

BEDWELL COMMUNITY ASSOCIATION

Registered Charity No. 302332

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2022**

BEDWELL COMMUNITY ASSOCIATION

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For the year ended 31st March 2022

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BEDWELL COMMUNITY ASSOCIATION

Trustees Annual Report Continued For the year ended 31st March 2022

REFERENCE AND ADMINISTRATION

Name of Charity:	BEDWELL COMMUNITY ASSOCIATION	
Registered Charity No:	302332	
Governing Document:	Constitution dated 17th May 1999	
Principal Office:	Bedwell Community Association Crescent, Stevenage, Herts. SG1 1NA	
Trustees:	Sheila Robertson Elaine Connolly Philip Smith Terry Ingle Eileen Mitchell Ann Meldrum Ron Meldrum Peter Ford Jenny O'Sullivan Stuart Mylrea	Chairman (Resigned 01.04.22) (Appointed 05.07.21) (Acting Chairman 01.04.22) Vice Chairman Treasurer (Resigned 01.09.21) (Resigned 05.07.21) (Appointed 05.07.21) (Appointed 28.02.22)
Bankers:	Lloyds TSB Bank Plc Stevenage Town Square 3 The Town Square Stevenage Herts. SG1 1BG	
Independent Examiner:	Jane M E Seymour Orchard Villa 2B Regent Street Stotfold Hitchin Herts. SG5 4ED	

BEDWELL COMMUNITY ASSOCIATION

Trustees Annual Report Continued For the year ended 31st March 2022

The Management Committee present their report for the year ended 31st March 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is an unincorporated organization which is governed by a constitution dated 17th May 1999.

The Honorary Officers and up to eight representatives of affiliation organisations and other user groups are elected or appointed on an annual basis at the Annual General Meeting, in the event of an vacancy occurring the Committee can co-opt a replacement until the next Annual General Meeting. The committee shall also include one representative from Stevenage Borough Council.

Individuals and one representative per affiliated group shall have the right to vote at the AGM.

The trustees are elected or appointed on an annual basis at the Annual General Meeting, which is held between June and July.

OBJECTIVES

In setting the charity's objectives and planning its aims and objectives and future activities the Trustees have given consideration to the Charity Commission's general guidance on public benefit. The main aims and objectives of the charity are:

To promote the benefit of the inhabitants of Bedwell Stevenage, without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To maintain and manage the Bedwell Centre and encourage its use by the Community for the pursuit of common interests of a social, educational and recreational kind.

The Association shall be non-party in politics and non-sectarian in religion.

ACTIVITIES, PROGRESS AND ACHIEVEMENTS

The Community Centre started this year in lockdown (due to The Covid-19 Pandemic). We were then allowed to open to only a few groups from 12th April. From 17th May we were allowed to open to the rest of our existing groups. This was all due to Government Legislation.

Some of our groups came back, but quite a few, especially groups with elderly people, did not start back straight away. In September more of our groups started coming back, but unfortunately, we did lose a few groups as they decided not to come back.

BEDWELL COMMUNITY ASSOCIATION

Trustees Annual Report Continued For the year ended 31st March 2022

ACTIVITIES, PROGRESS AND ACHIEVEMENTS CONTINUED

Private Functions and Children's Party's have been really hard hit. We did not start taking any functions back into the Community Centre until January 2022.

Because of Covid-19 and social distancing, we did not have our usual Fun Day, Halloween Party or any other fund raising events during 2021. The first fundraising event was in March 2022, when we had a very successful Race Night. Therefore, fund raising over this period has been down.

The Community Centre has been able to survive due to Government Business Grants, Re-Start Grants etc. Staff, who were not working were put on part or full furlough, which was funded in the main by the HMRC grants. This scheme ended at the end of September 2021, and the Community Centre were then responsible to cover all staff wages.

We received a Grant from the local Authority to help groups that were struggling. This went towards their rental costs for up to six months. We also received a grant from the local authority for a new cleaning machine.

