

**Harold Hill & District Community**

**Association**

**Trustees' report and financial statements**

**for the year ended 31 December 2020**

# **Harold Hill & District Community Association**

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## **Harold Hill & District Community**

### **Legal and administrative information**

<b>Charity number</b>	303069	
<b>Business address</b>	Community Centre Gooshays Drive Harold Hill Romford, Essex RM3 9LB	
<b>Trustees</b>	D Pearton V O'Sullivan J Swift J Sparks	(Chairman) Appointed 30/09/2016 (Secretary) Appointed 30/09/2016
<b>Accountants</b>	Plan A Financials Ltd 2nd Floor Romy House 163-167 Kings Road Brentwood Essex CM14 4EG	
<b>Bankers</b>	National Westminster Bank Plc Harold Hill Romford Essex	

## **Harold Hill & District Community**

### **Report of the trustees for the year ended 31 December 2020**

The trustees present their report and the financial statements for the year ended 31 December 2020. The trustees who served during the year and up to the date of this report are set out on page 1.

#### **Structure, governance and management**

The trustees who served during the year were: Mr D Pearton, Mr V O'Sullivan, Mr J Swift and Mr J Sparks.

The trustees entrust the day to day management of the charity to the management council.

#### **Objectives and activities**

The principle objectives for the charity are to advance education and to provide facilities for welfare, recreation and leisure time occupation for local residents.

Continued interest in the Community Association is being generated through improved and constant communication with local residents.

#### **Achievements and performance**

The charity has maintained good rental levels and reasonable rental income levels from the hire of the main hall and other available rooms and will continue to drive for increased levels for the next 12 months.

#### **Financial review**

##### **Statement of trustees' responsibilities**

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 charity and of the incoming resources and application of resources of the charity for that year. In preparing these 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 UK Accounting Standards have been followed, subject to any material 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 operation.

The trustees are responsible for keeping proper accounting records which 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 1993 and the Charity (Accounts and Reports) Regulations 2008. 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

## **Harold Hill & District Community**

### **Report of the trustees for the year ended 31 December 2020**

On behalf of the board

**J Swift  
Trustee**

## **Harold Hill & District Community**

### **Independent examiner's report to the trustees on the unaudited financial statements of Harold Hill & District Community Association.**

I report on the accounts of Harold Hill & District Community Association for the year ended 31 December 2020 set out on pages 2 to 9.

#### **Respective responsibilities of trustees and independent examiner**

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 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 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 the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep proper accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
**Plan A Financials Ltd**  
**Chartered Certified Accountants**  
**Independent examiner**  
**2<sup>nd</sup> Floor**  
**Romy House**  
**163-167 Kings**  
**Road**  
**Brentwood**  
**Essex**  
**CM14 4EG**

## Harold Hill & District Community Association

### Statement of financial activities

For the year ended 31 December 2020

	Notes	Unrestricted funds £	2020 Total £	2019 Total £
<b>Incoming resources</b>				
Activities for generating funds	2	82,040	82,040	129,570
Investment income		-	-	-
<b>Total incoming resources</b>		<u>82,040</u>	<u>82,040</u>	<u>129,570</u>
<b>Resources expended</b>				
Costs of generating funds:				
Cost of generating voluntary income	3	40,386	40,386	113,109
Governance costs	4	1,500	1,500	3,100
<b>Total resources expended</b>		<u>41,886</u>	<u>41,886</u>	<u>116,209</u>
 Total funds brought forward		<u>146,080</u>	<u>146,080</u>	<u>132,719</u>
<b>Total funds carried forward</b>		<u>186,234</u>	<u>186,234</u>	<u>146,080</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 7 to 9 form an integral part of these financial statements.

## Harold Hill & Distict Community Association

### Balance sheet as at 31 December 2020

		2020	2019
	Notes	£	£
<b>Current assets</b>			
Debtors	6	144,489	117,254
Investments	7	11,205	11,205
Cash at bank and in hand		36,774	21,888
<b>Creditors: amounts falling due within one year</b>	8	(5,534)	(4,267)
<b>Net current assets</b>		186,234	146,080
<b>Net assets</b>		186,234	146,080
<b>Funds</b>	9		
Unrestricted income funds		186,234	146,080
<b>Total funds</b>		186,234	146,080

The financial statements were approved by the trustees on and signed on its behalf by

**John Swift**  
Trustee

The notes on pages 7 to 9 form an integral part of these financial statements.



