



NORTH ROMFORD COMMUNITY ASSOCIATION

Registered Charity Number 303072

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

NORTH ROMFORD COMMUNITY ASSOCIATION

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NORTH ROMFORD COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2022

Charity number	303072
Contact address	North Romford Community Centre Clockhouse Lane Collier Row ROMFORD Essex RM5 3QJ
Trustees	Mr Martin Frederick Branch (Chairman) Mr Robert Edward James Lamb (Vice-chairman) Mrs Michelle Françoise Dulieu (Secretary) Mr Robert Joseph Elliott (Treasurer) Mrs Linda Ann Quarrell (Assistant Secretary) Mr Gordon John Baker (Assistant Treasurer)
Independent Examiner	Community 360 Winsley's House High Street Colchester Essex CO1 1UG
Bankers	Lloyds Bank (current accounts) Virgin Money (savings accounts)

NORTH ROMFORD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

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, 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 and wakes, 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 Kumon Inn Social Club (KISC) which is a registered mutual society. The purpose of the KISC is to raise funds for the NRCA and any surplus it makes 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.

Despite having to remain mainly closed (and the bar fully closed) for the period 1st April 2021 to 16th May 2021 because of the Covid-19 pandemic, the Association has recovered exceptionally well as compared with the previous financial year (2020-21). We have maintained a full and well-used service since 17th May 2021 with comprehensive measures remaining in place in line with government guidelines to ensure the building was Covid secure.

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Throughout the periods of closure, the Association retained all its staff members and paid them their usual salary in full. The Trustees continued to monitor the condition of the building and ensured that all necessary maintenance and repair measures were carried out. Since reopening the Association has embarked on a major programme of essential refurbishments including new flooring in the office, corridors, kitchen and meeting rooms. The former Senior Citizens Club Room has been completely redesigned and refurbished as a function suite for members and other hirers.

3. Financial review

For the year 2021-22 there was a surplus of £64,550 (£44,237 NRCA surplus with a Kumon Inn contribution of £20,313). This compared with a loss of £14,162 for 2020-21 (£13,264 NRCA loss with added loss of £898 from the Kumon Inn). The current surplus will therefore cancel last year's loss, and leave sufficient to cover both the series of essential refurbishments, costing approximately £30,000, and the rent arrears of £10,000 payable to the London Borough of Havering resulting from their recent rent review, which was backdated by 3 years.

The current surplus includes a grant of £2453.60 from the Co-operative society which is restricted – to be used solely for upgrading the garden area hired and used exclusively by the Mulberry Bush Pre-school. This is in addition to the grant of £2304.47 received for the same purpose from the Co-op in 2020-21, so our total restricted funds are currently £4,758.07.

The Trustees are redoubling their efforts to ensure that the centre continues to thrive in the future.

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. 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.

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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 £40, Single £25 and Senior Citizen £20.

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 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 NRCA 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.

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

NORTH ROMFORD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

5.3 Registered Address (same for both NRCA and KI)

The North Romford Community Centre
Clockhouse Lane
Romford
RM5 3QJ

5.4 Names of Trustees during the Financial Year

Martin Frederick Branch, Chair
Michelle Françoise 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.

Text approved by the Board of Trustees

1st September 2022

Signed:

A handwritten signature in black ink, appearing to be 'M. Branch', with a long horizontal stroke extending to the right.

Martin Frederick Branch

NORTH ROMFORD COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

I report on the accounts of North Romford Community Association for the year ended 31 March 2022 that are set out on pages 7 to 12.

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 the 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 Act
- Follow the procedures laid down in the general directions given by the Charity Commissioners under section 145 of the Act, and
- 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. It includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking relevant explanations from the trustees. 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. I accept no liability for any loss resulting from any usage or reliance placed upon them.

Independent Examiner's Statement

In the course of the examination, no material matter has come to my attention that 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
- 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.

Signed:



Date: 7th September 2022

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:
Community 360, Winsleys House,
High Street, Colchester,
Essex, CO1 1UG

NORTH ROMFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022 (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Prior period funds 2021 £
Incoming resources					
Incoming resources from generating funds:					
Donations and legacies	2	41,068	2,454	43,522	85,836
Charitable Activities					
Activities for generating funds	3.1	145,440	-	145,440	28,826
Membership	3.2	15,821	-	15,821	6,214
Investment income	4	359	-	359	841
Total incoming resources		202,688	2,454	205,142	121,717
Resources expended					
Costs of charitable activities	5	140,592	-	140,592	135,879
Total resources expended		140,592	-	140,592	135,879
Net income/(expense) for the year		62,096	2,454	64,550	(14,162)
Transfer between funds		(2,305)	2,305	-	-
Net income/(expense) after transfers		59,791	4,759	64,550	(14,162)
Reconciliation of Funds					
Total Funds B/Fwd		220,337	-	220,337	234,499
Total Funds C/Fwd		280,128	4,759	284,887	220,337

