

**LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**CONTENTS**

Report of the Trustees

Report of the Independent Examiner

Statement of Financial Activities

Balance Sheet

Notes to the Financial Statements

## **LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION REPORT OF THE TRUSTEES**

The trustees submit their annual report and the financial statements for the year ended 31<sup>st</sup> December 2020.

### **GOVERNING DOCUMENT**

The Association is registered with the Charities Commission in England and Wales and is governed by a Trust Deed dated 22<sup>nd</sup> August 1944 and a scheme dated 11 July 1961.

### **TRUSTEES**

The trustees who served during the year were:-

Mr R Dewing (Chairman)	
Mr J Brown (Treasurer)	
Mrs J Green (Secretary)	
Mrs C Brown	
Mrs R Emm	appointed 12 <sup>th</sup> March 2020
Mrs J Harding	
Mr M Holmes	resigned 15 <sup>th</sup> September 2020
Mr J Howell	
Mr M Lord	
Mrs S Shelton	
Mr M Weston	
Mr C Willsher	

**Charity Commission registered number:** 301883

**Principal office:** Lyndhurst Community Centre  
Main Car Park  
Off High Street  
Lyndhurst  
SO43 7NY

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner:** Mr Alan Nicholas  
15a Wellands Road  
Lyndhurst



## **LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION REPORT OF THE TRUSTEES**

### **OBJECTS**

The objects of the Association are:-

- a) To promote for the benefit of the inhabitants of Lyndhurst, Emery Down, Bank and the surrounding area, the advancement of education and the provision of facilities to encourage interest in social welfare for recreation and leisure activities with the object of improving conditions of life for the said inhabitants.
- b) To establish a Community Centre and to maintain and manage the same.

### **ACTIVITIES AND ACHIEVEMENTS**

During the year the Association has provided facilities at the Community Centre for educational and leisure activities for the inhabitants, voluntary groups and associations in its area and provided facilities for exhibitions of interest and educational value to the local area and its inhabitants. It continues to encourage the use of its facilities by the local inhabitants, voluntary groups and associations in the furtherance of its objectives.

### **ELECTION AND APPOINTMENT OF TRUSTEES**

All Trustees, with the exception of the President, shall retire at the Annual General Meeting of the Association, and are eligible for re-election. Honorary Officers – President, Chairman, Secretary and Treasurer and up to six additional Trustees shall be elected at the Annual General Meeting; additional Trustees may be co-opted during the year but their appointment must be confirmed at the next AGM.

### **FINANCIAL RESULTS AND ACTIVITIES**

The Community Centre has inevitably been severely impacted by lockdown and tier restrictions for almost three quarters of the year. The Centre has been closed for much of the time as the types of activities which we host were mostly not permitted, and even where permitted, user groups were deciding not to hold activities. We make most of our income from room hire, and therefore we have had virtually none of our normal income for most of the year. We took a decision at the start of the first lockdown to make one member of staff redundant, and when it became clear that restrictions would be even more prolonged, we reluctantly had to make a second member of staff redundant in mid year. Remaining members of staff have either been furloughed or working from home for much of the year. Great tribute must be paid to our remaining staff who along with volunteers have worked hard to ensure that when the time came to re-open the Centre to the public we were a Covid safe environment. This was secured, again through great efforts by staff and volunteers, at only a modest cost.

We have been fortunate in obtaining substantial government funding to alleviate the worst effects of lockdown - £27,000 in Business Support and £13,456 from the Coronavirus Job Retention Scheme. In spite of this support the closures and loss of income has led to an ordinary deficit for the year of £11,940; there is an unrealised gain on the COIF Investment fund bonds of £4,256 reducing the overall deficit of the year to £7,684. The decision by Hampshire County Council to close the library was a further major blow to our community and to the Centre with the removal of another source of rental income for the Centre. However this loss created an opportunity to plan for the future by investing some of our reserves, bolstered by grants and other funders, to redevelop the library building with an office for the Parish Council, a brand new meeting room with audio-visual facilities targeted at education and training, and a smaller library particularly aimed at younger members of the community. The enforced closure of the Centre during lockdown has even turned to our advantage by allowing building works to proceed easily without having to work around centre users.

The Centre has been accumulating a reserve fund over the past 10 years, earmarked for such needs as roof replacement and the development of new facilities. The opportunity for the library redevelopment seemed a good reason to dip into those reserves, and the trustees agreed to release just under half of our reserve fund for the redevelopment.

We have also been fortunate to receive substantial grants from Hampshire County Council to assist us to transition to a new model of library, supplemented by a grant from the Community Lottery Fund, and a grant via the Parish Council from INEOS for our conference room development.



