

ARDLEIGH HOUSE COMMUNITY ASSOCIATION
FINANCIAL ACCOUNTS FOR THE
YEAR ENDED 31ST AUGUST 2021

Charity No. 303067

**ARDLEIGH HOUSE COMMUNITY ASSOCIATION
CONTENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

	Page
Legal and Administrative Information	1
Report of the Trustees	2-3
Report of the Independent Examiner	4
Statement of Financial Activities	5
Balance Sheet	6-7
Notes Forming Part of the Financial Statements	8- 11

ARDLEIGH HOUSE COMMUNITY ASSOCIATION
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31ST AUGUST 2021

Management Committee

L Stock	Chairperson
P Panton	Vice Chairperson
S Springett	Secretary
D Tobin	Treasurer

D Bagge	B Kirchner
---------	------------

Holding Trustees

L Stock

Principal Office

42 Ardleigh Green Road, Hornchurch, Essex. RM11 2LG

Independent Examiner

PN Beare & Co
101a Crow Green Road
Brentwood
Essex
CM15 9RP

Bankers

NatWest Bank PLC, Romford Town Centre, 10 South Street, Romford, Essex. RM11 1RD

**REPORT OF THE TRUSTEES OF ARDLEIGH
HOUSE COMMUNITY ASSOCIATION FOR THE
YEAR ENDED 31ST AUGUST 2021**

The trustees present their report along with the financial statements of the charity for the year ended 31st August 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's constitution and applicable law.

Constitution and Objectives

Ardleigh House Community Association is constituted under a constitution and is a registered charity No. 303067.

The objectives of the charity are to promote the benefit of the inhabitants of the London Borough of Havering and the neighbourhood by associating the local authorities, voluntary organisations and inhabitants in common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

Organisation

The trustees who have served during the year and since the year end are set out on page 1. The Charity is administered by a management committee, also set out on page 1, who are elected at the charity's Annual General Meeting. The management committee meet regularly to discuss the state of the charity and to decide on the future decisions that the charity should take.

Financial review and investment policy

The charity has generated income of £61,674 during the year and has expended £62,425. There are no restrictions on the charity's power to invest.

Reserves Policy

The committee consider that there should be a reserve policy that provides for no less than fifty percent of the Association's running costs to be held in usable reserves at any one time.

Risk Management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

Public Benefit

With reference to the stated objectives and activities, the Trustees provide public benefit to the residents of Hornchurch and the London Borough of Havering and the surrounding area by providing the facilities for social welfare and for recreation and leisure time occupation which improves the fabric of life for those that use the facility.

The trustees are, accordingly, able to confirm that they have complied with section 4 of the 2006 Charities Act to have regard to guidance published by the Charity Commission.

REPORT OF THE TRUSTEES OF
ARDLEIGH HOUSE COMMUNITY ASSOCIATION (cont'd)
FOR THE YEAR ENDED 31ST AUGUST 2021

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards have been followed subject to any departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:



Committee Member



Committee Member

Date: 30/09/2021

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
ARDLEIGH HOUSE COMMUNITY ASSOCIATION
FOR THE YEAR ENDED 31ST AUGUST 2021**

I report on the accounts of Ardleigh House Community Association for the year ended 31st August 2021 which are set out on pages 5 to 11.

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 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the financial statements (under section 145 of the 2011 Act);

follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) B of the 2011 Act; and

state whether particular matters have come to my attention.

Basis of independent examiners' statement

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all of 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 examiners' statement

In connection with the 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 2011 Act; and
to prepare accounts which accord with those records and to comply with the accounting requirements of the 2011 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.

