

NORTH ROMFORD COMMUNITY ASSOCIATION

Charity number 303072

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021



NORTH ROMFORD COMMUNITY ASSOCIATION

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NORTH ROMFORD COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

Charity number	303072
Contact Address & c/o	North Romford Community Centre Clockhouse Lane Collier Row Romford Essex RM5 3QJ
Trustees	Mr M F Branch (Chairman) Mrs M Dulieu (Secretary) Mrs L Quarrell (Assistant Secretary) Mr G Baker (Assistant Treasurer) Mr R Elliott (Treasurer) Mr R Lamb (Vice-Chair)
Independent Examiner	Community 360 Winsley's House High Street Colchester Essex, CO1 1UG
Bankers	Lloyds Bank

NORTH ROMFORD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

1. Objectives and activities

The North Romford Community Association (NRCA) is a registered charity that exists to provide sports and recreational facilities for the residents of Havering and visitors from surrounding areas. The North Romford Community Centre has been a focal point for sporting and leisure activities for over 50 years.

Activities undertaken by members include: Badminton, Ballroom Dancing, Bridge, Short Mat Bowls, Dance Classes, Exercise Classes, Football, Karate, Keep Fit, Knitting Club, Ladies' Club, Line Dancing, Pilates, Pool, Senior Citizens' Club, Table tennis, Townswomen's Guild, Weight watching, Yoga. On the premises there is also an independently run Preschool provided by Mulberry Bush Preschool.

In addition, meeting rooms and halls are available for private hire by individuals and organisations. Typical reasons for hiring include birthday parties, wedding receptions, funerals, religious services, teaching activities, car boot sales, quiz nights, blood transfusion sessions, immunisation sessions, polling stations, and major shows such as the annual Rock and Mineral show.

The licensed bar of the centre is run by the KISC which is a registered mutual society. The purpose of the KISC is to raise funds for the NRCA and any surplus made during the year is remitted to the NRCA as a deed of covenant payment.

The NRCA maintains the building and its facilities and supports use by sections and hirers as appropriate. It also organises regular recreational events and undertakes advertising and promotional activity for the purpose of furthering the charity's purposes. The Trustees monitor all such NRCA activities having regard to the Charity Commission's advice on public benefit.

2. Achievements and performance.

Because of the Covid-19 pandemic, the Association has had to be closed to the public for much of the year 2020-21. Comprehensive measures were put in place in line with government guidelines to ensure the building was Covid secure, so that some day to day activities could operate safely in the short period where this was legally permissible (approximately August to October). When not in general use, the centre continued to be available for essential functions such as Blood Transfusion sessions and Flu vaccination. In the latter part of the year the centre has also been made available as a centre for Covid testing and vaccination.

Throughout the periods of lockdown, the Association has retained all its staff members and paid them their usual salary in full. The Trustees have continued to monitor the condition of the building and ensured that all necessary maintenance and repair measures have been carried out.

3. Financial review

During the periods of closure, the Association had little or no income, while a range of expenses continued to have to be met. The largest of those were staff wages and rent. Thanks to the HMRC Coronavirus Job Retention Scheme, we were able to claim back a major proportion of staff costs in respect of staff who were furloughed or partially furloughed. This has enabled us to retain all our staff. We also met the extra cost so staff could continue to receive their full salary.

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

We reached agreement with our utility companies to suspend standing charges for the duration of closure, and with our insurers to maintain the required level of insurance at a reduced premium. Covid relief grants were received from the London Borough of Havering which also helped with financial management.

In the period from August to October, some day to day activity in the Centre was possible. This was of course at greatly reduced capacity, however some income was earned during this period, making a further small contribution to offsetting losses.

As expected the financial challenges posed by the lockdown measures resulted in an overall heavy loss for the current financial year - £14,210. This loss has been covered by drawing on our first level reserve; the emergency reserve remains in place. We are confident that the long term survival of the Association has not been threatened. In the financial year 2021-22, the Trustees intend to put in place an action plan to recoup losses and build up reserves again as quickly as possible.

4. Structure, governance and management

The NRCA has standard registration as a Charity. Trustees are appointed by the whole membership at the Annual General Meeting of the Association. To be eligible for election as a Trustee, a person must be a full member of the Association and not be subject to any disqualification under Charity Commission rules. The Trustees meet at least monthly, and act as the Executive Committee of the Association and as the Kumon Inn Management Committee.