January – March 2022 The Community Centre is again busy with The Pre-School using it Monday – Friday.

The Molly Vickers School of Dancing have increased the days they use the community centre, they are now running classes Monday – Saturday.

We continue to have Step2Skills (formally Hafls), offering courses in the Community Centre Monday – Friday.

The Community Centre hires its Halls/Rooms out to a variety of different groups and is open Monday – Friday 8am – 11pm.

We are also open on a Saturday and Sunday for groups wanting to use our facilities and hire our halls for private functions.

We have a Chiropody service at the community centre once a month, when people can make an appointment and get their feet done.

We continue to look at ways in which we can attract new groups to let our Halls/Rooms to, and thus provide more diverse skills and activities to the local community.

BEDWELL COMMUNITY ASSOCIATION

Trustees Annual Report Continued For the year ended 31st March 2022

FINANCE REVIEW

The net result of this for the financial year end 31st March 2022 is a deficit of £4,349 (2021: surplus £25,859).

The enclosed financial statement shows the current state of the finances, which the Management Committee considers to be fair. Careful monitoring has been carried out to ensure the Association continues to operate efficiently for the community of Bedwell.

Reserves

Reserves must be kept at a reasonable level in relation to the overall turnover of the organisation – per the Council’s policy on reserves of voluntary organisations applying for funding.

For the financial good health of the Centre and the sustainability of the organisation we deem it prudent to keep reserves of not less than three month’s operating costs. Unfortunately, due to deficit core grant funding for several years, we have been unable to build up the required balance.

Free reserves are currently held at £16,694.

The estimate for the designated reserve, to cover staff redundancy payments and winding up costs are £27,375; this calculation does not include redundancy payments for Staff that have not worked for the organisation for more than two years. It is based on current payment levels. It is based on the assumption that any legal costs incurred in the closure of the Centre would be met directly by Stevenage Borough Council.

Approved by the Trustees on 11th July 2022 and signed on their behalf by:

BEDWELL COMMUNITY ASSOCIATION

Independent Examiners Report For the year ended 31st March 2022

I report on the accounts for the year ended 31st March 2022, which are set out on pages 6 to 15.

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.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 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:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and FRS 102have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jane M E Seymour

Community Accountant

Orchard Villa, 2B Regent Street

Stotfold, Hitchin

Herts. SG5 4ED

Dated: 11th July 2022

BEDWELL COMMUNITY ASSOCIATION**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income from:					
Donations and legacies	2	28,976	4,627	33,603	85,421
Charitable Activities	3	85,997	-	85,997	31,553
Other Trading activities	4	2,372	-	2,372	346
Investments		3	-	3	4
Other	5	4,000	-	4,000	4,000
Total Income		121,348	4,627	125,975	121,324
Expenditure on:					
Raising Funds		24	-	24	-
Charitable Activities	6	127,375	2,925	130,300	100,035
Total resources expended		127,399	2,925	130,324	100,035
Net incoming/ (expenditure)		(6,051)	1,702	(4,349)	21,289
Transfers between funds		-	-	-	-
Net Movement in Funds		(6,051)	1,702	(4,349)	21,289
Total Funds brought forward		22,745	3,114	25,859	4,570
Total funds carried forward	16	16,694	4,816	21,510	25,859

BEDWELL COMMUNITY ASSOCIATION
BALANCE SHEET AS AT 31ST MARCH 2022

	Notes	£	2022 £	2021 £
Fixed Assets				
Tangible fixed assets	10		4,344	3,527
Current Assets				
Debtors & prepayments	11		4,903	4,886
Cash at bank and in hand			24,813	24,609
Total Current Assets			<u>29,716</u>	<u>29,495</u>
Creditors: Amounts falling due within one year	12		<u>12,550</u>	<u>7,163</u>
Net Current Assets			17,166	22,332
Net Assets			<u>21,510</u>	<u>25,859</u>
Funds of the Charity				
Unrestricted funds				
General funds			<u>16,694</u>	<u>22,745</u>
			16,694	22,745
Restricted funds				
			811	818
Locality Budget Scheme - Comp/Printer			12	16
Locality Budget - Finance Computer			23	31
Big Lottery - Computer Suite			1,335	1,780
Sports Englands Tackling Inequalities Fund			35	35
Community Trust - Laptop			325	434
SCB Covid Fund - Equipment			1,465	-
SCB Fun Day			810	-
			<u>4,816</u>	<u>3,114</u>
Total Funds	15		<u>21,510</u>	<u>25,859</u>

