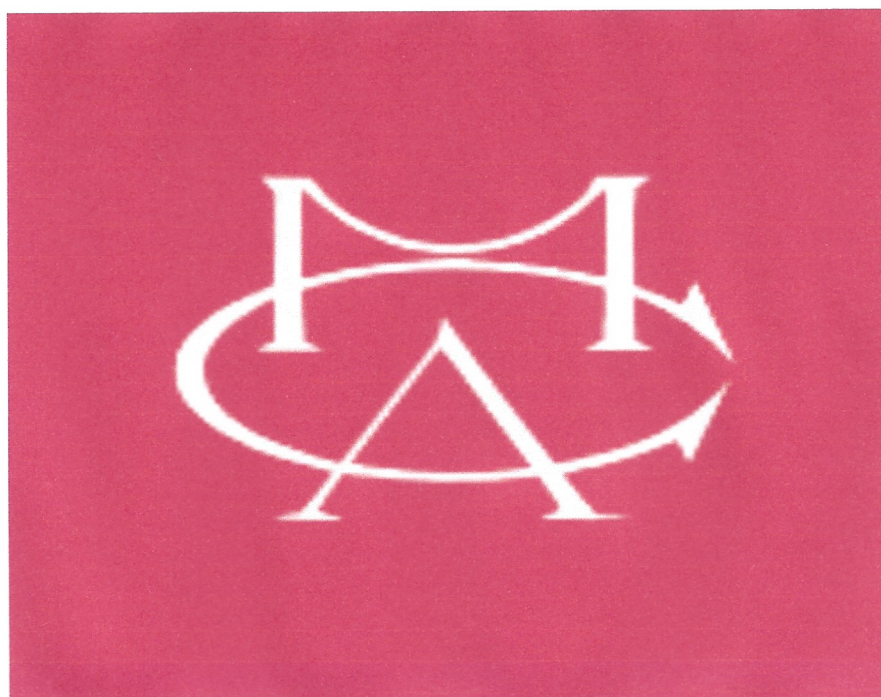


# **MARLOW COMMUNITY ASSOCIATION**

*Charity number 300301*



## **TRUSTEES ANNUAL REPORT AND ACCOUNTS**

*for*

**YEAR ENDED 31 DECEMBER 2020**

# MARLOW COMMUNITY ASSOCIATION

## Trustees Annual Report for the year ended 31st December 2020

**Name of Charity** Marlow Community Association

**Registered Number** 300301

**Legal Form:** Unincorporated Charitable Trust

**Governing Document:**

The Constitution was adopted on 13th May 1967, amended at a Special General Meeting on Thursday 17th February 2000 to bring it into line with new requirements and amended again on 21st March 2013.

**Address:**

Liston Hall, Chapel Street, Marlow, Buckinghamshire, SL7 1DD

**Trustees:**

Charity Trustees were all members of the General Council during the year ended 31st December 2020. A list of the trustees is held in the MCA Office.

**Method of Appointment:**

1. Members of the Executive Committee
2. One Trustee is nominated by each Section and Affiliated organisation
3. Ordinary members may be appointed as Trustees at the AGM up to an equivalent number nominated in 2 above.

**Holding Trustees:**

Mr G Flett, Mr R Johnson, Mr W A Streeter and Mr R Wilson

**Officers:**

Chairman	Mr Richard Scott
Vice Chairman	Mrs Linda Richards
Honorary Secretary	Mrs Ruth Coster
Honorary Treasurer	Mrs Laura Hobson

**Bankers:**

Lloyds Bank, High Street, Marlow, Buckinghamshire, SL7 1AU  
Charities Official Investment Fund (COIF), Senator House, 85 Queen Victoria Street, London, EC4V 4ET

**Independent Examiner:**

Mr Roger Smith FCA  
6 Beaufort Close, Marlow, SL7 1EN

**Objects:** The Objects of the Association are:

1. To promote the benefit of the inhabitants of Marlow and the neighbourhood (hereinafter call 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.
2. To maintain and manage a Community Centre in furtherance of these objects.
3. To promote such other charitable purposes as may from time to time be determined.

