



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **April 2020** Period start date To **April 2021** Period end date

Charity name: **The Shephall Community Association**

Charity registration number: **302472**

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To serve and benefit the public of Stevenage |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | We hire rooms for dance and keep fit classes. Play groups, adult learning, church meetings, council meetings and any other business. We hire our main hall for all occasions and family functions. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | N/A |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | |

| | | |
|-------|--|--|
| | | |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | During 2020/21 the country was in the middle of a pandemic. The Centre along with most public buildings had to close its doors. We were closed through every lockdown and during the periods of gradual re-opening it was extremely slow as a lot of our groups were elderly or vulnerable and they chose to keep away for longer. After the limitations on numbers being allowed to meet in May 2021 eased we did lose the elderly groups but we did gain 2 playgroups. As far as finance goes, we did have to make a lot of refunds for parties that could not go ahead but fortunately we did receive funding in the form of grants from the government. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | At the end of 2021 we were £3533 in deficit in our current account |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The capital reserve is to cover any redundancies and utility bills in the event of closure of the centre |
| Amount of reserves held | Para 1.22 | £66,024 |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|-----------------------------|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Incorporated charity |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Elected at AGM |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|------------------------------------|
| Charity name | The Shephall Community Association |
| Other name the charity uses | The Shephall Centre |
| Registered charity number | 302472 |

| | |
|-----------------------------|---|
| Charity's principal address | Shephall Green Stevenage Herts SG2 9XR |
| | |

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 | Clive Holmes | Chair | 2006 - present | |
| 2 | Rosemary Jermain | Treasurer | 2006 -present | |
| 3 | Bob Clemmence | Vice Chair | 2006 - present | |
| 4 | Barry Pollard | Trustee | 2006 - present | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees - names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| N/A | | |
| | | |

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

Funds held as custodian trustees on behalf of others

| | |
|---|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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

Other optional information

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

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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

Full name(s)

| | |
|--------------|--|
| Clive Holmes | |
|--------------|--|

Position (eg
Secretary, Chair, etc)

| | |
|-------|--|
| Chair | |
|-------|--|

Date

| |
|----------|
| 15/03/22 |
|----------|

Shephall Community Association

Balance sheet

31st March 2020

| | 31.3.20 | notes |
|-------------------------------|----------------|----------------|
| | £ | £ |
| FIXED ASSETS: | | |
| Plant & machinery | | 997 |
| CURRENT ASSETS: | | |
| Stock | 0 | |
| Contingency Reserve account | 66555 | |
| Other debtors | 0 | |
| Bank account no.1 | 1216 | |
| | <u>67771</u> | |
| CURRENT LIABILITIES: | | |
| Trade creditors | 0 | |
| Other creditors | 0 | |
| Social security & other taxes | 309 | |
| | <u>309</u> | |
| | | <u>67462</u> |
| | | <u>£68,459</u> |
| FINANCED BY: | | |
| | -6917 | |
| Revaluation reserve | | 78908 |
| CAPITAL ACCOUNT | | |
| Net profit | | <u>-3533</u> |
| | | <u>£75,375</u> |

31.03.19

£

£

1329

0

67637

4300

5668

77606

0

0

27

27

77579

£78,908

70988

7920

£78,908

Income**expenditure**

| | |
|---------|--------|
| 531.10 | 60.00 |
| 135.00 | 231.20 |
| 585.80 | 1.55 |
| 669.00 | 0.00 |
| 312.70 | 0 |
| 597.00 | 100.81 |
| 486.50 | 209.00 |
| 116.00 | 125.00 |
| 298.00 | 13.80 |
| 971.20 | 0.00 |
| 1071.78 | 0.00 |
| 120.20 | 50.00 |
| 68.90 | 0.00 |
| 483.60 | 40.00 |
| 1101.70 | 0.00 |
| 661.00 | 20.81 |
| 154.70 | 63.15 |
| 185.60 | 127.50 |
| 1599.70 | 231.81 |
| 162.50 | 250.00 |
| 99.00 | 30.00 |
| 495.25 | 60.00 |
| 858.07 | 55.40 |
| 761.95 | 51.00 |
| 236.10 | 80.00 |
| 185.60 | 0.00 |
| 1175.94 | 10.00 |
| 500.30 | 70.00 |
| 459.25 | 171.00 |
| 233.10 | 12.00 |
| 651.15 | 181.00 |
| 904.95 | 230.00 |
| 384.20 | 7.00 |
| 103.20 | 50.00 |
| 350.80 | 19.24 |
| 1004.50 | 257.45 |
| 270.30 | 400 |
| 16.50 | 10 |
| 331.50 | 0 |
| 1198.70 | 10 |
| 377.15 | 87 |
| 731.45 | 60.5 |
| 719.50 | 0 |
| 332.80 | 60 |
| 906.70 | 20 |
| 1012.60 | 60 |
| 1331.70 | 256 |
| 556.30 | 0 |
| 208.00 | 100 |