The notes on pages 9-12 form an integral part of these financial statements

NORTH ROMFORD COMMUNITY ASSOCIATION

BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	6		49,133		41,243
Investments	7		<u>1</u>		<u>1</u>
			49,134		41,244
Current assets					
Debtors	8	45,241		19,016	
Cash at bank and in hand		199,212		167,548	
		<u>244,453</u>		<u>186,564</u>	
Current liabilities					
Creditors	9	<u>8,700</u>		<u>7,471</u>	
Net current assets			235,753		179,093
Net assets			<u>284,887</u>		<u>220,337</u>
Funds					
Unrestricted funds			280,128		220,337
Earmarked grants (restricted)			<u>4,759</u>		<u>-</u>
			<u>284,887</u>		<u>220,337</u>

The financial statements were approved by the Board of Trustees on 1st September 2022 and signed on its behalf by:

Signed



Martin Frederick
Branch

NORTH ROMFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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
- The Companies Act 2006

The accounts do not contain a cash flow statement because the charity, as a 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 that 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.

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 and equipment	25% on cost

1.5 **Investments**

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

1.6 **Stock**

Purchase of stock (e.g. canteen stock) is treated as an expense and does not contribute to the valuation of fixed assets.

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 2022

2	Donations and Legacies	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
	Voluntary sources				
	Deed of covenant	20,313	-	20,313	-
	Donations	226	-	226	6,003
	Grants	16,000	2,454	18,454	40,451
	CJRS Grants	4,529	-	4,529	39,382
		41,068	2,454	43,522	85,836
3	Charitable Activities	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
3.1	Activities for generating funds:				
	Lettings	91,907	-	91,907	22,021
	Clubs and groups	36,789	-	36,789	5,932
	Canteen	2,073	-	2,073	53
	Special events	14,671	-	14,671	820
		145,440	-	145,440	28,826
3.2	Membership:				
	Subscription and affiliations	15,821	-	15,821	6,214
		15,821	-	15,821	6,214
	Total from charitable activities	161,261	-	161,261	5,040
4	Investment income	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
	Bank interest	359	-	359	841
		359	-	359	841

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

5 Cost of charitable activities	Unrestricted Funds	Restricted Funds	2022 Total	2021 Total
	£	£	£	£
Salaries	73,428	-	73,428	71,254
Rent	24,741	-	24,741	24,454
Insurance	1,855	-	1,855	1,808
Events expense	5,425	-	5,425	750
Canteen	603	-	603	7
Repairs to premises	2,017	-	2,017	3,761
Light, heat and water	13,719	-	13,719	9,122
Telephone	1,013	-	1,013	876
Refuse collection	2,471	-	2,471	3,422
Accountancy	1,722	-	1,722	1,604
Other Prof. fees and service charges	3,923	-	3,923	765
License fees	140	-	140	548
Printing postage and stationary	1,426	-	1,426	877
Sundry Expenses	3,145	-	3,145	5,735
Depreciation of fixed assets	4,848	-	4,848	6,885
Bank charges	116	-	116	113
Bad debt write off lettings	-	-	-	3,000
Bad debt write off deed of covenant	-	-	-	898
	140,592	-	140,592	135,879
Analysis of sundry				
Section expenses	1,868	-	1,868	-
Trustees' and manager's expenses	80	-	80	-
Gratuities	57	-	57	-
Hardware and related supplies	1,140	-	1,140	416
Software and related supplies	-	-	-	319
Donation to Kumon Inn Social Club	-	-	-	5,000
	3,145	-	3,145	5,735
6 Tangible Fixed Assets		Improvements to Property	Fixtures & Fittings	Total
		£	£	£
Cost				
As at 1 April 2021		122,197	43,818	166,015
Additions		12,738	-	12,738
As at 31 March 2022		134,935	43,818	178,753
Depreciation				
As at 1 April 2021		80,954	43,818	124,772
Charge for the year		4,848	-	4,848
At 31 March 2022		85,802	43,818	129,620
Net book values				
At 31 March 2022		49,133	-	49,133
At 31 March 2021		41,243	-	41,243

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

7	Fixed asset investments	Unlisted investments £
	Cost	
	At 1 April 2014 & 31 March 2015	1
	Net book value	
	At 31 March 2022	<u>1</u>
	At 31 March 2021	<u><u>1</u></u>

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

8	Debtors	2022 Total £	2021 Total £
	Amounts owed by Kumon Inn Social Club	20,313	12,286
	Other debtors and prepayments	24,928	6,730
		<u>45,241</u>	<u>19,016</u>

9	Creditors: amounts falling due within one year	2022 Total £	2021 Total £
	Other creditors and accruals	8,700	7,471
		<u>8,700</u>	<u>7,471</u>

10. Related parties

The Treasurer of the charity received a fee of £105 per month for processing the organisation's payroll. This is shown within Accountancy and Professional, under note 5 above. The same amount was paid in 2021.

The Vice chair of the charity occasionally does electrical and other maintenance work, which is invoiced via a separate company at lower than commercial rates. The total amount paid to the Vice chair in 2022 was £170.75. (2021: £350)

The Chair sometimes carries out repair and maintenance work personally and is reimbursed at significantly lower than commercial rates. The total amount paid to the Chair in 2022 was £80. (2021: £0).

Specific Trustee Payment Agreements are in place for all the above, signed by all other Trustees in each case.