## MARLOW COMMUNITY ASSOCIATION

### Trustees Report on the Financial Activities of the Association:

As will be seen from the financial report, the Covid pandemic has had a serious effect on the finances of the Association. The Executive Committee has at all times strictly followed Government guidelines for the use of our letting rooms and has taken external advice about re-opening from Community Impact Bucks. Following that advice, we were able to open for limited periods during the year and we hope that we will be able to open again after 12 April 2021.

The Trustees (the General Council) met three times in the last year. In accordance with the adopted accounting policy, the independently examined Statement of Financial activities and Balance Sheet of the Association for the year ended 31st December 2020 are included with this report.

The Statement of Financial Activities for the Association shows a deficit of £8,352 for the year (2019 surplus £6,268). In line with our accounting policy, we continue to depreciate our assets on a straight-line basis and depreciation of £4,548 (2019 £7,610) has been charged in arriving at this year's deficit.

The income from Lettings was seriously affected by closure of the hall due to the Covid pandemic and the reduction is clearly shown in the figures – 2020 £20,569 (2019 £50,565). The Sections and Affiliated charity and other community groups still enjoy advantageous rates; in 2020 it is estimated that they received in excess of £8,167 (2019 £32,500) in reduced charges when compared to our commercial rates. Letting charges are reviewed annually and from 1st January 2020 they increased by a rate close to the rate of inflation.

The Association has five Sections - Bridge, Dog Training, Parents and Toddlers, Cameo Lunch Club and Friday Lunch Club. All have been adversely affected by the Covid pandemic, but between them they sustained a small deficit of £7 (2019 deficit £1,544). The Carnival was not held in 2020 but is currently booked for 11 September this year. We were fortunate to receive of Covid related grant of £10,000 from the Government.

Interest on savings in the Charities Official Investment Fund was in line with current low interest rates. No changes have been made to the investment strategy during this financial year.

Routine maintenance costs in 2020 amounted to £3,317 (2019 £11,665). All our letting rooms are now generally in very good condition and ready for opening post lockdown. Cleaning and caretaking costs were below both budget and last year, but other costs remained broadly in line with budget.

The Balance Sheet remains reasonably strong, with £12,014 (2019 £11,982) in the COIF deposit account and £12,809 (2019 £22,102) in our unrestricted current accounts. The Executive Committee keeps the cash position under regular review and provided Covid restrictions are lifted as outlined by the Government, it is confident that the cash position is sufficient to cover normal running costs for the next twelve months.

### Reserves

At the year-end, we had reserves of £182,780 (2019 £191,132), which included £30,346 (2019 £30,353) in restricted income funds. The General Maintenance Reserve stands at £4,000 (2019 £4,000).



# MARLOW COMMUNITY ASSOCIATION

## The Trustees

The Trustees would like to acknowledge the volunteers who man the office on weekday mornings to assist in the day to day running of the Association, those who help with the Sections and with our fund raising activities. Our thanks go also to Cindy Gillies who runs the office with outstanding efficiency and to her husband Donald who, as Cleaner and Handyman, keep Liston Hall in good order.

## Trustees Responsibilities

The Trustees are required to prepare a Financial Statement for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit for that period.

In preparing this Financial Statement the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Make judgments and estimates that are reasonable and prudent.
3. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statement.
4. Prepare the Financial Statements on an ongoing basis unless it is inappropriate.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Trust, safeguarding the Charity's assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. An Independent Examiner examines the annual report and accounts and has issued an unqualified report.

The report and accounts will be presented to the General Council at the Annual General Meeting to be held on 24 March 2021.



