

LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION

Charity Commission registered number: 301883

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

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GOVERNING DOCUMENT

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

TRUSTEES

The trustees who served during the year were:-

Mr R Dewing (Chairman)	
Mr J Rickcord (Treasurer)	
Mrs J Green (Secretary)	
Mr P Dawson	
Mrs C Dawson	
Mrs R Emm	resigned 2nd March 2022
Mr J Howell	
Mrs S Shelton	
Mr M Weston	
Mrs M Weston	
Mr C Willsher	

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, and after lockdown, 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 had a much improved year in 2022 although activity in the first half was somewhat muted as public confidence post COVID was slow to return. Our usual clientele were still taking a cautious approach and activity remained reduced from our expectation in more normal times.

Historically we have made most of our income from room hire and, in order to counter an apparent trend away from off site business meetings, our strategy has been to diversify into other revenue generating activity. This includes social functions such as Auctions, Quiz Nights, Fun Days, Fun Runs, 100 Club and Community activities. We have also opened a Charity Shop on the premises which, although still early days, has so far been very successful.

Room Hire revenue improved to £64,894 in 2022 from a very low £24,789 in 2021. Furthermore our strategy of increasing revenue from new or improved fund raising events paid off with a total £15,741 raised in 2022 against £1,933 in 2021.

The deficit for the year 2021 was a loss £48,473 on revenues of £86,502 and this has been transformed into a positive contribution of £9,901 on revenues of £139,651 in 2022. It is also of interest to note that donations have much increased in 2022, £20,140 against £5,760 in 2021. This is partially offset by a reduction in Government COVID support Grants, £27,449 in 2021 against £5281 in 2022.

Costs have remained relatively stable and we have restructured the Caretaker function since the resignation of Alana Bubb in 2021. We have also made some significant changes to the production and content of our What's On Magazine. The printing process is now outsourced which presents a more professional and glossy product. As a result advertising revenue is up by 27% in only the 5 months since the new version was launched. It is very pleasing to report that, after numerous COVID, water damage and resulting insurance claims last year, the Childrens Library was opened in September and is proving to be popular with steadily increasing user numbers. Great credit must go to Mike Weston and Mike Lord and their teams of volunteers whose commitment and hard work have brought this project to fruition.

For obvious reasons energy costs have occupied much of our time and attention in recent months, although our previous gas and electricity contracts have protected us through most of 2022. These ran out on 30th November and 31st December for Electricity and Gas respectively. We are then further protected by the Government energy price cap until end March, although at a significantly higher price. We then have new contracts in place that take us through to the end of September 2023. Prices are going to be much higher than we have previously enjoyed, but Trustees are confident these are manageable although this issue is recognised to present one of the most significant challenges for the future.

The Centre had been accumulating a reserve fund over the past 10 years, earmarked for such needs as roof replacement and the development of new facilities. As reported last year these plans became a casualty of COVID and we now need to urgently concentrate on boosting those reserves to provide a buffer against future unexpected events. We also need to address the problem of replacing large parts of our felted roof area.

Following on from COVID and the various after effects of reduced public confidence, the Centre is now getting back to a positive trading position. The early months of 2023 are looking positive although January and February are historically low revenue months. Trustees are now placing great emphasis on marketing the first class facilities on offer as well as continuing to seek other fund raising opportunities throughout the community. However, we believe with continued help and support from Trustees and volunteers we are now well placed and in a good position to serve our community even better in the future. Many thanks are due to Trustees and our many volunteers for their efforts and commitment through what has been a difficult year for all concerned. We also wish to thank our loyal users and many members of our community and businesses on the High Street who have generously supported us by using our facilities and contributing to fundraising events.

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:

- To provide a buffer so that normal expenditure can continue for a period of 2 months in the event of further major disruption in the Centre's stream of income; Trustees calculate this to be £15,000 at current levels of expenditure.
- Current reserve levels in fact are £17,500 and in the short to medium term Trustees intend to build a further buffer of £15,000 to provide for the necessary expenditure to ensure that

the premises and equipment are maintained to a good standard and, if necessary, enhance for the benefit of members, visitors and staff.

- In view of our recognised roofing vulnerability the trustees intend to build a reserve for eventual replacement of large areas of the roof. Due to the recent and current strain on finances this plan has been deferred, but it is the firm intention of Trustees to reintroduce the plan as soon as cash flow allows.

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 subject to a major review and procedures have been established to mitigate these risks.

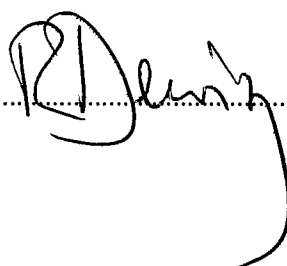
STATEMENT OF PUBLIC BENEFIT

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 27/02/2023 by:

 R Dewing - Chair of Trustees

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 31st December 2022.