## Harold Hill & Distict Community Association

### Notes to financial statements for the year ended 31 December 2020

#### 1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

##### 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

##### 1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

##### 1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### 1.4. Investments

Current asset investments are at the lower of cost and net realisable value.

#### 2. Activities for generating funds

	<b>2020</b>	<b>2019</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Activities	3,532	7,484
Membership fees	3,211	501
Grants & awards	31,180	9,500
Bar Management	16,750	40,000
Rent: External bodies	27,334	59,954
Bar Occupation fees	-	12,000
Confectionery	33	131
	<u>82,040</u>	<u>129,570</u>

## Harold Hill & District Community Association

### Notes to financial statements for the year ended 31 December 2020

#### 3. Cost of generating voluntary income

	<b>2020</b>	<b>2019</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Costs of generating funds	40,386	113,109
	<u>40,386</u>	<u>113,109</u>

#### 4. Governance costs

	<b>2020</b>	<b>2019</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Accountancy fees	1,500	3,100
	<u>1,500</u>	<u>3,100</u>

#### 5. Employees

<b>Employment costs</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>

Wages and salaries	<u>4,625</u>	<u>56,662</u>
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No employee received emoluments of more than £60,000 (2019 : None).

#### 6. Debtors

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade debtors	143,204	115,969
Other debtors	1,285	1,285
	<u>144,489</u>	<u>117,254</u>

#### 7. Current asset investments

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Other unlisted investments	<u>11,205</u>	<u>11,205</u>

# Harold Hill & District Community Association

## Notes to financial statements for the year ended 31 December 2020

### 8. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	4,034	3,417
Other taxes and social security	-	-
Accruals and deferred income	1,500	850
	<u>5,534</u>	<u>4,267</u>

### 9. Analysis of net assets between funds

	Total funds £
Fund balances at 31 December 2020 as represented by:	
Current assets	186,234
	<u>186,234</u>

### 10. Unrestricted funds

	At 1 January 2020 £	Incoming resources £	Outgoing resources £	At 31 December 2020 £
Unrestricted Fund	<u>146,080</u>	<u>82,040</u>	<u>(41,886)</u>	<u>186,234</u>

**Harold Hill & Distict Community Association**

**The following pages do not form part of the statutory accounts.**

# Harold Hill & District Community Association

## Detailed statement of financial activities

For the year ended 31 December 2020

	2020		2019	
	£	£	£	£
<b>Incoming resources</b>				
<b>Incoming resources from generating funds:</b>				
<i>Activities for generating funds</i>				
Activities		3,532		7,484
Membership fees		3,211		501
Grants & awards		31,180		9,500
Bar Management		16,750		40,000
Rent: External bodies		27,334		59,954
Bar Occupation fees		-		12,000
Confectionery		33		131
		<hr/>		<hr/>
		82,040		129,570
<b>Total incoming resources from generating funds</b>		<hr/>		<hr/>
		82,040		129,570
<b>Total incoming resources</b>		<hr/>		<hr/>
		82,040		129,570
<b>Resources expended</b>				
<b>Costs of generating funds:</b>				
<i>Activity 1</i>				
Activities	2,492		5,861	
Wages	4,625		56,662	
Rent	13,276		17,675	
Water rates	1,109		1,233	
Light & heat	6,513		6,468	
Repairs, maintenance & security costs	8,319		16,680	
Insurance	1,489		1,230	
Sundries (incl. cleaning & laundry)	1,310		5,728	
Telephone	357		269	
Printing, postage, stationery & IT1,	896		1,303	
	<hr/>		<hr/>	
		40,386		113,109
<b>Total cost of generating voluntary income</b>		<hr/>		<hr/>
		40,386		113,109
<b>Fundraising trading:</b>				
<b>cost of goods sold and other costs</b>				
<b>Total costs of generating funds</b>		<hr/>		<hr/>
		40,386		113,109

# Harold Hill & Distict Community Association

## Detailed statement of financial activities

For the year ended 31 December 2020

	2020 £	2019 £
<b>Charitable activities</b>		
<b>Governance costs</b>		
<i>Activities undertaken directly</i>		
Accountancy fees	1,500	3,100
	1,500	3,100
<b>Total governance costs</b>	1,500	3,100
<b>Net incoming/(outgoing) resources for the year</b>	40,154	13,361