

**WICKFORD COMMUNITY ASSOCIATION**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**Registration Charity No. 301241 (England and Wales)**

**BERKELEY TOWNSEND  
CHARTERED ACCOUNTANTS**

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# WICKFORD COMMUNITY ASSOCIATION

## ASSOCIATION INFORMATION

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Honorary Officers	Paul Heard	(Chairman)
	Chris Adams	(Hon. Secretary)
	Alex Myers	(Treasurer)
	Kevin Major	(Vice-Chairman)
Registered Charity No.	301241	
Independent Examiner	Berkeley Townsend Chartered Accountants Hunter House 150 Hutton Road Shenfield Essex CM15 8NL	
Principal Office Address	The Nevendon Centre Nevendon Road Wickford Essex SS12 0QG	

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# WICKFORD COMMUNITY ASSOCIATION

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# **WICKFORD COMMUNITY ASSOCIATION**

## **REPORT OF THE MANAGEMENT COMMITTEE**

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

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The Management Committee present their annual report with the financial statements of Wickford Community Association (the Association) for the year ended 31 March 2021, and confirm they comply with the duty in section 17 (5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Management Committee are appointed by vote of the members at the Annual General Meeting. The Management Committee consist of the Honorary Officers and representatives of full members and relevant groups.

The organisational structure of the Association is one in which the Management Committee make the decisions, which are then executed by the Honorary Officers. Members can approach Honorary Officers with ideas that, if necessary, will be voted on by the Management Committee.

The governing document of the charity is the constitution of the Wickford Community Association. The Association has unincorporated status.

### **OBJECTIVES AND ACTIVITIES**

The objects of the Association are to:

- a) Promote the benefit of the inhabitants of Wickford and the neighbourhood without the distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious or other opinions by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of the social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
- b) Establish or to secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory 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.

### **ACHIEVEMENTS AND PERFORMANCE**

A review of the operations of the Association during the financial year and the results of those operations are as follows:

The Association continues to provide facilities for the benefit of the inhabitants of Wickford and surrounding areas in the interest of social welfare, recreation and leisure. The Association provides its members access to a diverse range of recreational activities including bowls, dancing, sports activity and art. All of these activities have continued from the previous year and plan to continue for the forthcoming year.

There is also a bar area at the Nevendon Centre for its members. The bar area is run by the Associations related party Centre Café Ltd. In addition, there is an on site pre-school, which is run by a third party and produces a source of income for the Association.

### **FINANCIAL REVIEW**

The Association has surplus funds of £157,524 to carry forward as at 31st March 2021 (2020- £164,395). These reserves are to be used for future fund raising activities and contingencies that may arise. The policy for holding reserves is to ensure sufficient cover for future expenditure of at least two times annual expenditure.

# WICKFORD COMMUNITY ASSOCIATION

## REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2021*

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Due to the COVID-19 pandemic and the effect this is having on the Associations since March 2020, the trustees have considered the viability of the charity in relation to its going concern. Whilst the Association, at times throughout the year, could not operate all its usual clubs and facilities, it was successful in obtaining a grant from the local council.

Since December 2020, the Association has started operating as a Covid-19 vaccination centre for the local community, which has secured a new source of income. In addition, the Association had a good level of reserve as at 31 March 2021 to see it through this difficult period of uncertainty.

The trustees feel that, having reviewed the monthly management accounts since March 2021 and assessing the points above, at the date of signing the accounts, the Association will continue as a going concern.

### RELATED PARTY

The Association has a related party in Centre Cafe Ltd, a company which receives income from gaming machines located on the premises. In addition, the company received income from operating the members bar located at the premises.

### STATEMENT OF MANAGEMENT COMMITTEES RESPONSIBILITIES

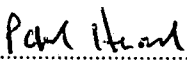
The Management Committee are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Management Committee to prepare financial statements for each year which give an accurate 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 the financial statements, the Management Committee are required to:

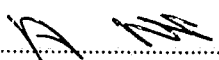
- select suitable accounting policies and then apply them consistently; observe the methods and principles recommended by the Charities Commission;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material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

The Management Committee are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Management Committee:



Paul Heard (Chairman)



Alex Myers (Treasurer)

Date: 8th October 2021

# WICKFORD COMMUNITY ASSOCIATION

CHARITY NO. 301241

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/MEMBERS

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I report to the trustees on my examination of the accounts of the Wickford Community Association for the year ended 31 March 2021, which are set out on pages 4 to 7.

