

LONGTHORPE COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

Charity Registration No. 302649

**CHARITY COMMISSION
FIRST CONTACT**

17 JAN 2023

**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
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 2022

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
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

Following the closure of the Hall for much of the previous financial year due to the pandemic, the Hall was reopened in April 2021 and some users returned in compliance with Government Covid guidelines and the Hall's own risk assessment procedures. More of the Hall's regular users returned in the Autumn term and the Hall was also in considerable demand for private hires. In order to help regular users return during a period of uncertainty over Covid infections and fewer than normal members, the Management Committee decided to discount regular users' rental charges by 50% through to end December 2021. The Committee is pleased to report that all regular users returned to using the Hall, some with increased weekly sessions. From 1 January 2022, the Hall and users returned to normal (ie pre pandemic) operations and hire rates.

Clearly, the reduced occupancy during the year and particularly the discounting of hire charges resulted in a lower level of rental receipts as compared with pre pandemic levels (albeit greater than the level of the previous year when the Hall was closed for much of the year. However, it is encouraging to report that before taking account of the purchase of a replacement lawnmower (£8,760), nevertheless, the Hall had a surplus of receipts over payments for the year (£2,250).

Financial results for the year

The Receipts & Payments Account shows total receipts of £26,175 (2021: £33,329, including a Covid grant of £25,000) and total payments of £32,685, including the purchase of the lawnmower (2021: £17,320). Consequently, the Association's bank balances decreased over the year by £6,510 (2021: increase £16,009).

At the end of the year, the Association had cash funds of £64,463 (2021: £70,973) and an excess of creditors over debtors of £2,585 (2021: £914). These cash funds are allocated to a designated Maintenance Fund £34,840 (2021: £33,660) leaving General Reserves of £29,623 (2021: £37,313) for day-to-day use.

Outlook for the Year to 31 March 2023

The Hall and Recreation Grounds have returned to normal operations. The Hall has gained two new regular users and strong interest continues from private hirers. The Management Committee will make every effort to provide the Hall and its facilities to users in line with the Association's charitable objectives whilst observing its priority of being a good neighbour to local residents. The Committee believes that the Association is in sound financial health and, accordingly, took the decision not to increase rental charge rates despite the inflationary pressures on the Hall's operating costs, particularly energy costs.

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 £34,840 (2021: £33,660).

Additionally, the Association has, at the end of the year, unrestricted funds of £29,623 (2021: £37,313). 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 2022

Management Committee

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

For and on behalf of the trustees


M J Taylor
Chairman

Date:

10th October 2022,

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 2022, 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 Act

have 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 2022

	Note	Unrestricted Funds £	Designated Funds £	2022 Total £	2021 Total £
RECEIPTS AND PAYMENTS					
Receipts					
Hall Lettings - user groups	3	15,310	-	15,310	4,493
Hall Lettings - private		6,286	-	6,286	946
Recreation ground fees	4	1,661	-	1,661	1,715
Grant for Covid		-	-	-	25,000
Deposit account interest		766	-	766	610
Recovery of costs of utilities		478	-	478	565
Deposits and future rentals		1,674	-	1,674	-
Total Receipts		26,175	-	26,175	33,329
Payments					
Upkeep of hall and grounds	5	11,734	-	11,734	8,603
Utilities	6	5,095	-	5,095	3,414
Repairs and renewals	7	4,406	-	4,406	2,413
Insurance		1,947	-	1,947	1,889
Purchase of lawnmower		8,760	-	8,760	-
Other		743	-	743	487
Lawn mower cost		-	-	-	227
Hand sanitisers		-	-	-	287
Total Payments		32,685	-	32,685	17,320
Net (Payments)/Receipts		(6,510)	-	(6,510)	16,009
Transfers between funds		(1,180)	1,180	-	-
Cash funds at 1 April 2021		37,313	33,660	70,973	54,964
Cash funds at 31 March 2022		29,623	34,840	64,463	70,973

LONGTHORPE COMMUNITY ASSOCIATION

STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Designated Funds £	2022 Total £	2021 Total £
Monetary Assets	8				
Bank current account		29,623	2,391	32,014	39,290
Term deposit		-	32,449	32,449	31,683
		<u>29,623</u>	<u>34,840</u>	<u>64,463</u>	<u>70,973</u>
Other Monetary Assets					
Utility recovery from user group		384	-	384	-
PAYE refund due		6	-	6	-
		<u>390</u>	<u>-</u>	<u>390</u>	<u>-</u>
Monetary Liabilities					
Deposits held for future lettings		2,299	-	2,299	625
Gas charges		165	-	165	128
Electricity charges		219	-	219	-
Refuse collection		135	-	135	81
Water charges		80	-	80	80
Other		77	-	77	-
		<u>2,975</u>	<u>-</u>	<u>2,975</u>	<u>914</u>
Non - monetary assets held for use by the charity	9				
Estimated cost				£	£
Land and buildings				850,000	850,000
Car parks				18,347	18,347
Furniture, fixtures and fittings				11,912	11,912
Equipment				8,760	9,003

For and behalf of the Trustees


M J Taylor
Chairman

Date: 10/10/22.

