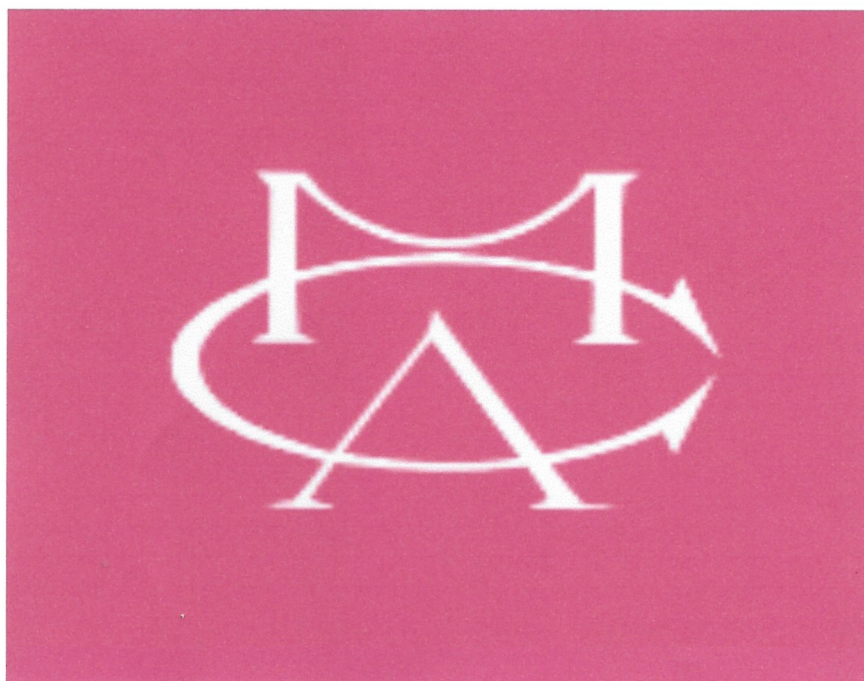


MARLOW COMMUNITY ASSOCIATION

Charity number 300301



TRUSTEES ANNUAL REPORT AND ACCOUNTS

for

YEAR ENDED 31 DECEMBER 2021

MARLOW COMMUNITY ASSOCIATION

Trustees Annual Report for the year ended 31st December 2021

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 2021. 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 continued to have 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. We were able to open for limited periods during the year but have been able to open on a more regular, if restricted basis, since February 2022. Bookings for this current year are looking considerably improved compared to 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 2021 are included with this report.

The Statement of Financial Activities for the Association shows a deficit of £4,810 for the year (2020 deficit £8,352). In line with our accounting policy, we continue to depreciate our assets on a straight-line basis and depreciation of £3,979 (2020 £4,548) has been charged in arriving at this year's deficit.

The income from lettings was again seriously affected by closure of the hall due to the Covid pandemic and the reduced receipts, much lower than the pre-Covid years, are reflected in the figures – 2021 £28,528 (2020 £20,569). The Sections and Affiliated charity and other community groups still enjoy advantageous rates; in 2021 it is estimated that they received in excess of £13,220 (2020 £8,167) in reduced charges when compared to our commercial rates. Letting charges are reviewed annually and from 1st January 2021 they increased by a rate broadly in line with the rate of inflation.

The Association has five Sections - Bridge, Dog Training, Parents and Toddlers, Cameo Lunch Club and Friday Lunch Club and the results of their activities are consolidated in these accounts. All have been adversely affected by the Covid pandemic, but between them they sustained a deficit of £811 (2020 deficit £7). The Carnival returned in September contributing an excellent surplus of £4,938.

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 2021 amounted to £5,210 (2020 £3,317) and as a result, all our letting rooms are now in very good condition. Salary costs were lower than the previous year as staff were furloughed during the pandemic. The Association did receive some Government funding in respect of staff wages. Other costs remained broadly in line with our budget and the total costs were therefore some £1,484 below the previous year.

Despite the Covid pandemic, the Balance Sheet remains healthy, with £12,015 (2020 £12,014) in the COIF deposit account and £13,470 (2020 £12,809) in our unrestricted current accounts. The Executive Committee keeps the cash position under regular review and 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 £177,970 (2020 £182,780), which included £29,535 (2020 £30,346) in restricted income funds. The General Maintenance Reserve standing at £4,000 (2020 £4,000) is included in the restricted income funds.

MARLOW COMMUNITY ASSOCIATION

The Trustees

The Trustees would like to acknowledge the volunteers who assist with the office on weekday mornings, in the day to day running of the Association, help with the Sections and all who support 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.

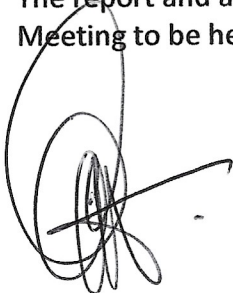
Trustees Responsibilities

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 23 March 2022.



