

LONGTHORPE COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

Charity Registration No. 302649

CHARITY COMMISSION

31 JAN 2022

**ACCOUNTS
RECEIVED**

LONGTHORPE COMMUNITY ASSOCIATION

CONTENTS

	<u>Page</u>
Trustees and Officers	1
Trustees Report	2 - 3
Independent Examiner's Report	4
Receipts and Payments account - General fund	5
Statement of Assets and Liabilities	6
Notes to the Financial Statements	7 - 8

LONGTHORPE COMMUNITY ASSOCIATION

TRUSTEES AND OFFICERS

Trustees:

M J Taylor
I Burrow
G Walker
S Nicholls

Address:

295 Thorpe Road
Longthorpe
Peterborough
PE3 6LU

Charity Registration Number:

302649

Independent Examiner:

Marie Craig
90 Lincoln Road
Peterborough
PE1 2SP

Bankers:

Yorkshire Bank PLC
10 Church Street
Peterborough
PE1 1XB

LONGTHORPE COMMUNITY ASSOCIATION

TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The Longthorpe Community Association is constituted by Deed of Trust and is a registered charity (number 302649).

Its address is 295 Thorpe Road, Longthorpe, Peterborough PE3 6LU.

The Trustees who served during the year were:

M J Taylor
I Burrow
G Walker
S Nicholls

Objectives

The objective of the charity is to provide playing fields and a village hall, in good repair and condition, suitable for regular use by local community groups and private hirers for social, recreational and sporting purposes for the benefit of the local community.

Review of the year

In line with Government's Covid-19 lockdown restrictions, the hall was closed for much of the financial year, being available for limited use by some group users between September and December and Pre School only for the period January to March. Obviously, this severely reduced the Association's income. Fortunately, we received a grant of £25,000 from Peterborough City Council which allowed the Association to retain the services of the hall's cleaner and to allow all users a discount on their rental charges to help them return to using the Hall and recreation grounds.

Financial results for the year

The Receipts & Payments Account shows total receipts of £33,329 (2020: £55,694) and total payments of £17,320 (2020: £72,416). Consequently, the Association's bank balances increased over the year by £16,009 (2020: decrease £16,722).

At the end of the year, the Association had cash funds of £70,973 (2020: £54,964) and an excess of creditors over debtors of £914 (2020 excess of debtors over creditors: £457). These cash funds are allocated to a designated Maintenance Fund £33,660 (2020: £32,680) leaving General Reserves of £37,313 (2020: £22,284) for day-to-day use.

Outlook for the Year to 31 March 2022

The Hall reopened in April 2021 and some users returned in compliance with Government Covid guidelines and the Hall's own risk assessment procedures. Uncertainty remains for the remainder of the year, although it is hoped that more users will return in the Autumn. The Association has continued to discount its rental charges to regular users to help them to return with fewer than normal members because of the continuing high level of Covid infections. At the time of writing, there has been some interest from private users of the Hall. Whilst income will be reduced as compared with pre Covid levels, the Management Committee believes that it has sufficient reserves to continue to operate and maintain the hall for the foreseeable future.

Reserves policy

The Association aims to maintain the hall, furniture and equipment in a first class condition so that it remains an attractive facility for regular user groups and private hirers. In order to ensure that future funds will be available to maintain the facilities to the required standard, the Management Committee has agreed to designate a Maintenance Fund, to be used in the future for the purpose of major maintenance projects such as the replacement of the boilers, refurbishment of the kitchen etc as these become due. Ongoing, the Association will seek to ensure that receipts from letting income will exceed the day to day running costs of the facilities and preserve the maintenance fund at a level to meet estimated future major maintenance projects, currently assessed at £33,660 (2020: £32,680).

Additionally, the Association has, at the end of the year, unrestricted funds of £37,313 (2020: £22,284). In the event of a major loss of income, the Management Committee believes that it should maintain general reserves of at least £15,000, equivalent to six months pre Covid annual income.

LONGTHORPE COMMUNITY ASSOCIATION

TRUSTEES REPORT CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

Management Committee

The Association is indebted to the officers and management committee who served voluntarily during the year.

The Committee is thankful for the services of Paulo Marques who has cleaned and maintained the hall throughout the Covid period

For and on behalf of the trustees

M J Taylor
Chairman

Date:

LONGTHORPE COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LONGTHORPE COMMUNITY ASSOCIATION

I report on the accounts of the Longthorpe Community Association for the year ended 31 March 2021, which are set out on pages 4 to 7.