26708.54

3872.22

26708.54

2957.68

22620.85

914.54

4087.69

Shephall Community Association

Tangible Fixed Assets Schedule
31st March 2020

| | <u>Plant and Machinery</u> £ |
|---------------------------------------|-------------------------------------|
| NET BOOK VALUE b/fwd | 1329 |
| Additions | 0 |
| | 1329 |
| Depreciation @25% | 332 |
| NET BOOK VALUE: At 31ST March 2019 | 997 |

Shephall Community Association

Trading and Profit & Loss Account
for the year ended 31 March 2021

| | 31.3.21 | | notes |
|-------------------------------|----------------|--------------|--------------|
| | £ | £ | |
| Income: | | | |
| Room Hire | 5494 | | |
| Meal Service | 0 | | |
| Catering | 0 | | |
| | | 5494 | |
| Cost of sales: | | | |
| Meal Service Purchases - food | 0 | | |
| Catering Food | 132 | | |
| Meal Service equipment | 0 | | |
| Meal Service Wages | 0 | | |
| | | 132 | |
| GROSS PROFIT | | 5362 | |
| Other income: | | | |
| Rents received | 9000 | | a |
| SBC Grants | 20307 | | 1 |
| Sundry receipts | 0 | | 2 |
| Deposit account interest | 0 | | |
| | | 29307 | |
| | | 34669 | |
| Expenditure: | | | |
| General Office Wages | 17241 | | |
| Events/entertainments | 0 | | |
| Donations | 344 | | |
| Post & stationery | 522 | | |
| Phone & internet costs | 1710 | | |
| Equipment costs | 0 | | |
| Licenses/subscriptions | 1546 | | |
| Recycling costs | 860 | | |
| Sundry office exps | 60 | | 3 |
| Accountancy | 600 | | |
| Labour costs | 0 | | 4 |
| Rates & Water | 0 | | |
| Premises costs | 725 | | 5 |
| Professional fees | 0 | | |
| Light & heat | 13390 | | |
| Depreciation | 0 | | |
| Repairs to property | 1204 | | 6 |
| | | 38201 | |

| | |
|------------------------|----------------|
| | -3533 |
| Finance costs: | |
| Bank charges | <u>0</u> |
| Net profit/loss | -£3,533 |

Shephall Community Association

Trading and Profit & Loss Account for the year ended 31 March 2021

Notes

a Social club rent reduced for the year while they were shut due to covid lock d

1 SBC Grants

| | |
|--|----------------|
| This relates to annual grant from Council of | £10,307 |
| Meal service grant | 0 |
| Community trust grant | £0 |
| Local Government grant | £10,000 |
| | <u>£20,307</u> |

2 Sundry receipts:

| | |
|---------------|----------|
| Entertainment | 0 |
| Donations | 0 |
| Shephall Day | 0 |
| Other income | <u>0</u> |
| | 0 |

3 Sundry Office exps refers to equipment hire - phones etc

4 Labour costs refers to cost of security cover for 18th birthday parties plus cost of doorman

5 Premises costs

6 Repairs to property

31.03.20

| £ | £ |
|----------|----------|
| 38027 | |
| 0 | |
| 654 | |
| <hr/> | |
| | 38680 |
| 0 | |
| 503 | |
| 0 | |
| 0 | |
| <hr/> | |
| | 503 |
| | 38177 |
| 26900 | |
| 2309 | |
| 230 | |
| 0 | |
| <hr/> | |
| | <hr/> |
| | 29439 |
| | 67616 |
| 29528 | |
| 0 | |
| 0 | |
| 1914 | |
| 2279 | |
| 0 | |
| 1766 | |
| 860 | |
| 1362 | |
| 855 | |
| 1370 | |
| 0 | |
| 8445 | |
| 18 | |
| 23626 | |
| 332 | |
| 5708 | |
| <hr/> | |
| | 78063 |

-10449

0

-10449

lown

Shephall Community Association

Balance sheet

31st March 2020

| | 31.3.20 | notes |
|-------------------------------|----------------|----------------|
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| CAPITAL ACCOUNT | | |
| Net profit | | <u>-3533</u> |
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31.03.19