Richard Scott
Honorary Chairman and Trustee

22 March 2022

MARLOW COMMUNITY ASSOCIATION

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Richard Scott

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Honorary Chairman and Trustee

22 March 2022

Marlow Community Association

Registered Charity No. 300301

Statement of Financial Activities

For the year to 31st December 2021

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
Incoming resources (Note 3)				
Income from:				
Lettings	28,548	-	28,548	20,569
Income from Sections activities	2,344	2,787	5,131	5,357
Fund raising activities	8,867	-	8,867	517
Donations	100	-	100	12,000
Investments	1	-	1	32
Membership subscriptions	676	-	676	665
Other	40	-	40	16
Total	40,576	2,787	43,363	39,156
Resources expended (Note 4)				
Expenditure on:				
Raising funds	3,599	-	3,599	412
Charitable activities	40,976	-	40,976	43,029
Costs of Section activities	-	3,598	3,598	4,067
Other	-	-	-	-
Total	44,575	3,598	48,173	47,508
Net income/(expenditure) before investment gains/(losses)	(3,999)	(811)	(4,810)	(8,352)
Transfers between funds	-	-	-	-
Net movement in funds	(3,999)	(811)	(4,810)	(8,352)
Reconciliation of funds:				
Total funds brought forward	152,434	30,346	182,780	191,132
Total funds carried forward	148,435	29,535	177,970	182,780

Marlow Community Association


Registered Charity No. 300301

Balance Sheet

As at 31st December 2021

		Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets	(Note 6)	124,796	-	124,796	128,775
Investments	(Note 7)	12,015	-	12,015	12,014
Total fixed assets		136,811	-	136,811	140,789
Current assets					
Debtors	(Note 8)	1,592	-	1,592	2,584
Cash at bank and in hand	(Notes 9 & 10)	13,470	29,535	43,005	43,155
Total current assets		15,062	29,535	44,597	45,739
Creditors: amounts falling due within one year					
	(Note 11)	3,438	-	3,438	3,748
Net current assets/(liabilities)		11,624	29,535	41,159	41,991
Total assets less current liabilities		148,435	29,535	177,970	182,780
Funds of the Charity					
Restricted income funds	(Note 12)		29,535	29,535	30,346
Unrestricted funds		148,435		148,435	152,434
Revaluation reserve		-	-	-	-
Total funds		148,435	29,535	177,970	182,780

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


Laura Hobson

Date of
approval

3/3/22

Marlow Community Association

Registered Charity No. 300301

Notes to the accounts for the year to 31st December 2021

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		28,548		20,569
Income from Sections activities				
Cameo Club	691		1,003	
Dog Training Club	2,536		2,532	
Bridge Club	31		1,005	
Parents and Toddlers Club	464		218	
Friday Club	1,409	5,131	599	5,357
Fund raising activities				
Carnival	8,292		-	
100 Club	575		480	
Other events	-	8,867	37	517
Donations		100		12,000
Investments		1		32
Membership subscriptions		676		665
Other		40		16
		43,363		39,156

Note 4: Analysis of resources expended

	This Year		Last Year	
	£	£	£	£
Raising funds				
Carnival	3,354		126	
100 Club	245	3,599	286	412
Charitable activities				
Cleaning, caretaking etc.	7,810		8,572	
Salaries	9,324		11,300	
Rates and Water	4,263		3,227	
Heat and light	3,776		3,951	
Maintenance	5,210		3,317	
Administration and governance costs	5,276		5,799	
Subscriptions	460		1,713	
Other costs	878	36,997	602	38,481
Depreciation (Notes 2 and 6)		3,979		4,548
Costs of Section activities				
Cameo Club	214		584	
Dog Training Club	2,076		2,967	
Bridge Club	107		143	
Parents and Toddlers Club	133		45	
Friday Club	1,068		328	
Scottish Dancing Club	-	3,598	-	4,067
		48,173		47,508

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	13,409		9,995	
Additions during year	-		7,962	
	<u>13,409</u>		<u>17,957</u>	
Depreciation charge for the year	3,979		4,548	
Net book value of furniture, fittings and technology carried forward		9,430		13,409
Net book value of tangible assets carried forward		<u>124,796</u>		<u>128,775</u>

Note 7: Investments

COIF Charities Investment Fund	<u>12,015</u>	<u>12,014</u>
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Note 8: Debtors and prepayments

Prepayments and debtors	<u>1,592</u>	<u>2,584</u>
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Note 9: Cash at bank and in hand

	£	This Year £	£	Last Year £
Cash at bank				
Unrestricted funds	13,390		12,729	
Restricted funds	4,000		4,000	
Held on behalf of Sections	<u>4,021</u>	21,411	<u>4,021</u>	20,750
Cash held by sections				
Cameo Club	1,877		1,504	
Dog Training Club	16,709		17,267	
Bridge Club	1,063		1,475	
Parents and Toddlers Club	1,690		1,819	
Friday Club	<u>175</u>	21,514	<u>260</u>	22,325
		42,925		43,075
Cash in hand		80		80
		<u>43,005</u>		<u>43,155</u>

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

Restricted income funds (Note 12)	29,535	30,346
Unrestricted funds	13,470	12,809
	<u>43,005</u>	<u>43,155</u>

Note 11: Creditors and accruals

Creditors and accruals

3,438

3,748

Note 12: Restricted income funds

Relates to the following:

Cameo Club

2,460

2,087

Dog Training Club

16,709

17,267

Bridge Club

1,063

1,475

Parents and Toddlers Club

1,690

1,819

Friday Club

3,613

3,698

25,535

26,346

Maintenance reserve

4,000

4,000

29,535

30,346

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 2021, 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: 3rd March 2022

Name: Roger Smith FCA

Qualification: Chartered Accountant

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