grants were received for specific projects- new chairs and outdoors seating, however these projects have not yet been completed.



## Bourne End (Buckinghamshire) Community Association

### Notes to the Financial Statements for the Year Ended 31 December 2021

#### 20 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2021 £
Tangible fixed assets	52,607	-	52,607
Current assets	173,460	10,000	183,460
Current liabilities	(23,080)	-	(23,080)
Total net assets	<u>202,987</u>	<u>10,000</u>	<u>212,987</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2020 £
Tangible fixed assets	57,753	-	57,753
Current assets	183,424	10,000	193,424
Current liabilities	(22,241)	-	(22,241)
Total net assets	<u>218,936</u>	<u>10,000</u>	<u>228,936</u>

#### 21 Related party transactions

During the year the charity made the following related party transactions:

##### **Bourne End Community Trading Limited**

(The share capital of this company is held in trust for the charity by Messrs DG Foster and T Quantrill)

This company operates the trading activities of the charity. During the year the company had revenue of £41,691 (2020: £35,886) and made a loss of £5,808 (2020: Loss £3,737) after paying the Charity a Occupation Licence in the year of £nil (2020: £nil). At the balance sheet date the amount due to/from Bourne End Community Trading Limited was £Nil (2020 - £Nil).



# Bourne End (Buckinghamshire) Community Association

## Detailed Statement of Financial Activities for the Year Ended 31 December 2021

	£	2021 £	£	2020 £
<b>Income:</b>				
Room hire		30,877		22,545
The Community Centre Ltd		-		-
Membership & affiliation fee		1,100		1,462
Target magazine income		31,547		20,481
Fundraising income		3,231		1,980
Legacies		600		-
Donations		798		468
Government grants		14,955		28,970
Other grants		2,561		10,000
Bank interest received		731		1,152
Solar generated electricity		4,567		4,945
		90,967		92,003
<b>Expenditure:</b>				
Target magazine costs		29,713		22,944
Fundraising costs		2,246		1,384
Employment costs		39,053		41,466
Property costs				
Business rates	296		369	
Repairs & maintenance	2,892		9,157	
Electricity & gas	6,518		6,677	
Water	76		455	
Insurance	3,025		3,025	
Cleaning & waste disposal	4,878		5,230	
Security	465		370	
		18,150		25,283
Administration costs				
Stationery and computer facilities	2,815		784	
Postage & photocopier	1,204		1,165	
Telephone & internet access	656		492	
Bank charges	677		380	
Advertising & publicity	-		9	
Covid costs	53		1,835	
Sundries	749		1,383	
		18,150		25,283

This page does not form part of the statutory financial statements.



# **Bourne End (Buckinghamshire) Community Association**

## **Detailed Statement of Financial Activities for the Year Ended 31 December 2021**

		6,154	6,048
Licences & affiliation fees		2,291	3,362
Indepedent examination		1,275	1,249
		<u>98,882</u>	<u>101,736</u>
Depreciation			
Improvements to leasehold buildings	1,603	2,038	
Fixtures & fittings	<u>6,431</u>	<u>7,169</u>	
		8,034	9,207
Excess of income over expenditure		<u>(15,949)</u>	<u>(18,940)</u>