



Braintree COMMUNITY CENTRE

Braintree & Bocking Community Association

19-21 Bocking End

Braintree

Essex

CM7 9AE

TRUSTEES REPORT 2020-21

The Centre operated within all government Covid guidelines in the year 2020-2021

From March 2020 the Centre was “mothballed” and all staff furloughed.

In June 2020 the Centre tentatively reopened for bookings for mental health counselling only, restricted by social distancing guidelines.

Unfortunately, during the autumn and under financial pressure, the Management Committee had to make staff (who had been maintained by government supported funding during the summer) redundant as it was not financially viable to maintain the same staffing levels.

All staff were made redundant and one of those members of staff was then appointed as “Covid Team Leader”, responsible for all aspects of keeping the Centre running.

The Management Committee received a National Government Covid grant followed by a number of smaller similar grants. This supported a move, with existing plans, to reconfigure the ground floor, by installing folding partitions and thereby creating 2 halls instead of one, each with full disabled access. Further works were also carried out to improve ventilation and other safety measures for the Centre.

Braintree & Bocking Community Association also gratefully acknowledges two grants from Braintree District Councillors Community Fund which were firstly used to install IT equipment to enable hybrid meetings and ongoing safer covid teaching practises; secondly, to refurbish an overgrown and underused garden area to create a relaxing outdoor space with Covid safety in mind.

The Trustees would like to thank the Centre Management Committee for guiding the Centre through a most difficult time and maintaining financial stability.

Anthony Everard (Holding Trustee)

Jan 2022



01376 323280



info@braintreecommunitycentre.org.uk



braintreecommunitycentre.org.uk



@BraintreeCommunityCentre



@BBCABraintree

BRAINTREE & BOCKING COMMUNITY ASSOCIATION

19-21 Bocking End, Braintree, Essex CM7 9AH
Registered Charity No. 301261

INCOME & EXPENDITURE ACCOUNT

YEAR ENDED 31st MARCH 2021

	<u>2021</u>		<u>2020</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>INCOME:</u>				
Room Lets	19,150		52,944	
Course Fees	1,433		28,965	
Job Retention Scheme Grant	6,809		0	
Rates Grant	25,000		0	
Councillor Grants	4,470		0	
Local Govt Grants	<u>21,157</u>	78,019	<u>0</u>	81,909
<u>EXPENDITURE:</u>				
Premise Costs	27,304		13,525	
Staff Costs	23,920		38,802	
Tutors	2,192		11,446	
Trade Fees & Insurance	2,441		1,375	
Office Costs inc telephone	6,719		1,485	
Consumables	0		2,085	
Marketing	350		275	
Professional Fees	896		171	
Welfare & Training	3,208		1,412	
Financial Charges	338		625	
Depreciation of Equipment	<u>782</u>	68,150	<u>555</u>	71,756
Net Surplus		9,869		10,153
Interest Received		<u>8</u>		<u>14</u>
Total Surplus		<u>9,877</u>		<u>10,167</u>

Notes:

Financial Charges relate to the provision of card payment facilities.

Premise Costs includes utilities & maintenance.

A Councillor Grant of £2,870 was received enabling the purchase of it euipment to support extended use of the internet.

A Councillor Grant of £1,600 was received enabling improvements to the garden affording a higher level of use and increased covid protection.

Prepared by Watson Associates Accountants
Corner House, Market Place, Braintree CM7 3HQ

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Charity Name

BRAINTREE & BOCKING COMMUNITY ASSOCIATION

On accounts for the year
ended

31ST MARCH 2021

Charity no.:

301261

Company no.:

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The 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 Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

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 the 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 statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Signed:

Michael Watson

Date:

20/02/2022

Name: MICHAEL WATSON

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

Address: Corner House, Market Place, Braintree, Essex CM7 3HQ

Section B

Disclosure

Only complete if the examiner needs to highlight material problems (E.g. Accounting records have not been kept in accordance with section 386 of the Companies Act 2006; the accounts do not accord with the accounting records; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanation by any past or present trustee, officer or employee; and in the case of accruals accounts any material inconsistency between the accounts and the trustees' annual report, and in the case of a charitable company with the director's report.)

None required

Give here brief details of any items that the examiner wishes to disclose.