Approved by the Trustees on 11th July 2022 and signed on their behalf by:

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The notes on pages 9 to 15 form part of these accounts

BEDWELL COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOW AS AT 31 MARCH 2022

	Note	2022	2021
		£	£
Cash flows from operating activities:			
<i>Net cash provided by (used in) operating activities</i>	<i>18</i>	<i>2,468</i>	<i>18,868</i>
Cash flows from capital expenditure & investing activities:			
Dividends, interest and rents from investments		3	3
Purchase of property, plant and equipment		(2,267)	(655)
<i>Net cash provided by (used in) investing activities</i>		<i>(2,264)</i>	<i>(652)</i>
 <i>Change in cash and cash equivalents in the reporting period</i>		 <i>204</i>	 <i>18,216</i>
Cash and cash equivalents at the beginning of the reporting period		24,609	6,393
Change in cash and cash equivalents due to exchange rate movements		-	-
<i>Cash and cash equivalents at the end of the reporting period</i>		<i>24,813</i>	<i>24,609</i>

BEDWELL COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

1 ACCOUNTING POLICIES

Basis of preparation

These Accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities (SORP 2015 restated where applicable) and in compliance with the Charities Act 2011.

Depreciation policy

Tangible fixed assets are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 25% on the reducing balance.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Incoming Resources

All income is accounted for when the Charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except for hall deposits that relate to bookings in a future accounting period, the income is deferred until those periods.

2	Unrestricted	Restricted	2022	2021
Income from Donations and Legacies			£	£
Donations	161	-	161	-
Grants - Stevenage Borough Council	18,599	3,330	21,929	42,927
Sport England	-	-	-	5,235
HMRC- Job Retention Scheme	10,216	-	10,216	35,180
Sports Englands Tackling Inequalities Fund	-	-	-	1,500
Community Trust	-	1,297	2,594	579
	<u>28,976</u>	<u>4,627</u>	<u>34,900</u>	<u>85,421</u>

BEDWELL COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

3 Income from Charitable Activities	Unrestricted	Restricted	2022	2021
			£	£
Hall Hire	85,752	-	85,752	31,386
Refreshment income	242	-	242	12
Services Income	3	-	3	155
	<u>85,997</u>	<u>-</u>	<u>85,997</u>	<u>31,553</u>

4 Income from Other Trading Activities	Unrestricted	Restricted	2022	2021
			£	£
Fundraising	2,372	-	2,372	346

5 Other income	Unrestricted	Restricted	2022	2021
			£	£
Employment Allowance	4,000	-	4,000	4,000

6 Analysis of Expenditure on charitable activities

Activity	Activity undertaken directly	Grant funding of activities	Support Costs	Total
	£	£	£	£
Community Centre	6&8 123,848	-	425	124,273
Big Lottery - Computer Suite	7 445	-	-	445
Canteen	8 3,102	-	-	3,102
Day Care	7 7	-	-	7
Redecoration, Equipment etc	7 977	-	-	977
Community Trust - Laptop	7 1,406	-	-	1,406
Event	7 90	-	-	90
	<u>129,875</u>	<u>-</u>	<u>425</u>	<u>130,300</u>