Membership of the Association is open to any person of eighteen years or over who wishes to pay the membership for the year. Current yearly charges are: Family Membership £35, Single £20 and Senior Citizen £16.

The Association is responsible for all costs incurred in the running of the Centre. This includes rent and service charges paid to the London Borough of Havering, statutory registration charges such as Performance Licence fees and royalties, all heating & lighting, cleaning costs, staff costs and the costs of maintaining and refurbishing the building.

The Association Council is the consultative policy-making body of the Association and consists of the Trustees together with a representative from each Activity Section, and from each Affiliated Organisation. Elections to the Council take place at the AGM.

The NRCA operates with a written constitution based on a text recommended by the Charity Commission. The constitution was adopted on 2nd November 1965 and has been amended on 18th September 1992, 23rd September 1997, 10th January 2017 and 11th January 2019, with the agreement of the Commission.

The Kumon Inn Social Club is run by a committee consisting of the Trustees which meets monthly. The KISC holds its own Annual General Meeting each year. The KISC rules are based on a standard set for Mutual societies and were adopted on 22nd September 1989.

The Association employs a limited number of staff including office staff, duty officers, caretakers, cleaners and bar staff. There is an overall Centre Manager to whom all the other staff report. There is also a Caretaking Supervisor who leads the caretaking team.

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

5. Reference and administrative details

5.1 Registered Names

NRCA: North Romford Community Association
KISC: Kumon Inn Social Club

No other names are used.

5.2 Registration numbers

NRCA: 303072, The Charity Commission of England and Wales
KISC: IP 26823R, The UK Financial Conduct Authority

5.3 Registered Address

The North Romford Community Centre
Clockhouse Lane
Romford
RM5 3QJ

5.4 Names of Trustees during the Financial Year

Martin Frederick Branch, Chair
Michelle Francoise Dulieu, Secretary
Robert Joseph Elliott, Treasurer
Robert Edward James Lamb, Vice-chair
Linda Ann Quarrell, Assistant Secretary
Gordon John Baker, Assistant Treasurer

All of the above are formally registered with the Charity Commission of England and Wales. There are no corporate trustees, and no trustee holds any title to property belonging to the charity.

6. Exemptions from disclosure

There are no exemptions from disclosure.

7. Funds held as custodian trustee on behalf of others

No funds are held as custodian trustee on behalf of others.



Martin Frederick Branch
Text approved by the Board of Trustees
April 2021

NORTH ROMFORD COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

I report on the accounts of North Romford Community Association for the year ended 31 March 2021 which are set out on pages 6 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 Act) but 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 Commissioners (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 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 considerations 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

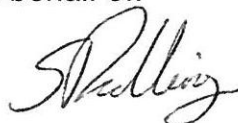
In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:
Community360

Winsley's House, High Street, Colchester, Essex



Date

17th September
2021

NORTH ROMFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds 2021 £	Total Funds 2021 £	Prior period Total Funds 2020 £
Incoming resources				
Incoming resources from generating funds:				
Donations and legacies	2	85,836	85,836	19,691
Charitable Activities				
Activities for generating funds	3.1	28,826	28,826	173,076
Membership	3.2	6,214	6,214	12,091
Investment income	4	841	841	1,144
Total incoming resources		121,717	121,717	206,002
Resources expended				
Cost of generating funds				
Costs of Charitable activities	5	135,879	135,879	191,249
Total resources expended		135,879	135,879	191,249
Net income/(expense) for the year		(14,162)	(14,162)	14,753
Reconciliation of Funds				
Total Funds B/Fwd		234,499	234,499	219,746
Total Funds C/Fwd		220,337	220,337	234,499

The notes on pages 8 - 11 form an integral part of these financial statements.

NORTH ROMFORD COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	6		41,243		48,128
Investments	7		1		1
			<u>41,244</u>		<u>48,129</u>
Current assets					
Debtors	8	19,016		24,965	
Cash at bank and in hand		<u>167,548</u>		<u>170,435</u>	
		186,564		195,400	
Creditors: amounts falling due within one year	9	<u>7,471</u>		<u>9,029</u>	
Net current assets			179,093		186,371
Net assets			<u><u>220,337</u></u>		<u><u>234,499</u></u>
Funds					
Unrestricted income funds			<u><u>220,337</u></u>		<u><u>234,499</u></u>

The financial statements were approved by the Board of Trustees onand signed on its behalf by:

Signed



Martin Frederick Branch

Date

17th September 2021

NORTH ROMFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

1.2 Incoming resources

All income is accounted for on a receivable basis, other than income received in respect of expenditure which is deferred to the period in which the activity or event takes place.