Richard Scott  
Honorary Chairman and Trustee

20 March 2021

# Marlow Community Association

Registered Charity No. 300301

## Statement of Financial Activities

For the year to 31st December 2020

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Incoming resources (Note 3)</b>				
<b>Income from:</b>				
Lettings	20,569	-	20,569	50,565
Income from Sections activities	1,297	4,060	5,357	12,899
Fund raising activities	517	-	517	9,930
Donations	12,000	-	12,000	2,755
Investments	32	-	32	68
Membership subscriptions	665	-	665	640
Other	16	-	16	406
<b>Total</b>	<b>35,096</b>	<b>4,060</b>	<b>39,156</b>	<b>77,263</b>
<b>Resources expended (Note 4)</b>				
<b>Expenditure on:</b>				
Raising funds	412	-	412	4,792
Charitable activities	43,029	-	43,029	56,755
Costs of Section activities	-	4,067	4,067	9,448
Other	-	-	-	-
<b>Total</b>	<b>43,441</b>	<b>4,067</b>	<b>47,508</b>	<b>70,995</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>(8,345)</b>	<b>(7)</b>	<b>(8,352)</b>	<b>6,268</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(8,345)</b>	<b>(7)</b>	<b>(8,352)</b>	<b>6,268</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	160,779	30,353	191,132	184,864
<b>Total funds carried forward</b>	<b>152,434</b>	<b>30,346</b>	<b>182,780</b>	<b>191,132</b>

# Marlow Community Association


Registered Charity No. 300301

## Balance Sheet

As at 31st December 2020

		Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
<b>Fixed assets</b>					
Tangible assets	(Note 6)	128,775	-	128,775	125,361
Investments	(Note 7)	12,014	-	12,014	11,982
<b>Total fixed assets</b>		<b>140,789</b>	<b>-</b>	<b>140,789</b>	<b>137,343</b>
<b>Current assets</b>					
Debtors	(Note 8)	2,584	-	2,584	2,169
Cash at bank and in hand	(Notes 9 & 10)	12,809	30,346	43,155	52,455
<b>Total current assets</b>		<b>15,393</b>	<b>30,346</b>	<b>45,739</b>	<b>54,624</b>
<b>Creditors: amounts falling due within one year</b>					
	(Note 11)	3,748	-	3,748	835
<b>Net current assets/(liabilities)</b>		<b>11,645</b>	<b>30,346</b>	<b>41,991</b>	<b>53,789</b>
<b>Total assets less current liabilities</b>		<b>152,434</b>	<b>30,346</b>	<b>182,780</b>	<b>191,132</b>
<b>Funds of the Charity</b>					
Restricted income funds	(Note 12)		30,346	30,346	30,353
Unrestricted funds		152,434		152,434	160,779
Revaluation reserve		-	-	-	-
<b>Total funds</b>		<b>152,434</b>	<b>30,346</b>	<b>182,780</b>	<b>191,132</b>

Signed by the treasurer, a trustee on behalf  
of all the trustees

  
Laura Hobson

Date of  
approval

9/3/2021

# Marlow Community Association

Registered Charity No. 300301

## Notes to the accounts for the year to 31st December 2020

### Note 1: Basis of preparation

**1.1 Basis of accounting.** The accounts have been prepared on the basis of historical cost in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on 16th July 2014 and with the Charities Act 2011.

**1.2 Going concern.** The accounts are prepared on a going concern basis; there being no material uncertainties that cast doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy.** The accounts present a true and fair view using the accounting policies adopted and outlined in note 2.

**1.4 Changes to accounting estimates.** There has been no change to accounting estimates in the reporting year.

### Note 2: Accounting policies

#### 2.1 Income:

**Recognition of income.** Income is included in the Statement of Financial Activities when the charity becomes entitled to the resources, when the trustees are virtually certain they will receive the resources and when the monetary value can be measured with sufficient reliability.

**Offsetting.** There has been no offsetting of assets and liabilities, or income and expenditure in the accounts.

#### 2.2 Expenditure and Liabilities:

**Liability recognition.** Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Administration and governance costs.** Includes all costs involving the public accountability of the charity and its compliance with regulation and good practice, and the legal, accounting and administrative costs of trustees in the furtherance of their duties.

#### 2.3 Assets:

**Tangible fixed assets.** Freehold land and buildings are valued at cost plus rebuilding and other major additions.

Fixtures and fittings are capitalised if they can be used for more than one year and normally cost more than £100. They are valued at cost and are written off over seven years with a full year's depreciation in the year of purchase.

Computers and other technology assets are capitalised if they can be used for more than one year and usually cost more than £100. They are valued at cost and are written off over three years with a full year's depreciation in the year of purchase.

**Debtors.** These are measured on initial recognition taking into account any agreed discounts and advance payments by the charity.