7 Charitable Expenditure	2022	2021
Charitable Activities - Centre	£	£
Unrestricted Administration Expenses		
Admin Wages	42,509	39,318
Printing, Stationery & Advertising	325	139
Broadband, Telephone & Postage	1,782	1,530
Subscriptions & Affiliation Fees	26	42
Performing Rights Association	1,746	1,279
Health & Safety	86	622
Sundry Expenses	1,181	300
Licensing Fees	180	180
Software - Norton Security	40	90
Bank charges	11	3
Website	410	1,100
Payroll & HR Expenses	1,207	1,023
Total Administration Fees	49,503	45,626

BEDWELL COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

7 Charitable Expenditure Continued	2022	2021
Charitable Activities - Centre	£	£
Unrestricted Maintenance Expenses		
Electricity	3,860	2,532
Equipment	269	197
Gas	5,323	2,875
Insurance	1,595	1,466
Laundry & Cleaning	2,413	1,381
Garden	425	485
Repairs & Renewals	5,295	-
Security	1,568	1,191
Equipment Depreciation	389	413
Water Rates	2,593	2,920
Caretaking/ cleaning wages	50,615	33,103
	<u>74,345</u>	<u>46,563</u>
Total Centre Costs	<u>123,848</u>	<u>92,189</u>
7 Charitable Expenditure	2022	2021
Charitable Activities - Centre	£	£
Restricted		
Community Trust Security equipment	1,297	-
SCB Covid Cleaning materials	450	-
Big Lottery Computer Suite project Dep'n	445	593
Community Trust Laptop Depreciation	109	145
Fun Day	90	-
SCB Covid Equipment	27	-
Locality Budget New Computer Dep'n	8	11
Day Care Chair/ Wheelchair Depreciation	7	10
Locality Budget Computer & Printer Dep'n	4	5
Total Restricted Expense	<u>2,925</u>	<u>2,224</u>
8 Canteen Account	2022	2021
	£	£
Cost of Sales		
Opening Stock	-	230
Purchases	425	(8)
	425	222
Less Closing Stock	-	-
	425	222
Canteen Wages	2,677	4,995
Total Canteen Costs	<u>3,102</u>	<u>5,217</u>
9 Governance	2022	2021
	£	£
Independent Examiner's Fee (See note 19)	425	400
	<u>425</u>	<u>400</u>

BEDWELL COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

10 Fixed assets

	Unrestricted Equipment	Restricted Equipment	Total
Cost	£	£	£
At 1 April 2021	3,931	12,896	16,827
Additions	314	1,953	2,267
At 31 March 2022	<u>4,245</u>	<u>14,849</u>	<u>19,094</u>
Depreciation			
At 1 April 2021	2,695	10,605	13,300
Charge for the year	389	1,061	1,450
At 31 March 2022	<u>3,084</u>	<u>11,666</u>	<u>14,750</u>
Net book values			
At 31 March 2021	1,236	2,291	3,527
At 31 March 2022	<u>1,161</u>	<u>3,183</u>	<u>4,344</u>

11 Debtors & Prepayments

	2022	2021
	£	£
Debtors	4,741	337
Prepayments and income accruals	162	4,549
	<u>4,903</u>	<u>4,886</u>

12 Creditors: Amounts falling due within one year

	2022	2021
	£	£
Sundry Creditors	785	6
HMRC Tax & NI	1,452	989
Accruals and income prepayments	10,214	6,111
Pension Contributions	99	57
	<u>12,550</u>	<u>7,163</u>

13 Trustees' Remuneration and Expenses

No trustee remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them.

14 Employees' Remuneration

Total remuneration for the year (excluding employer's contributions) amounted to £ 86,431 (2021: £70,255).

No employee earned more than £40,000 p.a. or more. The average numbers of paid staff for the year were six (2021: seven).

BEDWELL COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

15 Reserves Policy

Reserves must be kept at a reasonable level in relation to the overall turnover of the organisation – per the Council’s policy on reserves of voluntary organisations applying for funding.

For the financial good health of the Centre and the sustainability of the organisation we deem it prudent to keep reserves of not less than three month’s operating costs. Covid-19 and the additional funds we have been able to access means we have been able to build our reserves back up to nearly the level required to meet our reserves policy.