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

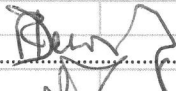
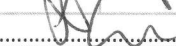
A Nicholas Examiner

Date: 27th Feb 2023

LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
31st DECEMBER 2022

	Unrestricted	<<<<< Designated funds >>>>>				Total funds	2021
		Childrens Library	Charity Shop	Maintenance Provision	Tribute Concert		
INCOME							
Lettings income	64,894	-	-	-	-	64,894	24,789
Membership & Affiliation Fees	1,930	-	-	-	-	1,930	1,117
What's On advertising	9,798	-	-	-	-	9,798	7,108
Office Services	586	-	-	-	-	586	391
Books	3,495	-	-	-	-	3,495	1,509
Old library Rent	-	-	-	-	-	-	1,050
Feed in Tariff	1,498	-	-	-	-	1,498	1,285
Catering and Community Club	10,225	-	-	-	-	10,225	3,469
Charity shop sales (including GA tax relief)	2,871	-	-	-	-	2,871	-
Film Night	2,298	-	-	-	-	2,298	788
Fundraising							
Tribute Night & Quiz	-	-	-	-	2,564	2,564	-
Quiz Night	-	-	-	-	-	-	1,086
Fun Day	1,039	-	-	-	-	1,039	847
Boxing Day Fun Run (net of costs)	459	-	-	-	-	459	-
Auction of Promises	9,176	-	-	-	-	9,176	-
100 Club surplus	2,503	-	-	-	-	2,503	-
Other income	548	-	-	-	-	548	171
Insurance claim for loss of income etc	-	-	-	-	-	-	4,968
Donations	6,318	6,564	3,258	4,000	-	20,140	5,760
Gift Aid tax refunds	1,977	-	-	-	50	2,027	250
Grant for Warm Spaces scheme	481	-	-	-	-	481	-
Other grants	800	-	-	-	-	800	-
Business Support grant	4,000	-	-	-	-	4,000	24,500
Job Retention Scheme	-	-	-	-	-	-	2,949
Interest Received	42	-	-	-	-	42	-
Realised & unrealised gains/(losses) on COIF	(1,721)	-	-	-	-	(1,721)	4,466
TOTAL INCOME	123,215	6,564	3,258	4,000	2,614	139,651	86,502
EXPENDITURE							
Staff costs	69,760	-	-	-	-	69,760	63,093
Energy and water	8,093	-	-	-	-	8,093	6,621
Insurance	2,554	-	-	-	-	2,554	2,523
Telephone and internet	1,814	-	-	-	-	1,814	1,988
Copier costs	2,448	-	-	-	-	2,448	2,752
Magazine printing	6,379	-	-	-	-	6,379	-
Catering and Community Club costs	4,510	-	-	-	-	4,510	2,643
Marketing costs	820	-	-	-	-	820	-
Stationery and Office Costs	991	-	-	-	-	991	1,363
Accounting Software	515	-	-	-	-	515	408
Library consumables	711	-	-	-	-	711	471
Legal and professional	1,453	-	-	-	-	1,453	364
Film Hire Costs	1,315	-	-	-	-	1,315	539
Fundraising costs	194	-	-	-	689	883	539
Cleaning and Cleaning Materials	1,477	-	-	-	-	1,477	1,519
Old library refurbishment	-	-	-	-	-	-	27,676
Childrens library & charity shop	153	2,200	3,258	-	-	5,611	-
Floor tiles for Linden Hall	-	3,056	-	-	1,925	4,981	-
Storage Space Enhancement	-	-	-	5,142	-	5,142	-
Contribution from the Welfare Charity	-	-	-	(2,350)	-	(2,350)	-
Repairs, renewals and maintenance	5,016	-	-	-	-	5,016	17,359
Miscellaneous	1,943	-	-	-	-	1,943	1,271
Bank and Credit card charges	407	-	-	-	-	407	171
Depreciation	5,278	-	-	-	-	5,278	3,674
TOTAL EXPENDITURE	115,830	5,256	3,258	2,792	2,614	129,750	134,974
OVERALL SURPLUS/(DEFICIT)	7,385	1,308	-	1,208	-	9,901	(48,473)
RETAINED EARNINGS B/F	50,986					50,986	99,459
RETAINED FUNDS C/F	58,371	1,308		1,208		60,887	50,986

LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION
BALANCE SHEET AS AT 31st DECEMBER 2022

	2022	2022	2022	2021
Fixed assets: (see Note 4)	Cost b/f	Additions		
Library equipment	539	-	539	539
Kitchen equipment	6,109	680	6,789	6,109
Computer equipment	5,840	-	5,840	5,840
Fixtures & equipment	22,320	2,324	24,644	22,320
Office equipment	775	-	775	775
Cost	35,583	3,004	38,587	35,583
Depreciation b/f	(14,406)	-	(14,406)	(10,732)
Depreciation this year	0	(5,278)	(5,278)	(3,674)
	21,177	(2,274)	18,903	21,177
Current assets				
Trade debtors			10,772	4,752
Sundry debtors and prepayments			1,810	8,981
Bank current account			17,955	8,997
Bank deposit account			5,757	6,535
CCLA/COIF investment at market value			16,638	18,359
Cash in hand			137	80
			53,069	47,704
Total assets			71,972	68,881
Creditors: amounts falling due within one year				
Trade Creditors			5,341	12,366
Accruals			1,495	2,761
Income in advance			2,700	1,066
Held for Youth Group			375	-
Held in 100 Club account			170	-
PAYE			1,004	1,701
			11,085	17,894
Total assets less liabilities			60,887	50,987
		Movement		
Total Funds	Brought fwd	This year		
Unrestricted	50,986	7,385	58,371	50,986
Designated funds:				
Childrens library	-	1,308	1,308	-
Maintenance	-	1,208	1,208	-
	50,986	9,901	60,887	50,986
Directors responsibilities - we are responsible for the preparation of the financial statements and consider that the Charity is exempt from an audit. The Financial statements were approved by the trustees on 27th February 2023 and signed on their behalf by:				
	R. Dewing - Chair of Trustees			
	J. Rickcord - Treasurer			

LYNDHURST AND DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2022

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. 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

Library Equipment - 20% on reducing balance

b) 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 £2.2m.