



Trustees' Annual Report for the period

| Period start date | | | | Period end date | | | |
|-------------------|-----|---------|------|-----------------|-----|----------|------|
| From | Day | Month | Year | To | Day | Month | Year |
| | 01 | January | 2020 | | 31 | December | 2020 |

Section A Reference and administration details

Charity name **WRITTLE COMMUNITY ASSOCIATION**

Other names charity is known by

Registered charity number (if any) **301445**

Charity's principal address The Beryl Platt Centre

12/14 Redwood Drive

Chelmsford

Postcode **CM1 3LY**

Essex

Names of the charity trustees who manage the charity

| | Trustee name | | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------|---------|-----------------------------------|---|
| 1 | Peter Smith | Trustee | | |
| 2 | Clare Williams | Trustee | | |
| 3 | Mr J Coen | Trustee | | |
| 4 | Mrs V Wilson | Trustee | | |
| 5 | Renato Schmid | Trustee | | |
| 6 | Kim Fish | Chair | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

| |
|--|
| |
|--|

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote for the benefit of the inhabitants of the Parish of Writtle and the neighbourhood to provide facilities in the interest of Social welfare for recreation and leisure time with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a Community Centre and to maintain and manage the same.

To provide a Community Centre and activities for the inhabitants of Writtle.

To include pre-school, educational needs, keep fit and events for the Community

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main
achievements of the charity
during the year**

All Trustees are volunteers.

The Parish Council have negotiated with Essex County Council for a new building to house Writtle Community Association.

The Centre was closed due to Covid for most of the events although the pre school and talking newspapers could still use the building.

We moved into our new Centre on the 7th September so not being able to use the centre to full capacity has helped us prepare the Centre to a very high standard. We welcomed other hirers in when there was no lockdown and received promising comments to there new surroundings

Moving forward we are hoping for a brighter future for the Writtle Community Association and have now a Centre Manager in place for the day to day running.

Section E

Financial review

Brief statement of the charity's policy on reserves

We put reserves away every month for any improvements and large maintenance projects needed in the future.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funds is the letting of rooms for activities such as the pre-school, slimming world, talking newspapers, Voting Centre, Pilates and Yoga classes

The Charity has been conscious of its expenditure throughout the year and has endeavoured to keep bills to a minimum, due to Covid and having to move buildings, we had quite a large expenditure replacing old fixtures and fittings.

Now everything is in place and brand new we are excited for the future of this 54 year old Charity having been rebranded.

Section F

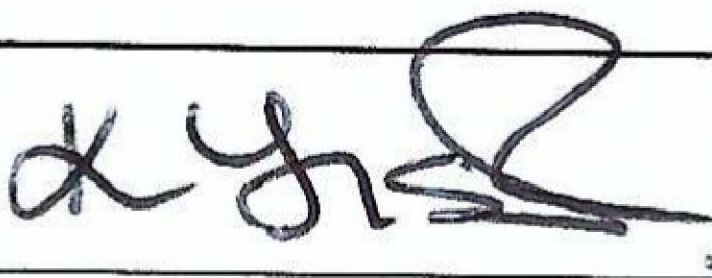
Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|--|--|
| Signature(s) |  | |
| Full name(s) | Kim Fish | |
| Position (eg Secretary, Chair, etc) | Chair | |

Date

20.05.21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Writtle Community Association

301445

Receipts and payments accounts

CC16a

For the period
from

01/01/2020

To

Period end date

31/12/2020

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|--|--|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Lettings | 15,568 | - | - | 15,568 | 29,419 |
| Flat Rent | 3,515 | - | - | 3,515 | 7,200 |
| Covid Grants Received | 11,997 | - | - | 11,997 | - |
| Other Grants | 3,452 | - | - | 3,452 | - |
| Miscellaneous Income | - | - | - | - | 692 |
| Contribution from RTC | - | - | - | - | 826 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 34,532 | - | - | 34,532 | 38,137 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 34,532 | - | - | 34,532 | 38,137 |