LONGTHORPE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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 £	2022 Total £	2021 Total £
3 HALL LETTINGS - USER GROUPS				
Pre-school	6,686	-	6,686	3,262
Mothers and toddlers	381	-	381	-
Scouts, cubs	534	-	534	-
Brownies	391	-	391	-
Board Games Café	152	-	152	-
Jazzercise	472	-	472	-
Table tennis / U3A	1,218	-	1,218	87
Longthorpe Society	-	-	-	115
Yoga	2,237	-	2,237	253
Kings United Church	1,553	-	1,553	-
Fitness	610	-	610	518
Tai Chi	656	-	656	58
Indian Dance	-	-	-	200
St Botolphs Church	420	-	420	-
	15,310	-	15,310	4,493
4 RECREATION GROUND FEES				
Tennis	1,031	-	1,031	1,085
Bowls	630	-	630	630
	1,661	-	1,661	1,715
5 UPKEEP OF THE HALL				
Wages	9,303	-	9,303	7,945
Cleaning materials	371	-	371	64
Refuse collection	966	-	966	502
Sanitary	1,094	-	1,094	92
	11,734	-	11,734	8,603

LONGTHORPE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS CONTINUED FOR THE YEAR ENDED 31 MARCH 2022

	Unrestricted Funds £	Designated Funds £	2022 Total £	2021 Total £
6 UTILITIES				
Gas	1,516	-	1,516	1,355
Electric	2,763	-	2,763	1,388
Water	816	-	816	671
	<u>5,095</u>	<u>-</u>	<u>5,095</u>	<u>3,414</u>

7 REPAIRS AND RENEWALS

New hall lighting	-	-	-	789
Pre-school fence	309	-	309	-
Repairs to blinds	340	-	340	-
Overflow car park	-	-	-	251
Electrical inspections	220	-	220	972
Repairs & service to boiler	459	-	459	-
Floodlight to side entrance	334	-	334	-
Shutter servicing	396	-	396	-
Electrical work	860	-	860	-
Fire extinguisher and alarm maintenance	492	-	492	283
Keys and locks	319	-	319	-
Plumbing works	482	-	482	46
Other	195	-	195	72
	<u>4,406</u>	<u>-</u>	<u>4,406</u>	<u>2,413</u>

8 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.

9 NON MONETARY ASSETS

The Hall building is insured for £1,577,944 (2021 - £1,577,944) and the contents for £53,863 (2021 - £53,863).

LONGTHORPE COMMUNITY ASSOCIATION

CHAIRMAN'S REPORT 2022

1. I formally report the election of the Committee and it's Officers as follows:

Chairman	Mr M J Taylor
Hon Treasurer	Mr A R Williams
Lettings Secretary	Ms R Bibi
Hon Secretary	Mrs S Nicholls
2. When I last reported to you in October 2021 I hoped that the worst was behind us. The Hall had reopened in April that year and as the Treasurer reports there was a steady and staggered return by the Hall users.
3. To encourage our regular users to return the Committee agreed to discount the Regular User Charge by 50% until December 2021. This initiative was welcomed by our users and by January 2022 all the Hall's regular users had returned.
4. Whilst our income for the year to March 2022 was reduced we were still able to show a small surplus of £2,250. This was in no small part the result of skilful financial management by the Treasurer, who led the initiative to get our regular users back in the Hall as quickly and safely as possible.
5. During the course of the year we welcomed Jackie Last to the Committee who took over the role of Lettings Secretary from Roswana Bibi. Jackie's enthusiasm for that task has made the work of the Treasurer and I so much more manageable and we thank her for that.
6. I reported last year that the triple mower had finally reached a point beyond economic repair. We bought a new mower in February at a cost of £8,700. Our thanks go to Graham Norfolk who oversaw that purchase.
7. I want to acknowledge the work of our Cleaner (Paulo) in keeping the Hall and car park clean and properly maintained, to Graham Walker for his extraordinary commitment to attending to immediate and annual repairs and to Tony Williams, our Treasurer, for his management of the Hall finances. The Hall could not possibly function without their tireless commitment.
8. Finally, as ever, I am grateful to all those members of the Management Committee who have supported me and the Hall as we return during a period of uncertainty over Covid infections.

Michael Taylor
(Chairman)
October 2022