

Date: 15/03/2022
Time: 13:25:37

Writtle Community Association
Profit and Loss

Page: 1

From: Month 1, January 2021
To: Month 12, December 2021

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>
Sales		
Lettings	30,002.52	30,002.52
Grants	16,097.00	16,097.00
Bar Sales	7,560.92	7,560.92
Staff Drinks Taken	(6.00)	(6.00)
Grants	3,667.00	3,667.00
	57,321.44	57,321.44
Purchases		
Bar Purchases	5,008.37	5,008.37
IZettle Fees	82.81	82.81
WCA Events Purchases	595.10	595.10
Bar Manager Fees	650.00	650.00
Donations Made	30.00	30.00
	6,366.28	6,366.28
Direct Expenses		
Advertising	80.00	80.00
Subscriptions	35.00	35.00
Stock Held in Bar	(1,936.99)	(1,936.99)
	(1,821.99)	(1,821.99)
Gross Profit/(Loss):	<u>52,777.15</u>	<u>52,777.15</u>
Overheads		
Water Rates	244.52	244.52
Rates	1,338.24	1,338.24
Electric	1,472.17	1,472.17
Gas	1,956.13	1,956.13
Waste Disposal	1,687.88	1,687.88
Travel	60.42	60.42
Licences	366.78	366.78
Printing & Stationary	329.03	329.03
T V Licence	27.33	27.33
Small Kitchen Utensils	15.47	15.47
Telephone	954.59	954.59
IT Software	174.98	174.98
Maintenance	2,457.21	2,457.21
Cleaning	7,793.75	7,793.75
Gardening	1,701.94	1,701.94
Security	153.95	153.95
Directors & Office Ins	359.40	359.40
Insurance	764.90	764.90
Bank Charges & Int	215.76	215.76
Bookkeeping DF	1,800.00	1,800.00

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Writtle Community Association
Profit and Loss

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From: Month 1, January 2021
To: Month 12, December 2021

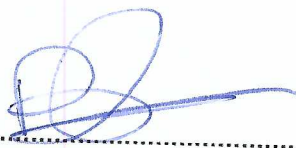
Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Centre Manager Fees CG	9,792.00	9,792.00	
Administration KF	300.00	300.00	
Window Cleaner	540.00	540.00	
Accountancy	200.00	200.00	
Depreciation	3,864.41	3,864.41	
Health & Safety Costs	2,199.12	2,199.12	
	40,769.98	40,769.98	
Net Profit/(Loss):	<u>12,007.17</u>	<u>12,007.17</u>	

Signed by the order of the Trustees


.....
Treasurer


.....
Trustee


.....
Date

Date: 15/03/2022
Time: 13:29:10

Writtle Community Association
Balance Sheet

Page: 1


From: Brought forward
To: Month 12, December 2021

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Property	1,039.32	1,039.32	
Office Equipment	1,312.24	1,312.24	
Furniture and Fixtures	15,373.71	15,373.71	
Bar Assets	2,282.95	2,282.95	
	20,008.22		20,008.22
Current Assets			
Stock	1,936.99	1,936.99	
Debtors	3,297.14	3,297.14	
Deposits and Cash	6,022.17	6,022.17	
Bank Account	5,610.87	5,610.87	
	16,867.17		16,867.17
Current Liabilities			
Creditors : Short Term	1,191.63	1,191.63	
	1,191.63		1,191.63
Current Assets less Current Liabilities:	15,675.54		15,675.54
Total Assets less Current Liabilities:	35,683.76		35,683.76
Long Term Liabilities			
Creditors : Long Term	1,833.35	1,833.35	
	1,833.35		1,833.35
Total Assets less Total Liabilities:	33,850.41		33,850.41
Capital & Reserves			
Capital & Reserves	21,993.24	21,993.24	
P & L Account	11,857.17	12,007.17	
Previous Year Adj		(150.00)	
	33,850.41		33,850.41

Signed by the order of the Trustees


Treasurer


Trustee

29/4/22
Date



Trustees' Annual Report for the period

Period start date		Period end date	
From	To		
Day 01	Jan	31	December
	2021		2021

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 3JL** **Essex**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	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	John Coen	Trustee	Left 01.03.21	
4	Valerie Wilson	Trustee		
5	Renato Schmid	Trustee		
6	Kim Fish	Chair	Left 20.07.21	
7	Signe Samarina	Trustee	Joined 17.06.21	
8	Mary Steadman	Trustee	Joined 20.07.21	
9	Richard Gaskin	Chair	Joined 20.07.21	R Gaskin
10	Jeni Colins	Trustee	Joined 20.08.21	
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)

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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.

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Section C Objectives and activities

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

To promote the benefits of the inhabitants of the Parish of writtle and 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

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)

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

To provide support groups for Writtle and surrounding areas

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

Having moved to a new building in September 2020, 2021 has seen us grow and provide the village with a much needed purpose built building.

We have grown stronger and now have reserves in place which we never had before

Section E

Financial review

Brief statement of the charity's policy on reserves

A maintenance reserve fund is held to enable any maintenance to be carried out immediately. We also have a savings reserve to help us serve the community in which way the Trustees think fit.

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.

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)

RICHARD GASKIN

Valerie Wilson

Position (eg Secretary, Chair, etc)

Chair

VALERIE WILSON

Date

29/4/22



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Writtle Community Association

**On accounts for the year
ended**

2021

**Charity no
(if any)**

301445

Set out on pages

(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 DD / MM / YYYY.

**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").

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.

**Independent
examiner's statement**

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:

6/7/22

Name:

Kim D Fish MICB

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

Member of the Institute of Certified Bookkeepers

Address:

95 Long Brandocks

Writtle

Chelmsford CM1 3JL

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.

A well run set of accounts, that has grown over the year. All receipts and payments are cross checked by two people (the Manager of the Centre and a Trustee) Discussions held on a monthly basis with a breakdown of the months accounts. All in good order, no discrepancies.