



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1	1	2021		31	12	2021

## Section A Reference and administration details

<b>Charity name</b>	Culverstone Community Association
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	302721
<b>Charity's principal address</b>	Culverstone Community Centre Whitepost Lane, Culverstone Green Gravesend <b>Postcode</b> DA13 0TN

### 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	Christopher Simms	Treasurer		
2	Julie Roper	Secretary		
3	Roy Copley			
4	Jill Waddell			
5	Jean Louzado			
6	Lauren McCarthy			
7	Hilary Blythe			
8	Kevin Divall			
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16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Association is a member of ACRK (Action with Communities in Rural Kent), which provides support and guidance on various management issues and was particularly useful during the Covid pandemic. We have a close relationship with Meopham Parish Council with a Parish Councillor regularly attending our committee meetings.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To promote the benefit of the inhabitants of Culverstone and the neighbourhood 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 said inhabitants.

To maintain and manage a Centre for activities promoted by the Association and of it's constituent bodies in furtherance of the above objects.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Centre provides facilities for the public to engage in a wide variety of activities. These include the following:

Badminton  
Table tennis  
Short mat bowls  
Yoga  
Coffee Club  
Canasta Club  
Art club  
Dog training club  
Toddler groups  
Children's parties  
etc.

The Trustees consider that provision of these facilities and maintenance of the Community Centre comply with the requirements for public benefit issued by the Charity Commission.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

2021 was a difficult year with the Centre closed for much of the first part of the year due to Coronavirus. It was successfully re-opened with many precautions taken to avoid spreading of the Coronavirus. Financially, despite the costs incurred during lockdown and the associated loss of income we ended the year in a good position due to receipt of government grants.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The association has set aside a significant amount (£25000) for repairs to the roof which are expected in the not too distant future. Other reserves are used as and when required for maintenance and major projects. The hire charges are set at as low a level as possible in order to cover normal running costs. This ensures that the Centre is well used.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of income is from the hire charges and very little fundraising takes place. The Committee run a weekly coffee club which is the only regular fundraising taking place.

The main expenditure is on provision of services such as electricity, cleaning and maintenance of the building with surplus funds being used for major projects when required. No projects were undertaken in 2021.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Christopher Simms

Position (eg Secretary, Chair, etc)

Treasurer

Date

25/8/22

**CULVERSTONE COMMUNITY ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT - YEAR ENDED 31st DECEMBER 2021**

**INCOME RECEIVED**

	<b>2021</b>	<b>2020</b>
Hall Lettings	10874.10	6375.90
Deposit interest	6.50	143.47
Grants	16859.29	11334.00
Donations	0.00	0.00
	<u>27739.89</u>	<u>17853.37</u>

**EXPENDITURE**

Advertising	186.60	219.50
Cleaning	2181.40	965.18
Coronavirus expenses	0.00	322.84
Electricity	2831.82	2974.81
Insurance	1336.08	1297.61
Hall Maintenance	711.52	2649.05
Miscellaneous	413.39	275.82
Office Supplies	1002.54	70.94
Projects	0.00	0.00
Rates	155.08	0.00
Refuse Collection	176.60	270.20
Water services	100.00	134.72
Telephone	352.66	275.83
Wages & Labour	1557.00	810.00
	<u>11004.69</u>	<u>10266.50</u>

**Income - Expenditure**

**16735.20**

**7586.87**

**CULVERSTONE COMMUNITY ASSOCIATION**

**BALANCE SHEET AS AT 31st DECEMBER 2021**

**2020**

**FIXED ASSETS**

	Land and Buildings at Cost	72898.00		
72898	Depreciation to date	0.00	72898.00	
	Hall Equipment : Cost	0.00		
	Depreciation to date	0.00	0.00	
<b><u>CURRENT ASSETS</u></b>				
12583	Current A/C	29680.45		
29761	COIF Deposit A/C	29767.47		
25000	Roof Emergency Deposit A/C	25000.00		
113	Petty Cash	161.97		
0	Cash/Cheques In Hand	364.00		
348	Running Costs owed	811.09		
0	Hire charges owed	0.00		
2004	Insurance prepaid for 2022	2000.35	87785.33	
142706	TOTAL ASSETS			<b>160683</b>

**LIABILITIES**

1150	Deposits held	1675.00		
363	Prepayments	550.00		
61	Lego Club	61.45		
446	Accrued expenses	975.35	3261.80	<b>3262</b>

**Net Assets (Total Assets - Liabilities) 157422**

**CAPITAL**

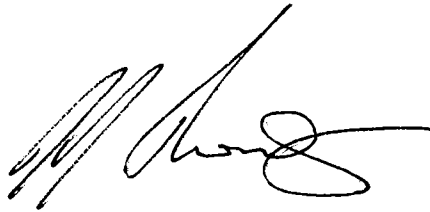
Bal b/fwd from previous year	140686		
Profit / Loss this year	16735		<b>157422</b>

**CULVERSTONE COMMUNITY ASSOCIATION**

**YEAR ENDED 31 DECEMBER 2021**

**I have examined the Income and Expenditure Report together with the relevant documents and statements.**

**The report, together with the Balance Sheet are an accurate reflection of the activity for the year.**



16/3/22

**Ian Thomas**

**Little Horseshoes, Rhododendron Avenue, Meopham.**

**NOTES**

**Another difficult year due to Coronavirus but financial stability has continued to be maintained by good management and the relevant grants being claimed.**

**It should be noted that after the year end there is a major expense of £7k in January which is for the replacement of the large hall windows.**



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