We still retain a reasonable level of reserves, and we are soon going to have to address the less exciting need to replace large parts of our felted roof area, but we have also been able to move the Centre forward to be even more of a community hub with the Parish Office, meeting suite, and the reshaped Community Library. The Centre, like the rest of the nation, is still some way from being back in a positive trading position, and it is never good to have to report a loss at the end of a financial year. However we believe that with continued government support and the help of our trustees and volunteers we are well placed and in a strong position to serve our community even better when we do re-open.

Many thanks are due to our volunteers and Trustees who helped us in this turbulent year and to our staff who have continued to work for the Centre, sometimes working from home, sometimes furloughed but always committed to a prosperous future for the Centre.

#### **RESERVES POLICY**

All of the Association's funds are unrestricted funds (sometimes referred to as free reserves). It is the policy of the Trustees to maintain reserve funds as follows:

- (a) The premises are currently undergoing a programme of work as mentioned above to refurbish the library and £25,000 has been set aside for this;
- (b) to provide a buffer so that normal expenditure can be continued for a period of three months in the event of a major disruption in the Centre's stream of income; the Trustees calculate this to be £25,000 at current levels of expenditure;
- (c) the Trustees are aware that there is a significant risk of unforeseen expenditure in the event of a roofing failure. Whilst part of the cost of repairing damage would normally be covered by insurance, the payment of any claim might lag behind the payment to contractors. We have therefore reserved a sum of £10,000 to cover any necessary cash flow for this contingency, and to fund any part of the expenditure which is not recoverable from our insurers;
- (d) In view of our recognised roofing vulnerability the Trustees are building a reserve for eventual replacement of large areas of the roof; £15,000 will be reserved in the current year and this would not normally be allowed to be spent on any other purpose.
- (e) to provide for the necessary expenditure to ensure that the premises and equipment are maintained to a good standard and, if necessary enhanced, for the benefit of members, visitors and staff.

#### **INVESTMENT POWERS**

Under the Trust Deed the charity has the power to make any investments that the trustees see fit.

#### **RISK MANAGEMENT**

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and procedures have been established to mitigate these risks.

#### **STATEMENT OF PUBLIC BENEFIT**

The Association owns and operates a Community Centre in Lyndhurst whose halls and rooms are available for hire by local organisations for events such as health and fitness activities, wellbeing clinics, training and educational activities, film nights, community lunches and meetings and fairs. The building also hosts the local library for the benefit of the local community.

#### **ACCOUNTING AND REPORTING RESPONSIBILITIES**

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that any financial statements comply with the governing document, applicable Accounting Standards and the Statement of Recommended Practice, Accounting and Reporting by Charities and the regulations made under the Charities Act 2016. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees on 12 March 2021 .....



..... R Dewing - Chairman



**LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION  
REPORT OF THE INDEPENDENT EXAMINER**

I report to the trustees on my examination of the financial statements of the Lyndhurst and District Community Association (the fund) for the year ended 31<sup>st</sup> December 2020.

**Responsibility and basis of report**

As the charity trustees of the fund 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 Fund's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Association as required by section 130 of the Act;  
or
2. The accounts do not accord with those 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 account to be reached.

*A.P. Nicholas*  
.....

A Nicholas Examiner

Date: *12<sup>th</sup> March 2021*  
.....



# LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020

All funds are unrestricted funds

Income	Note	2020 £	2019 £
Room hire and education		28,252	94,064
Library rent		5,250	6,300
Social and catering income		4,369	21,243
Film shows		1,192	5,211
Advertising		9,422	9,856
Government grants		27,000	-
Coronavirus Job Retention Scheme		13,456	-
Donations		498	7,53
Membership and affiliation fees		1,080	1,461
Book sales		594	2,128
Electricity feed-in tariff		1,418	1,192
Miscellaneous income		591	1,365
Surplus on fundraising events		-	1,228
Surplus on encashment of investment units		-	-
Gift Aid tax refund		-	8
Bank interest		16	31
<b>Total income</b>		<b>93,138</b>	<b>144,840</b>
<b>Expenditure</b>			
Salaries and national insurance		69,512	83,228
Contributions to staff pension scheme		1,320	1,400
Redundancy payments		1,724	-
Staff training		-	714
Staff uniforms		81	142
Insurance		2,074	2,504
Heat, light and water		5,193	8,681
Copier costs		2,947	3,760
Postages and stationery		1,296	2,092
Telephone		1,132	1,854
Advertising		50	-
Social and catering expenditure		1,386	7,540
Cleaning		1,622	2,166
Repairs and renewals		10,942	22,893
Payroll and accountancy fees		492	323
Film hire		461	1,974
Miscellaneous expenditure		1,216	1,954
Bank charges		60	60
Depreciation		3,570	3,134
<b>Total expenditure</b>		<b>105,078</b>	<b>144,419</b>
<b>(Deficit)/Surplus for the year</b>		<b>(11,940)</b>	<b>421</b>
Unrealised gains on Investment Bonds		4,256	-
<b>Net (Deficit)/Surplus after other gains and losses</b>		<b>(7,684)</b>	<b>421</b>
Retained funds brought forward		107,143	92,018
Prior year adjustment to Investment Bonds	4	-	14,704
<b>Retained funds carried forward</b>		<b>99,459</b>	<b>107,143</b>



# LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION

## BALANCE SHEET AS AT 31<sup>st</sup> DECEMBER 2020

	Notes	2020	2019
<b>Fixed assets</b>	5		
At cost brought forward		20,868	18,167
Additions in the year		4,790	2,701
Depreciation brought forward		(7,162)	(4,028)
Depreciation for the year		(3,570)	(3,134)
		<u>14,926</u>	<u>13,706</u>
<b>Current assets</b>			
Trade debtors		1,876	14,102
Prepayments		1,920	1,185
COIF Charity Funds investment		58,893	54,637
Bank deposit account		24,035	22,017
Bank current account		1,517	6,501
Cash in hand		247	237
<b>Total current assets</b>		<u>88,488</u>	<u>98,679</u>
<b>Creditors: Amounts falling due within one year</b>		3,955	5,242
<b>Current assets less liabilities</b>		<u>84,533</u>	<u>93,437</u>
<b>Total assets less liabilities</b>		<u>99,459</u>	<u>107,143</u>
<b>Funds</b>			
<b>Unrestricted funds</b>			
Balance brought forward		107,143	77,314
Prior year adjustment to COIF Funds investment value		-	14,704
(Deficit)/Surplus for the year		(7,684)	15,125
		<u>99,459</u>	<u>107,143</u>

We are responsible for the preparation of the accounts and consider that the Charity is exempt from an audit.

he accounts were approved by the Trustees on 12 March 2021..... and signed on their behalf by:

*R D Dewing*

R Dewing Chairman

*J H Brown*

J Brown Treasurer



## LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020

#### 1. ACCOUNTING POLICIES

##### Basis of preparation

The accounts are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities, applicable to charities preparing the accounts in accordance with the Financial Reporting Standard applicable in The UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### Funds

All funds are held as unrestricted funds and are available to the Trustees for expenditure to support the charity's purposes.

##### Incoming resources

###### Donations

Donations are recognised in the accounts when they are received.

###### Legacies

Legacies are recognised once the charity has entitlement to the income and it is certain the income will be received.

##### Volunteers

The value of services provided by volunteers is not incorporated into these accounts.

##### Resources expended

Resources expended are accounted for on an accruals basis and include irrecoverable VAT where applicable.

#### 2. TRANSACTIONS WITH TRUSTEES

The charity's trustees do not receive remuneration or expenses.

#### 3. EMPLOYEES

During the year an average of four staff were employed; no employee earned in excess of £60,000.

#### 4. COIF INVESTMENT FUND

The units in the COIF/CCLA investment funds, which have an underlying cost of £39,933, are stated at the mid-market value of the fund at 31<sup>st</sup> December 2020. In previous financial statements this investment has been shown at cost; this has now been adjusted and the prior year adjustment is included in the Statement of Financial Activities.

#### 5. FIXED ASSETS

- a) **Fixed assets** are stated at cost less depreciation. Depreciation is provided at rates calculated to fully amortise the cost of the asset by the end of its useful life. The rates used during the year were:-

- Kitchen equipment – 20% on reducing balance
- Computer equipment – 33% on reducing balance
- Fixtures & equipment – 20% on reducing balance
- Office equipment – 15% on reducing balance



**a) Property**

The land upon which the Community Centre stands is leased from Forestry England at a peppercorn rent; that lease expires in 2060. The building was constructed and has been extended over many years with grants, donations from the local community and funds generated by its activities. Whilst it has a value to the Association as a functioning building enabling the many activities by which the Association carries out its purposes the Trustees considers that there are a number of restrictions on a possible disposal preventing it having a realistic resale value. Accordingly no cost or value is included in the financial statements. The property is owned by the Association but is held on its behalf by the The Official Custodian for Charities. It has a value for insurance purposes of £1.25m.