A3 Payments

| | | | | | |
|-------------------------|---------------|--------------|----------|---------------|---------------|
| Rent, Rates & Water | 7,304 | - | - | 7,304 | 7,910 |
| Utilities | 7,789 | 1,159 | - | 8,948 | 8,871 |
| Health & Safety | 1,591 | - | - | 1,591 | 114 |
| Licences | 1,287 | - | - | 1,287 | 1,496 |
| Training | 144 | - | - | 144 | - |
| Advertising | 531 | - | - | 531 | 1,140 |
| Gifts/Donations | 1,191 | - | - | 1,191 | 25 |
| Office costs | 1,177 | - | - | 1,177 | 499 |
| Cleaning/ Maintenance | 8,237 | - | - | 8,237 | 9,166 |
| Subscriptions | 35 | - | - | 35 | - |
| Garden Maintenance | 502 | - | - | 502 | 1,378 |
| Bank Charges | 91 | - | - | 91 | 134 |
| Insurance | 1,343 | - | - | 1,343 | 2,239 |
| Bookkeeping/Accountancy | 2,130 | - | - | 2,130 | 628 |
| Centre Manager pay | 6,717 | - | - | 6,717 | 4,555 |
| Depreciation | 627 | - | - | 627 | 1,192 |
| Sundries | 812 | - | - | 812 | 62 |
| | - | - | - | - | - |
| Sub total | 41,508 | 1,159 | - | 42,667 | 39,409 |

A4 Asset and investment purchases, (see table)

| | | | | | |
|----------------------|---------------|----------|----------|---------------|----------|
| Shed | 1,199 | - | - | 1,199 | - |
| Garden Machinery | 799 | - | - | 799 | - |
| Office Equipment | 839 | - | - | 839 | - |
| CCTV | 2,059 | - | - | 2,059 | - |
| Furniture & Fixtures | 11,783 | - | - | 11,783 | - |
| | - | - | - | - | - |
| Bar Assets | 1,744 | - | - | 1,744 | - |
| Sub total | 18,423 | - | - | 18,423 | - |

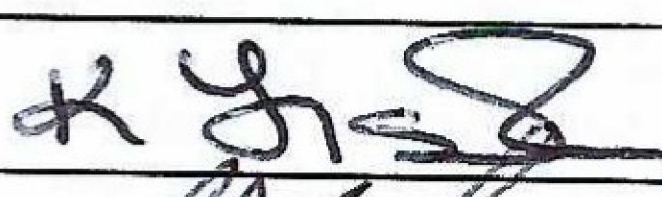

| | | | | | |
|-----------------------|---------------|--------------|----------|---------------|---------------|
| Total payments | 59,931 | 1,159 | - | 61,090 | 39,409 |
|-----------------------|---------------|--------------|----------|---------------|---------------|

| | | | | | |
|------------------------------------|-----------------|----------------|----------|-----------------|----------------|
| Net of receipts/(payments) | - 25,399 | - 1,159 | - | - 26,558 | - 1,272 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 25,015 | - | - | 25,015 | 25,015 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Current Account | 2,260 | - | - |
| | Reserves Account | 770 | - | - |
| | Savings Account | 4,500 | - | - |
| | Petty Cash | 17 | - | - |
| | | | - | - |
| | Total cash funds | 7,547 | - | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | Agreement Error | OK |
| B2 Other monetary assets | Debtors | 3,329 | - | - |
| | Prepayments | 995 | - | - |
| | Stock | 841 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | Bounce back loan | Lloyds Bank | 7,354 | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|--|-------------|------------------|
|  | Kim Fish | 17.5.21 |
|  | Peter Smith | 20.5.21 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

WRITTLE COMMUNITY ASSOCIATION

On accounts for the year
ended

DECEMBER 31, 2020

Charity no
(if any)

0301445

Set out on pages

1 To 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020

Responsibilities and
basis of report

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

Independent
examiner's statement

I report in respect of my examination of the Trust'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.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

MARCH 10, 2021

Name:

DAVID WALKER

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

FELLOW OF THE ASSOCIATION OF CHARTERED
CERTIFIED ACCOUNTANTS (RETIRED)

Address:

5 THE SHRUBBERIES, WRITTLE,
CHELMSFORD, ESSEX CM1 3NJ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

THERE ARE NO MATTERS OF CONCERN
THAT NEED TO BE DISCLOSED

Independent Examiner's Report to the Trustees of Writtle Community Association

I report on the accounts of the Trust for the year ended December 31, 2020, which are set out on pages 1 to 3.