### Note 3 : Analysis of incoming resources

	This Year		Last Year	
	£	£	£	£
Lettings		20,569		50,565
Income from Sections activities				
Cameo Club	1,003		2,119	
Dog Training Club	2,532		6,584	
Bridge Club	1,005		962	
Parents and Toddlers Club	218		823	
Friday Club	599	5,357	2,411	12,899
Fund raising activities				
Carnival	-		9,318	
100 Club	480		612	
Other events	37	517	-	9,930
Donations		12,000		2,755
Investments		32		68
Membership subscriptions		665		640
Other		16		406
		<b>39,156</b>		<b>77,263</b>

### Note 4: Analysis of resources expended

	This Year		Last Year	
	£	£	£	£
Raising funds				
Carnival	126		4,525	
100 Club	286	412	267	4,792
Charitable activities				
Cleaning, caretaking etc.	8,572		13,291	
Salaries	11,300		9,105	
Rates and Water	3,227		703	
Heat and light	3,951		5,513	
Maintenance	3,317		11,665	
Administration and governance costs	5,799		5,432	
Subscriptions	1,713		1,037	
Other costs	602	38,481	2,399	49,145
Depreciation (Notes 2 and 6)		4,548		7,610
Costs of Section activities				
Cameo Club	584		1,437	
Dog Training Club	2,967		5,520	
Bridge Club	143		195	
Parents and Toddlers Club	45		255	
Friday Club	328		1,654	
Scottish Dancing Club	-	4,067	387	9,448
		<b>47,508</b>		<b>70,995</b>



**Note 5: Trustee expenses included in administration and governance costs:**

Number of trustees who were paid expenses	-	-
Total administrative expenses paid	£ -	£ -

**Note 6: Tangible fixed assets**

	£	£	£	£
Freehold land and buildings		115,366		115,366
Net book value of furniture, fittings and technology brought forward	9,995		15,385	
Additions during year	7,962		2,220	
	<u>17,957</u>		<u>17,605</u>	
Depreciation charge for the year	4,548		7,610	
Net book value of furniture, fittings and technology carried forward		13,409		9,995
Net book value of tangible assets carried forward		<u>128,775</u>		<u>125,361</u>

**Note 7: Investments**

COIF Charities Investment Fund	<u>12,014</u>	<u>11,982</u>
--------------------------------	---------------	---------------

**Note 8: Debtors and prepayments**

Prepayments and debtors	<u>2,584</u>	<u>2,169</u>
-------------------------	--------------	--------------

**Note 9: Cash at bank and in hand**

	£	This Year £	£	Last Year £
Cash at bank				
Unrestricted funds	12,729		22,022	
Restricted funds	4,000		4,000	
Held on behalf of Sections	<u>4,021</u>	20,750	<u>4,021</u>	30,043
Cash held by sections				
Cameo Club	1,504		1,202	
Dog Training Club	17,267		18,351	
Bridge Club	1,475		842	
Parents and Toddlers Club	1,819		1,782	
Friday Club	<u>260</u>	22,325	<u>155</u>	22,332
		43,075		52,375
Cash in hand		80		80
		<u>43,155</u>		<u>52,455</u>

**Note 10: Cash at bank and in hand relating to funds**

Restricted income funds (Note 12)	30,346	30,353
Unrestricted funds	12,809	22,102
	<u>43,155</u>	<u>52,455</u>

**Note 11: Creditors and accruals**

Creditors and accruals

3,748

835

**Note 12: Restricted income funds**

Relates to the following:

Cameo Club

2,087

1,785

Dog Training Club

17,267

18,352

Bridge Club

1,475

842

Parents and Toddlers Club

1,819

1,782

Friday Club

3,698

3,592

---

26,346

---

26,353

Maintenance reserve

4,000

4,000

---

30,346

---

30,353

# Marlow Community Association

Registered Charity No. 300301

## Independent Examiner's report to the Trustees of Marlow Community Association

I report on the accounts of Marlow Community Association for the year ended 31 December 2020, which are set out on pages 1 to 6.

### Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

### It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### Independent examiner's statement

In connection with my examination, no material matters have come to my attention 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 2011; 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 2011 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 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.

Signature:  
R Smith



Date:

9/3/2021

Name: Roger Smith FCA

Qualification: Chartered Accountant

Address: 6 Beaufort Close, Marlow, Buckinghamshire SL7 1EN