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Income**expenditure**

| | |
|---------|--------|
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| 669.00 | 0.00 |
| 312.70 | 0 |
| 597.00 | 100.81 |
| 486.50 | 209.00 |
| 116.00 | 125.00 |
| 298.00 | 13.80 |
| 971.20 | 0.00 |
| 1071.78 | 0.00 |
| 120.20 | 50.00 |
| 68.90 | 0.00 |
| 483.60 | 40.00 |
| 1101.70 | 0.00 |
| 661.00 | 20.81 |
| 154.70 | 63.15 |
| 185.60 | 127.50 |
| 1599.70 | 231.81 |
| 162.50 | 250.00 |
| 99.00 | 30.00 |
| 495.25 | 60.00 |
| 858.07 | 55.40 |
| 761.95 | 51.00 |
| 236.10 | 80.00 |
| 185.60 | 0.00 |
| 1175.94 | 10.00 |
| 500.30 | 70.00 |
| 459.25 | 171.00 |
| 233.10 | 12.00 |
| 651.15 | 181.00 |
| 904.95 | 230.00 |
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| 103.20 | 50.00 |
| 350.80 | 19.24 |
| 1004.50 | 257.45 |
| 270.30 | 400 |
| 16.50 | 10 |
| 331.50 | 0 |
| 1198.70 | 10 |
| 377.15 | 87 |
| 731.45 | 60.5 |
| 719.50 | 0 |
| 332.80 | 60 |
| 906.70 | 20 |
| 1012.60 | 60 |
| 1331.70 | 256 |
| 556.30 | 0 |
| 208.00 | 100 |

26708.54

3872.22

26708.54

2957.68

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914.54

4087.69

Shephall Community Association

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31st March 2020

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|---------------------------------------|-------------------------------------|
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Shephall Community Association

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for the year ended 31 March 2021

| | 31.3.21 | | notes |
|-------------------------------|----------------|--------------|--------------|
| | £ | £ | |
| Income: | | | |
| Room Hire | 5494 | | |
| Meal Service | 0 | | |
| Catering | 0 | | |
| | | 5494 | |
| Cost of sales: | | | |
| Meal Service Purchases - food | 0 | | |
| Catering Food | 132 | | |
| Meal Service equipment | 0 | | |
| Meal Service Wages | 0 | | |
| | | 132 | |
| GROSS PROFIT | | 5362 | |
| Other income: | | | |
| Rents received | 9000 | | a |
| SBC Grants | 20307 | | 1 |
| Sundry receipts | 0 | | 2 |
| Deposit account interest | 0 | | |
| | | 29307 | |
| | | 34669 | |
| Expenditure: | | | |
| General Office Wages | 17241 | | |
| Events/entertainments | 0 | | |
| Donations | 344 | | |
| Post & stationery | 522 | | |
| Phone & internet costs | 1710 | | |
| Equipment costs | 0 | | |
| Licenses/subscriptions | 1546 | | |
| Recycling costs | 860 | | |
| Sundry office exps | 60 | | 3 |
| Accountancy | 600 | | |
| Labour costs | 0 | | 4 |
| Rates & Water | 0 | | |
| Premises costs | 725 | | 5 |
| Professional fees | 0 | | |
| Light & heat | 13390 | | |
| Depreciation | 0 | | |
| Repairs to property | 1204 | | 6 |
| | | 38201 | |

| | |
|------------------------|----------------|
| | -3533 |
| Finance costs: | |
| Bank charges | <u>0</u> |
| Net profit/loss | -£3,533 |

Shephall Community Association

Trading and Profit & Loss Account
for the year ended 31 March 2021

Notes

a Social club rent reduced for the year while they were shut due to covid lock d

1 SBC Grants

| | |
|--|---------------|
| This relates to annual grant from Council of | £10,307 |
| Meal service grant | 0 |
| Community trust grant | £0 |
| Local Government grant | £10,000 |
| | <hr/> £20,307 |

2 Sundry receipts:

| | |
|---------------|---------|
| Entertainment | 0 |
| Donations | 0 |
| Shephall Day | 0 |
| Other income | 0 |
| | <hr/> 0 |

3 Sundry Office exps refers to equipment hire - phones etc

4 Labour costs refers to cost of security cover for 18th birthday parties plus cost of doorman

5 Premises costs

6 Repairs to property

31.03.20

| £ | £ |
|----------|----------|
| 38027 | |
| 0 | |
| 654 | |
| <hr/> | |
| | 38680 |
| 0 | |
| 503 | |
| 0 | |
| 0 | |
| <hr/> | |
| | 503 |
| | 38177 |
| 26900 | |
| 2309 | |
| 230 | |
| 0 | |
| <hr/> | |
| | <hr/> |
| | 29439 |
| | 67616 |
| 29528 | |
| 0 | |
| 0 | |
| 1914 | |
| 2279 | |
| 0 | |
| 1766 | |
| 860 | |
| 1362 | |
| 855 | |
| 1370 | |
| 0 | |
| 8445 | |
| 18 | |
| 23626 | |
| 332 | |
| 5708 | |
| <hr/> | |
| | 78063 |

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