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 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit and is eligible for independent examination, it is the examiner's responsibility to:

- Examine the accounts (under Section 145 (1) (a) of the 2011 Act)
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145 (5) of the 2011 Act and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

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 these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on whether the accounts present a "true and fair view".

Independent Examiner's Statement

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

1. which gives me reasonable cause to believe that in any material respect the Trustees have not met the requirements to ensure that:

- proper accounting records are kept in accordance with Section 130 of the 2011 Act.
- accounts are being prepared which accord with the accounting records and comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities or

2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Walker FCCA (retired)

Fellow of the Association of Chartered Certified Accountants

5 The Shrubberies, Writtle Chelmsford Essex CM1 3NJ

Dated: *March 10, 2021*

WRITTLE COMMUNITY ASSOCIATION

ACCOUNTS FOR

YEAR ENDED

DECEMBER 31, 2020

CHARITY NUMBER 0301445

WRITTLE COMMUNITY ASSOCIATION
YEAR ENDED DECEMBER 31, 2020

NOTES TO THE ACCOUNTS

1. TANGIBLE FIXED ASSETS

COST

At January 1, 2020

Additions

Disposals

At December 31, 2020

DEPRECIATION

At January 1, 2020

Charge for the Year

Disposals

At December 31, 2020

NET BOOK VALUE

At December 31, 2020

At December 31, 2019

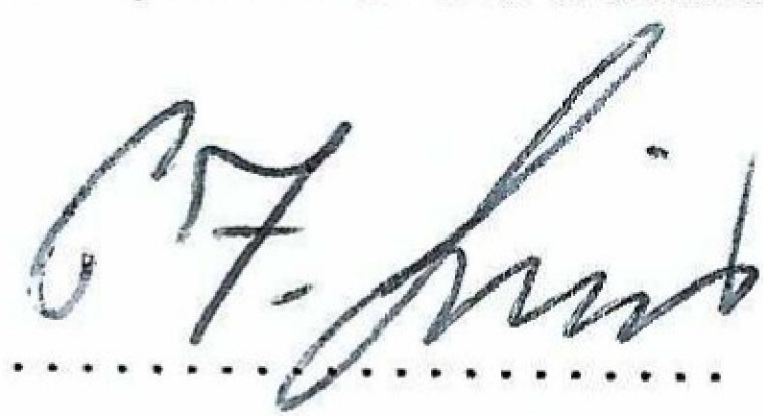
| Shed | Plant & Machinery | Office Equipment | Furniture & Fixtures | Alarm / CCTV | Bar Assets | Total |
|-------|-------------------|------------------|----------------------|--------------|------------|----------|
| | | | 1,662 | 8,600 | | 10,262 |
| 1,199 | 799 | 839 | 11,783 | 2,058 | 1,744 | 18,423 |
| | | | (1,662) | (8,600) | | (10,262) |
| 1,199 | 799 | 839 | 11,783 | 2,058 | 1,744 | 18,423 |
| | | | | | | |
| | | | 332 | 8,600 | | 8,932 |
| 40 | 27 | 133 | 332 | 66 | 30 | 627 |
| | | | (332) | (8,600) | | (8,932) |
| 40 | 27 | 133 | 332 | 66 | 30 | 627 |
| | | | | | | |
| 1,159 | 772 | 706 | 11,451 | 1,993 | 1,714 | 17,796 |
| | | | 1,330 | 0 | | 1,330 |