Current free reserves are £16,694

The estimate for the reserve, to cover staff redundancy payments and winding up costs are £27,375, this calculation does not include redundancy payments for Staff that have not worked for the organisation for more than two years. It is based on current payment levels. It is based on the assumption that any legal costs incurred in the closure of the Centre would be met directly by Stevenage Borough Council.

16 Fund Analysis

	General £	Locality Budget Scheme - Comp/Print £	Day Care- SBC/Age Concern £	Locality Budget - Finance Comp £	Sub - Total £
Incoming Resources	121,348	-	-	-	121,348
Resources Expended	127,399	4	7	8	127,418
Net incoming resources before transfers	(6,051)	(4)	(7)	(8)	(6,070)
Transfer between funds	-	-	-	-	-
Net movement in funds	(6,051)	(4)	(7)	(8)	(6,070)
Total Funds B/fwd	22,745	16	818	31	23,610
Total Funds C/Fwd	16,694	12	811	23	17,540
Fixed Assets	1,161	12	23	23	1,219
Current Assets	28,083	-	788	-	28,871
Current Liabilities	(12,550)	-	-	-	(12,550)
	16,694	12	811	23	17,540

BEDWELL COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

16 Fund Analysis Continued

	B/Fwd £	Big Lottery - Computer Suite £	Community Trust Equipment £	Sports Englands Tackling Inequalities Fund £	Sub - Total £
Incoming Resources	121,348	-	1,297	-	122,645
Resources Expended	127,418	445	1,406	-	129,269
Net incoming resources before transfers	(6,070)	(445)	-	-	(6,624)
Transfer between funds	-	-	-	-	-
Net movement in funds	(6,070)	(445)	-	-	(6,624)
Total Funds B/fwd	23,610	1,780	434	35	25,859
Total Funds C/Fwd	17,540	1,335	325	35	19,235
Fixed Assets	1,219	1,335	325	-	2,879
Current Assets	28,871	-	-	35	28,906
Current Liabilities	(12,550)	-	-	-	(12,550)
	17,540	1,335	325	35	19,235

	B/Fwd £	SCB Covid Equipment £	SCB Fun Day £		Sub - Total £
Incoming Resources	122,645	2,430	900	-	125,975
Resources Expended	129,269	965	90	-	130,324
Net incoming resources before transfers	(6,624)	1,465	810	-	(4,349)
Transfer between funds	-	-	-	-	-
Net movement in funds	(6,624)	1,465	810	-	(4,349)
Total Funds B/fwd	25,859	-	-	-	25,859
Total Funds C/Fwd	19,235	1,465	810	-	21,510
Fixed Assets	2,879	1,465	-	-	4,344
Current Assets	28,906	-	810	-	29,716
Current Liabilities	(12,550)	-	-	-	(12,550)
	19,235	1,465	810	-	21,510

BEDWELL COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS
for the year ended 31st March 2022

17 Volunteers

Volunteer information is as follows:

Activity 2021/22	Number of Volunteers	No of Hours per Volunteer	Total Hours
Centre Activities - Bingo	3	12	36

Activity 2020/21	Number of Volunteers	No of Hours per Volunteer	Total Hours
Centre Activities - Bingo	3	12	36

18 Notes to the cash flow statement

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2022	2021
	£	£
Net income/(expenditure) for the year	(4,349)	21,289
Adjustments for:		
Depreciation charges	1,450	1,177
Dividends, interest and rents from investments	(3)	(3)
(Increase)/decrease in stocks	-	230
(Increase)/decrease in debtors	(17)	-
Increase/(decrease) in creditors	5,387	-
Net cash provided by operating	2,468	22,693

Analysis of net cash resources

	2022	2021
	£	£
Cash in hand	24,813	24,609

19 Independent Examiner's

Fees of £425 have been accrued for the 2022 (2021: £400) examination and preparation of accounts.