Date: 30/09/2021
Philip Neil Beare FCCA
P N Beare & Co



Chartered Certified Accountants
101a Crow Green Road
Brentwood Essex CM15 9RP

ARDLEIGH HOUSE COMMUNITY ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES FOR THE
YEAR ENDED 31ST AUGUST 2021

	Note No.	General Fund 31/08/2021 £	Sinking Fund 31/08/2021 £	General Fund 31/08/2020 £	Sinking Fund 31/08/2020 £
INCOME AND EXPENDITURE					
Incoming Resources					
Activities in furtherance of the Charity's objects:					
Grants Received	2	37,573		51,163	
Activities for generating funds:					
General Income	3	23,771		106,159	
Interest Received				4	
Membership fees		330		483	
Covenanted receipt					
Total Incoming Resources		<u>61,674</u>		<u>157,809</u>	
Resources Expended					
Charitable expenditure: Fund raising and publicity					
		2,324		76,903	
Management and Administration	4	<u>60,101</u>		<u>131,015</u>	
Total Resources Expended		<u>62,425</u>		<u>207,918</u>	
Net Incoming/(Outgoing) Resources		(751)		(50,109)	
Funds Brought Forward		69,894		120,003	
Transfer from Sinking Fund	10				
Funds Carried Forward		<u>69,143</u>		<u>69,894</u>	

All of the above results are derived from continuing activities.
All gains and losses recognised in the year are included above.

ARDLEIGH HOUSE COMMUNITY ASSOCIATION
BALANCE SHEET AS AT 31ST AUGUST 2021

	Note No.	31.08.21 £	31.08.20 £
FIXED ASSETS			
Furniture and Fittings	8	3,418	5,361
		<u>3,418</u>	<u>5,361</u>
CURRENT ASSETS			
Stock		350	350
Sundry Debtors	5	3,460	19,346
Bank	9	73,820	58,590
Cash in hand		942	418
Owed by lakeside Social Club Ltd		27,957	27,957
		<u>106,529</u>	<u>106,661</u>
CREDITORS: amount falling due within one year			
Payroll taxation	6	7,816	2,736
Sundry Creditors	6	12,260	18,664
		<u>20,076</u>	<u>21,400</u>
NET CURRENT ASSETS		<u>86,453</u>	<u>85,261</u>
TOTAL ASSETS		89,871	90,622
SOURCE OF FUNDS			
General Fund		69,143	69,894
Future Expenditure Reserves		20,728	20,728
		<u>89,871</u>	<u>90,622</u>

ARDLEIGH HOUSE COMMUNITY ASSOCIATION
BALANCE SHEET AS AT 31ST AUGUST 2021cont'd

Approved by duly authorised members of the Management Committee



Committee Member



Committee Member

Date: 30/09/2021

1 PRINCIPAL ACCOUNTING POLICIES

a) Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

b) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

c) Incoming Resources

Grants are recognised when the expenditure to which they relate has been committed to. As such a proportion of grants received during the year have been deferred.

d) Resources Expended

All expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs related to the category.

e) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write-off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:-

Bar Equipment	15% Straight line
Furniture and Equipment	25% Straight line
	15% Straight line

	31/08/2021	31/08/2020
	£	£
2 GRANTS RECEIVED		
Covid 19 related- set off against payroll costs	39,662	18,361
Local Authority	27,573	25,000
Private enterprise	10,000	26,163
	<u>37,573</u>	<u>51,163</u>
	31/08/2021	31/08/2020
	£	£
3 GENERAL INCOME		
Hall hire	16,279	59,386
Tutoring fees	2,140	18,468
Class sales		92
Social activities	2,812	20,294
Canteen receipts		5,762
Short Mat Bowls Club	140	2,157
Occupation licence	2,400	
	<u>23,771</u>	<u>106,159</u>

ARDLEIGH HOUSE COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021

	31/08/2021	31/08/2020
	£	£
4 MANAGEMENT ADMINISTRATION		
Wages	1,996	23,157
Pension contributions		696
Telephone	721	665
Printing, Stationery and Postage	467	648
Insurance	2,898	2,814
Rent	19,625	11,775
Rates and services	4,690	11,735
Repairs and Renewals	24,822	11,228
Grant-based repairs		11,742
Computer Expenses	32	56
Advertising	78	3,162
Bank Charges and Interest	1,117	1,269
Professional fees		980
Contracts		923
Independent Examiners Fees	977	575
Bad Debts		6,352
Sundry Expenses	569	4,221
Depreciation- Furniture and Equipment	2,109	2,109
Missing cash due to fraud		26,236
Missing cash unexplained		10,672
	60,101	<u>131,015</u>
	31/08/2021	31/08/2020
	£	£
5 SUNDRY DEBTORS		
Trade debtors	667	16,553
Lakeside cash held		
Prepayments	2,793	2,793
Other debtors		
	3,460	<u>19,346</u>
	31/08/2021	31/08/2020
		£
6 SUNDRY CREDITORS		
Non-compliance deposits	10,828	8,828
Trade creditors		
Building works accrual		
Independent Examiners Fees	575	575
Insurance		
HM Revenue & Customs- PAVE and NIC	7,816	2,736
Sundry creditors	857	9,261
	<u>20,076</u>	<u>21,400</u>