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 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state 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 Commissioners. 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 as 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 trustees have not met the requirements to ensure that:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Acthave 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.

Marie Craig

90 Lincoln Road
Peterborough
PE1 2SP

Date:

LONGTHORPE COMMUNITY ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Designated Funds £	2021 Total £	2020 Total £
RECEIPTS AND PAYMENTS					
Receipts					
Hall Lettings - user groups	3	4,493	-	4,493	23,892
Hall Lettings - private		946	-	946	5,061
Recreation ground fees	4	1,715	-	1,715	2,770
Grant for Covid		25,000	-	25,000	-
Deposit account interest		610	-	610	-
Recovery of costs of utilities		565	-	565	557
Gifts		-	-	-	50
Tennis Club contribution to Club Room	8	-	-	-	23,364
Total Receipts		33,329	-	33,329	55,694
Payments					
Upkeep of hall and grounds	5	8,603	-	8,603	11,165
Utilities	6	3,414	-	3,414	4,718
Repairs and renewals	7	2,413	-	2,413	5,380
Insurance		1,889	-	1,889	1,867
Temporary stage cost		-	-	-	20
Gifts		-	-	-	280
Other		487	-	487	333
Return of deposits for lettings		-	-	-	700
Lawn Mower Cost		227	-	227	24
Building works	8	-	-	-	47,929
Hand sanitisers		287	-	287	-
Total Payments		17,320	-	17,320	72,416
Net (Payments)/Receipts		16,009	-	16,009	(16,722)
Transfers between funds		(980)	980	-	-
Cash funds at 1 April 2020		22,284	32,680	54,964	71,686
Cash funds at 31 March 2021		37,313	33,660	70,973	54,964

LONGTHORPE COMMUNITY ASSOCIATION

STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Designated Funds £	2021 Total £	2020 Total £
Monetary Assets	9				
Bank current account		37,313	1,977	39,290	23,891
Term deposit		-	31,683	31,683	31,073
		<u>37,313</u>	<u>33,660</u>	<u>70,973</u>	<u>54,964</u>
Other Monetary Assets					
Debtors re lettings		-	-	-	1,068
Utility recovery from user group		-	-	-	-
PAYE refund due		-	-	-	246
Interest		-	-	-	441
		<u>-</u>	<u>-</u>	<u>-</u>	<u>1,755</u>
Monetary Liabilities					
Deposits held for future lettings		625	-	625	625
Gas charges		128	-	128	136
Lawn mower expenses		-	-	-	227
Electricity charges		-	-	-	138
Refuse collection		81	-	81	97
Water charges		80	-	80	75
		<u>914</u>	<u>-</u>	<u>914</u>	<u>1,298</u>
Non - monetary assets held for use by the charity	10				
Estimated cost				£	£
Land and buildings				850,000	850,000
Car parks				18,347	18,347
Furniture, fixtures and fittings				11,912	11,912
Equipment				9,003	9,003

For and behalf of the Trustees

M J Taylor
Chairman

Date:

LONGTHORPE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 ACCOUNTING POLICIES

These Financial Statements have been prepared in accordance with the Charities Act 2011 Section 145, using the Receipts & Payments basis available to small charities.

2 FUND ACCOUNTING

Unrestricted funds may be used by the association for any of its ordinary business.

Designated Funds (the maintenance fund) represent unrestricted funds set aside by the association for future major repair and replacement projects to maintain the hall building in excellent condition and working order.

	Unrestricted Funds £	Designated Funds £	2021 Total £	2020 Total £
3 HALL LETTINGS - USER GROUPS				
Pre-school	3,262	-	3,262	9,762
Mothers and toddlers	-	-	-	744
Scouts, cubs and beavers	-	-	-	2,246
Brownies	-	-	-	783
Kumon maths	-	-	-	4,597
Martial arts	-	-	-	198
Table tennis / U3A	87	-	87	2,120
Longthorpe Society	115	-	115	128
Yoga	253	-	253	1,443
French	-	-	-	429
Fitness	518	-	518	506
Tai Chi	58	-	58	936
Indian Dance	200	-	200	-
	4,493	-	4,493	23,892

4 RECREATION GROUND FEES

Tennis	1,085	-	1,085	1,140
Bowls	630	-	630	815
Football	-	-	-	815
	1,715	-	1,715	2,770

