

WINDSOR DRIVE COMMUNITY ASSOCIATION

REGISTERED CHARITY NO. 303036

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

WINDSOR DRIVE COMMUNITY ASSOCIATION

Trustees' Annual Report For the year ended 31 December 2020

The Trustees have pleasure to present their Annual Report and Accounts for the year ended 31 December 2020.

Reference and Administration Details:

Registered Charity Number: 303036

Charity address: Chelsfield Community Centre
Windsor Drive
Chelsfield
Orpington
Kent
BR6 6HD

Names of the charity trustees who manage the charity:

Monica Bracco ~ Hon. Treasurer
Lynn Town ~ Secretary
Jean Mander
Gary Carter
Julie Carter

Reporting accountant: Mr K Robinson FCA

Bankers: NatWest
Orpington Branch
235 High Street
Orpington
Kent
BR6 0NS

Structure, Governance and Management:

The Windsor Drive Community Association is governed by its Constitution as adopted on the 21 March 1950 and as amended on the 10 February 1964 and the 7 February 2005.

Trustees are appointed or reappointed annually at the Annual General Meeting held in June.

Objectives and Activities:

The objectives of the charity are:

- to promote the benefit of the inhabitants of Chelsfield, Kent and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of the social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- to establish a community centre and to maintain and manage the same in furtherance of these objects; and
- to promote such other charitable purposes as may from time to time be determined.

Our regular hirers continue to provide a diverse range of activities at the Community Centre including the Pre-school/Nursery, the Koi Carp Society, Yoga, Karate and a Fitness Class.

Achievements and Performance:

The certified accounts for the year ended 31st December 2020 show income of £27,335 and expenditure of £20,832 leaving a surplus of £6,503 for the year. Funds of £41,619 were available at the end of the year. Income has decreased by just over 50% in comparison with last year. This is mainly due to the Covid 19 pandemic. Though a Coronavirus Business Support Grant for £10,000 was received in April 2020, which helped during unpredictable times.

No major expenditure took place in 2020.

Financial Review:

Our funds are held in bank accounts (a current account and a reserve account), all of which are unrestricted funds. We aim to hold at least £10,000 in the reserve account to meet any unforeseen expenditure that may occur.

In terms of our hirers, the number of private lettings has now increased due to restrictions being lifted. As far as our regular lettings are concerned not all of our original hirers have come back yet.

Future Plans:

Our main focus is on refurbishing the kitchen and on upgrading the floor in the hall.

Lottery funding may need to be investigated and further help at the Community Centre is needed if we are to meet our objectives.

The Trustees look forward to meeting the challenge of providing a pleasant environment at the Community Centre for the benefit of all Chelsfield residents.

Declaration:

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees on 14th September 2021:

Monica Bracco (Hon. Treasurer)

Lynn Town (Secretary)

WINDSOR DRIVE COMMUNITY ASSOCIATION

Registered as a charity number 303036

Independent examiner's report to the trustees of The Windsor Drive Community Association on the accounts for the year ended 31st December, 2020 set out on pages 2 and 3.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

K Robinson
Chartered Accountant

Willowcroft, Westerham TN16 1LX

14th September, 2021

WINDSOR DRIVE COMMUNITY ASSOCIATION

Registered as a charity number 303036

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2020

	<u>2020</u>	<u>2019</u>
	£	£
Income:		
Hire of halls and rooms	17,329	36,107
Bank deposit interest	6	13
Coronavirus Business Support Grant	10,000	-
	-----	-----
	27,335	36,120
	-----	-----
Expenditure:		
Wages for maintenance and cleaning	1,352	2,934
Management and committee expenses	1,548	2,055
Affiliation and licence fees	836	918
Accountants fee	120	120
Cleaning materials	328	711
Insurance	1,016	534
Light and heat	4,208	5,330
Printing, stationery and postage	18	112
Rent and rates	10,131	10,918
Repairs, renewals and maintenance	1,259	2,425
Depreciation of furniture and fittings	16	21
	-----	-----
	20,832	26,078
	-----	-----
Excess of (expenditure) over income	6,503	10,042
Funds brought forward	35,116	25,074
	-----	-----
General fund carried forward	£41,619	£35,116
	=====	=====

WINDSOR DRIVE COMMUNITY ASSOCIATION

Registered as a charity number 303036

BALANCE SHEET AS AT 31st DECEMBER, 2020

		<u>2020</u>	<u>2019</u>
	£	£	£
Fixed assets:			
Furniture and fittings - Cost		12,116	12,116
- Accumulated depreciation		12,050	12,034
		-----	-----
		66	82

Current assets:			
Debtors and prepaid expenses	10,597		22,859
Bank and cash	32,707		14,378
	-----		-----
	43,304		37,237
Current liabilities:			
Creditors	1,751		2,203
	-----		-----
Net current assets		41,553	35,034
		-----	-----
		£41,619	£35,116
		=====	=====
Represented by:			
General fund		£41,619	£35,116
		=====	=====

NOTE TO THE ACCOUNTS AT 31st DECEMBER, 2020Related party transactions

Julie Carter and Gary Carter are trustees of the Association. Julie Carter is also the sole proprietor of the Chelsfield Pre School and hires the premises to operate that business. During the year hire charges of £15,150 have been made to that business and at the end of the year the debtors include an amount of £10,052 due from that business. Since the end of the year that amount has been settled in full.

Approved by the committee on 14th September, 2021

M. BRACCO
Treasurer

L. TOWN
Secretary

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