ARDLEIGH HOUSE COMMUNITY ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021

	31/08/2021	31/08/2021
	£	£
7 CREDITORS: amounts falling due after more than one year		
Grant Income deferred.	<u> </u>	<u> </u>
 8 FIXED ASSETS		
	Fixtures & Fittings	Total
	£	£
COST		
At 1st September 2020	75,392	75,392
Additions	166	166
At 31st August 2021	<u>75,558</u>	<u>75,558</u>
DEPRECIATION		
At 1st September 2020	70,031	70,031
Charge for the year	2,109	2,109
At 31st August 2021	<u>72,140</u>	<u>72,140</u>
NET BOOK VALUE		
At 31st August 2021	<u>3,418</u>	<u>3,418</u>
At 31st August 2020	<u>5,361</u>	<u>5,361</u>
	31/08/2021	31/08/2020
	£	£
9 BANK ACCOUNTS		
Nat West Deposit Account	246	246
Bank Current Account	64,888	49,658
Barclays Direct Access	8,686	8,686
	<u>73,820</u>	<u>58,590</u>
TOTAL DEPOSITED AT BANK	<u>73,820</u>	<u>58,590</u>

10 FUTURE EXPENDITURE RESERVES

The Future Expenditure Reserves were created to meet the cost of extensive refurbishment to the buildings and fixtures. Since this time the Management Committee has embarked on a major refurbishment of the premises which is ongoing.

11 LEASEHOLD PREMISES

The association's premises are leased from the London Borough of Havering at a market rent. A condition of the lease was that the building be maintained and continues to be used for the charitable objectives of Ardleigh House Community Association.

The trustees are of the opinion that amounts already allocated to the Future Expenditure Reserves will be sufficient to comply with the maintenance requirements of the new lease.

12 UNRESTRICTED FUNDS

All funds of the trust as shown on pages 5 and 6 are unrestricted.

ARDLEIGH HOUSE COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2021

	2021		2020	
	£	£	£	£
INCOME				
Hall hire	16,279		59,386	
Tutoring fees	2,140		18,468	
Class sales			92	
Social activities	2,812		20,294	
Canteen receipts			5,762	
Short Mat Bowls Club	140		2,157	
Occupation licence	2,400			
Covenanted receipts				
Membership fees	330		483	
Interest received			4	
Grants received	37,573		51,163	
		61,674		157,809
DIRECT COSTS INCURRED IN FUND RAISING				
Stewards wages			30,875	
Tutor's wages			11,262	
Class expenses	1,050		3,049	
Social activities	1,274		19,108	
Canteen wages			10,525	
Canteen expenses			2,084	
Short Mat Bowls expenses				
		(2,324)		(76,903)
MANAGEMENT AND ADMINISTRATION EXPENSES				
Wages	1,478		23,157	
Pension contributions	518		696	
Telephone	721		665	
Printing, Stationery and Postage	467		648	
Insurance	2,898		2,814	
Rent	19,625		11,775	
Rates and services	4,690		11,735	
Repairs and Renewals	7,804		11,228	
Grant-based repairs	17,018		11,742	
Computer Expenses	32		56	
Advertising	78		3,162	
Bank Charges and Interest	1,117		1,269	
Professional fees			980	
Contracts			923	
Independent Examiners Fees	977		575	
Bad Debts			6,352	
Sundry Expenses	569		4,221	
Depreciation- Furniture and Equipment	2,109		2,109	
Missing cash due to fraud			26,236	
Missing cash unexplained		(60,101)	10,672	(131,015)
NET (DEFICIT) /INCOME FOR THE YEAR		<u>(751)</u>		<u>(50,109)</u>