WRITTLE COMMUNITY ASSOCIATION
YEAR ENDED DECEMBER 31, 2020


PROFIT AND LOSS ACCOUNT

| | Dec 31, 2020 | Dec 31, 2019 |
|------------------------------------|---------------|----------------|
| | £ | £ |
| REVENUE | | |
| Lettings | 15,568 | 29,419 |
| Rent from Flat | 3,515 | 7,200 |
| Covid Grant | 11,997 | |
| Miscellaneous Income | | 692 |
| Contribution from TRC Ltd | | 826 |
| Other Grants | 3,452 | |
| Total Revenue | 34,532 | 38,137 |
| Less Purchases and Direct Expenses | | |
| Donations made | 641 | 25 |
| Advertising | 531 | 1,140 |
| Subscriptions | 35 | |
| Gross Profit / (Loss) | 33,325 | 36,972 |
| OVERHEADS | | |
| Rent | 2,911 | 3,800 |
| Rates and waste disposal | 2,376 | 2,831 |
| Water Rates | 2,017 | 1,279 |
| Gas & Electricity | 7,789 | 8,870 |
| Health & Safety | 1,591 | 114 |
| Licences | 1,287 | 1,496 |
| Training | 144 | |
| Gifts | 550 | |
| Photocopier & Stationery | 389 | 78 |
| Telephone | 644 | 421 |
| Equipment Hire & Rental | | |
| Travelling | | 12 |
| Maintenance | 721 | |
| Cleaning | 6,896 | 9,166 |
| Gardening | 502 | 1,378 |
| Insurance | 1,343 | 2,239 |
| Meeting Expenses | 144 | |
| Bank Charges and Interest | 91 | 134 |
| Bookkeeping and Accountancy Fees | 2,130 | 628 |
| Administration Fees | 6,717 | 4,555 |
| Window Cleaning | 620 | |
| Legal Fees | 8 | |
| Refurbishment of New Centre | 817 | |
| Depreciation | 627 | 1,192 |
| Bad Debts | (6,605) | |
| Sundries | | 50 |
| | 33,709 | 38,244 |
| Net Profit / (Loss) | (384) | (1,272) |

Signed by order of the trustees


 Treasurer

6-5-21
 Date


 Trustee

**WRITTLE COMMUNITY ASSOCIATION
YEAR ENDED DECEMBER 31, 2020**

BALANCE SHEET

| | Dec 31, 2020 £ | Dec 31, 2019 £ |
|--|-------------------|-------------------|
| FIXED ASSETS | 17,796 | 1,330 |
| FIXED ASSET INVESTMENTS | | 1,995 |
| CURRENT ASSETS | | |
| Stock | 841 | |
| Debtors | 3,329 | 2,395 |
| Prepayments | 995 | 2,522 |
| RTC Ltd Debtor | | 1,330 |
| Lloyds Current Account | 2,260 | 2,920 |
| Lloyds Reserve Account | | |
| Fundraising Bank Account | | 22,020 |
| Lloyds Reserve Account | 770 | |
| Lloyds Savings Account | 2,500 | |
| BB Pay Back Account | 2,000 | |
| Petty Cash | 17 | 75 |
| | 12,711 | 31,263 |
| CURRENT LIABILITIES | | |
| Trade Creditors | 1,159 | 864 |
| Accrued Expenses | | 2,747 |
| | 1,159 | 3,611 |
| NET CURRENT ASSETS / (LIABILITIES) | 11,551 | 27,652 |
| LONG TERM LIABILITIES | | |
| Loan from Writtle Parish Council | | 8,600 |
| Bounce Back Loan - Lloyds | 7,354 | |
| | 7,354 | 8,600 |
| TOTAL NET ASSETS | 21,993 | 22,377 |
| CAPITAL AND RESERVES | | |
| Unrestricted Reserve b/fwd | 22,377 | 23,649 |
| Excess of expenditure over income for year | (384) | (1,272) |
| | 21,993 | 22,377 |

Signed by order of the trustees

.....
Treasurer

.....
Date

.....
Trustee