### Responsibilities and basis of report

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

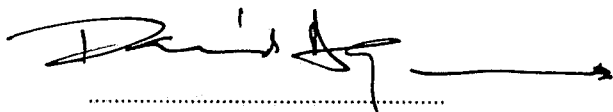
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

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



.....  
D J Aquino FCA FCCA  
Berkeley Townsend Chartered Accountants  
Hunter House  
150 Hutton Road  
Shenfield  
Essex  
CM15 8NL

Date: 8th October 2021

# WICKFORD COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES

*FOR THE YEAR ENDED 31 MARCH 2021*

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	Year ended 31 March 2021 £	Year ended 31 March 2020 £
Notes		
<b>Incoming Resources</b>		
Charitable activities	59,319	69,327
Generated funds	3,683	8,933
Other incoming resources	56,585	9,509
	<hr/>	<hr/>
<b>Total incoming resources</b>	<b>119,587</b>	<b>87,769</b>
 <b>Resources expended</b>		
Costs of generating funds	(115,843)	(96,627)
Governance Costs	(10,614)	(8,784)
Other resources expended	-	(6,967)
	<hr/>	<hr/>
<b>Net movement in funds for the year</b>	<b>(6,870)</b>	<b>(24,609)</b>
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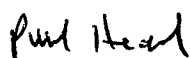
# WICKFORD COMMUNITY ASSOCIATION

## BALANCE SHEET

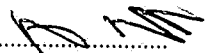
AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets			15,205		11,268
<b>Current assets</b>					
Debtors	3	127,194		119,085	
Cash at bank and in hand		17,846		41,469	
		<u>145,040</u>		<u>160,554</u>	
<b>Creditors: amounts falling due within one year</b>	4	<u>(2,721)</u>		<u>(7,427)</u>	
<b>Net current assets</b>			142,319		153,127
<b>Total assets less current liabilities</b>			<u>157,524</u>		<u>164,395</u>
<b>Funds of the charity</b>					
Unrestricted funds	5		157,524		164,395
<b>Total funds</b>			<u>157,524</u>		<u>164,395</u>

These financial statements have been reviewed by the Management Committee and are agreed as being in accordance with the source documents.



Paul Heard (Chairman)



Alex Myers (Treasurer)

Date: 8th October 2021

Charity Registration No. 301241



# WICKFORD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

#### 1.1 Accounting convention

The Financial statements are prepared under the historical cost convention and in accordance with the Charities Act 2011. The accounts have been prepared on a receipts and payments basis as the Wickford Community Association is a non-company and has gross income of less than £250,000 during the financial year.

#### 1.2 Turnover

Incoming resources in respect of provision of goods or services are accounted for when received.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Refurbishment	33.33% reducing balance per annum
Fixtures, fittings & equipment	25% reducing balance per annum

#### 1.4 Taxation

The Association is exempt from Corporation Tax by virtue of it being a Registered Charity in England and Wales.

### 2 Tangible fixed assets

	Refurbishment	Fixtures, fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2020	12,900	24,268	37,168
Additions	9,353	-	9,353
At 31 March 2021	22,253	24,268	46,521
<b>Depreciation</b>			
At 1 April 2020	6,652	19,248	25,900
Charge for the year	4,161	1,255	5,416
At 31 March 2021	10,813	20,503	31,316
<b>Net book value</b>			
At 31 March 2021	11,440	3,765	15,205
At 31 March 2020	6,248	5,020	11,268

# WICKFORD COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2021*

3 Debtors	2021	2020
	£	£
Other debtors	127,194	119,085
4 Creditors: amounts falling due within one year	2021	2020
	£	£
Taxation and social security	672	1,141
Other creditors	2,049	6,286
	2,721	7,427
5 Unrestricted funds	2020	2019
	£	£
Total funds brought forward	164,394	189,004
Net incoming resources for the period	(6,870)	(24,609)
	157,524	164,395

### 6 Trustee expenses

Expenses incurred by the trustees for general business administration costs are reimbursed. These expenses total £581 for the year ended 31 March 2021 (2020 - £389) and 1 trustee was involved (2020 - 3 trustees).