5 UPKEEP OF THE HALL

Wages	7,945	-	7,945	7,974
Cleaning materials	64	-	64	212
Refuse collection	502	-	502	873
Sanitary	92	-	92	2,106
	8,603	-	8,603	11,165

LONGTHORPE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds £	Designated Funds £	2021 Total £	2020 Total £
6 UTILITIES				
Gas	1,355	-	1,355	1,779
Electric	1,388	-	1,388	2,169
Water	671	-	671	770
	<u>3,414</u>	<u>-</u>	<u>3,414</u>	<u>4,718</u>

7 REPAIRS AND RENEWALS

Modular stage	-	-	-	1,914
New hall lighting	789	-	789	-
Pre-school fence	-	-	-	-
Stage project	-	-	-	-
New boiler	-	-	-	-
Projection screen	-	-	-	870
Overflow car park	251	-	251	-
Electrical inspections	972	-	972	345
Repairs & service to boiler	-	-	-	298
Car park lighting	-	-	-	-
Shutter repairs	-	-	-	348
Electrical work	-	-	-	280
Fire extinguisher and alarm maintenance	283	-	283	240
Keys and locks	-	-	-	38
Plumbing works	46	-	46	895
Other	72	-	72	152
	<u>2,413</u>	<u>-</u>	<u>2,413</u>	<u>5,380</u>

8 BUILDING WORKS

During the previous year (to 31 March 2020), the stage in the hall was removed to allow for a larger Tennis Club Room and increased storage space for user groups. The total cost of the building works was £47,929, against which the Tennis Club made a contribution of £23,364.

9 MONETARY ASSETS

The Association's monies are not held in segregated accounts, but for the purpose of these financial statements the total is allocated over the various funds.

10 NON MONETARY ASSETS

The Hall building is insured for £1,577,944 (2020 - £1,541,714) and the contents for £53,863 (2020 - £53,863).

LONGTHORPE COMMUNITY ASSOCIATION

CHAIRMAN'S REPORT 2021

1. I formally report the election of the Committee and its Officers as follows:

Following a Committee Meeting on 9 September 2019 -

Chairman	Mr M J Taylor
Hon Treasurer	Mr A R Williams
Lettings Secretary	Ms R Bibi
Hon Secretary	Mrs S Nicholls

2. It is difficult to find the words most appropriate to describe the events over the past 18 months. We last met as a Committee on the 17 February 2020. Little did we know then that we would be forced to close the Hall on the 23 March 2020. Although pre-school were allowed to meet through some of the lockdown, the Hall doors remained closed with the resulting loss of income.

Whilst I will defer to the Treasurer's Report on financial matters, it is appropriate that I should recognise the Covid 19 grant of £25,000 made available to us from Central Government in the Spring of 2020.

This grant has enabled us to retain the services of our cleaner (Paulo) and to allow all Regular Users a discount on their rental charges to help them return to using the Hall and recreation grounds.

It is right at this point I should acknowledge the work of Paulo in keeping the Hall and car park clean and properly maintained, to Graham Walker for attending to immediate and annual repairs and servicing and to Tony Williams for continuing to manage our finances and reserves such that we have sufficient reserves to continue to operate and maintain the Hall for the foreseeable future.

3. Over the period of the lockdown, Tony, Graham and I produced the Covid risk assessment and Graham has gone on to draft a Premises Audit, Fire Safety Plan and Fire Risk Assessment, the latter two being made available for approval at our next full Committee Meeting.
4. I can report that it was not possible to find a replacement for Kumon Maths (one of our largest Users) who left the Hall in late 2019. Pre-school have taken over the running of Mums and Tots. The defibrillator was fitted in 2020 and the metal frame dismountable stage at a cost of £1914 was delivered in about August 2020. And, perhaps most significantly, the children's play area has finally been upgraded to a very high level by the installation of 4 new pieces of play equipment. Our thanks go to our two Ward Councillors, Lynne Ayres and Wayne Fitzgerald for pushing this project along.
5. On the downside, the Association's triple mower has finally reached a point beyond its economic repair and we must now look to its replacement, the cost of which will be not inconsiderable.
6. Looking ahead, I hope we have the worst behind us, but there are some of our regular user groups we shall not see again. However, there is new interest from others and already private bookings are gradually picking up.
7. Finally, as ever, I am grateful to those members of the Management Committee who have supported the Hall and community through the traumatic months of lockdown.