1.3 Resources expended

Expenditure is included in the accounts on an accruals basis. VAT is not recoverable by the charity and is included with the expenditure to which it relates.

Support costs which could not be attributed directly to activities are apportioned equally between activities.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Items costing at least £1000 will be capitalised. They are calculated to write off the cost less residual value of each asset over its expected life as follows:

Improvements to property	10% reducing balance
Fixtures, fittings & equipment	25% on cost

1.5. Investments

Fixed asset investments are stated at cost less provision for diminution in value.

1.6. Stock

Stock is valued at the lower of cost and net realisable value.

1.7 Going concern

These accounts have been completed on a going concern basis.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

2 Donations and Legacies

	2021 Total £	2020 Total £
Voluntary sources		
Deed of covenant	-	16,534
Donations	6,003	3,157
Grants	40,451	-
CJRS Grants	39,382	-
	<u>85,836</u>	<u>19,691</u>

3 Charitable Activities

	2021 Total £	2020 Total £
3.1 Activities for generating funds:		
Lettings	22,021	113,580
Clubs and groups	5,932	39,632
Canteen	53	3,777
Special events	820	10,687
Senior citizens contribution	-	5,400
	<u>28,826</u>	<u>173,076</u>

3.2 Membership:

Subscription and affiliations	6,214	12,091
	<u>6,214</u>	<u>12,091</u>

Total income from charitable activities

<u>35,040</u>	<u>185,166</u>
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4 Investment income

	2021 Total £	2020 Total £
Bank interest	841	1,144
	<u>841</u>	<u>1,144</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

5 Cost of charitable activities	2021 Total £	2020 Total £
Wages	71,254	99,665
Rent	24,454	24,703
Light, heat and water	9,122	16,368
Cleaning, laundry and linen	765	899
Refuse collection and pest control	3,422	3,436
Canteen	7	924
Events expenses	750	5,688
Insurance	1,808	2,239
Telephone	876	648
Printing, posting and stationery	877	1,614
Repairs to premises	3,761	19,513
Bank charges	113	131
Sundry expenses	5,735	4,022
COVID grant to Kumon Inn	-	-
Depreciation of fixed assets	6,885	8,343
Accountancy & professional	1,604	1,767
Licence fees	548	1,290
Bad debt write off lettings	3,000	-
Bad debt write off deed of covenant	898	-
	135,879	191,250

All charitable expenditure is unrestricted.

Analysis of sundry

Engraving of trophies/other section expenses	-	387
Gratuities	-	416
Officers' expenses	-	118
Hardware and related supplies	416	2,524
Software and related supplies	319	577
Donation to Kumon Inn Social Club	5,000	-
	5,735	4,022

A trustee received payments for administering the payroll for the organisation. This is included in Accountancy and Professional and totalled £1260.

6 Tangible Fixed Assets	Improvements to Property £	Fixtures & Fittings £	Total £
Cost			
As at 1 April 2020	122,197	43,818	166,015
Additions	-	-	-
As at 31 March 2021	122,197	43,818	166,015
Depreciation			
As at 1 April 2020	74,857	43,030	117,887
Charge for the year	6,097	788	6,885
At 31 March 2021	80,954	43,818	124,772
Net book values			
At 31 March 2021	41,243	-	41,243
At 31 March 2020	47,340	788	48,128

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

7 Fixed asset investments

	Unlisted investments £
Cost	
At 1 April 2014 & 31 March 2015	<u>1</u>
Net book value	
At 31 March 2021	<u>1</u>
At 31 March 2020	<u>1</u>

The investment is stated at the Trustees estimate of market value.

8 Debtors

	2021 Total £	2020 Total £
Amounts owed by Kumon Inn Social Club	12,286	16,534
Other debtors and prepayments	<u>6,730</u>	<u>8,432</u>
	<u>19,016</u>	<u>24,966</u>

9 Creditors: amounts falling due within one year

	2021 Total £	2020 Total £
Other creditors and accruals	<u>7,471</u>	<u>9,029</u>
	<u>7,471</u>	<u>9,029</u>

10. Related parties

The Treasurer of the charity receives a fee of £105 per month for processing the payroll each month.

The Vice Chair of the charity occasionally does electrical work, which is invoiced via a separate company. The total amount paid to the Vice Chair was £350 (2020: £710).

There are agreements in place for the above, signed by all other trustees.