



NORTH ROMFORD COMMUNITY ASSOCIATION

Registered Charity Number 303072

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2023

NORTH ROMFORD COMMUNITY ASSOCIATION

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NORTH ROMFORD COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2023

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 Mr Ashley Sawyer
 35 Sparsholt Road
 BARKING
 IG11 7JQ

Bankers Lloyds Bank (current accounts)
 Charity Bank (easy access reserve account)
 United Trust Bank (notice reserve account)

NORTH ROMFORD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

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. The association management organises regular entertainment nights for members, often including performances by professional singers, bands and other entertainers.

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, 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.

The Association has now returned to a fully operational state without formal restrictions, while maintaining sensible and proportionate measures in place to limit the risk of transmission of infectious diseases. The refurbishment programme has been continued, with further improvements to the bar area and the completion of the new function suite. The preschool garden has been refurbished using some of the restricted funds that were set aside for that purpose.

NORTH ROMFORD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

3. Financial review

For the year 2022-23 there was a surplus of £13,363 (£10,649 NRCA deficit offset by a Kumon Inn contribution of £24,013). This compared with a surplus of £64,550 for 2021-22 (£44,237 NRCA surplus with a Kumon Inn contribution of £20,313).

A review of the reserves policy was carried out on 16th February 2023. It was agreed that the reserves would continue to be held in two accounts – an easy access account and a notice account paying higher interest, but in future the two accounts would be with different providers, both FCA registered, and the balance on each account would be capped (and if possible maintained) at £85,000 so that both accounts could benefit from the FCA's compensation scheme if either provider were to collapse.

The Trustees having noticed that our previous provider for reserve savings (Virgin Money) was no longer offering competitive interest rates, two new accounts were opened – an easy access account with Charity Bank paying 1.16% and a 100 day notice account with United Trust Bank paying 3% interest. The two Virgin accounts have been closed and £85,000 deposited in each of the two new accounts.

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.

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 and lighting, cleaning costs, staff costs and the costs of maintaining and refurbishing the building.

NORTH ROMFORD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

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 and cleaners. There is an overall Centre Manager to whom all the other staff report. There is also a Caretaking Supervisor who leads the caretaking team.

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 Kumon Inn employs its own bar staff.

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 (same for both NRCA and KI)

The North Romford Community Centre
Clockhouse Lane
Romford
RM5 3QJ

NORTH ROMFORD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

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

Date: 15/06/23

Signed:

A handwritten signature in black ink, appearing to be 'M. Branch', with a stylized flourish extending to the right.

Martin Frederick Branch, Chairman

NORTH ROMFORD COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

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.

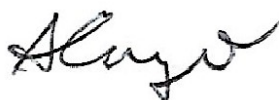
Independent Examiner's Statement

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: 22/05/23

Mr Ashley Sawyer, Independent Examiner

NORTH ROMFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023 (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

		2023 Unrestricted funds	2023 Restricted funds	2023 Total	2022 Prior year funds
	Notes	£	£	£	£
Incoming resources					
Resources from generating funds					
Donations and legacies	2	24,664	-	24,664	43,522
Charitable Activities					
Activities for generating funds	3,1.	171,489	-	171,489	145,440
Membership	3,2.	16,841	-	16,841	15,821
Investment income	4	470	-	470	359
Total incoming resources		<u>213,464</u>	<u>-</u>	<u>213,464</u>	<u>205,142</u>
Resources expended					
Cost of generating funds					
Costs of Charitable activities	5	196,039	4,061	200,100	140,592
Total resources expended		<u>196,039</u>	<u>4,061</u>	<u>200,100</u>	<u>140,592</u>
Net income (expense) for the year		17,425	(4,061)	13,364	64,550
Reconciliation of Funds					
Total Funds B/Fwd		280,129	4,758	284,887	220,337
Total Funds C/Fwd		<u>297,554</u>	<u>697</u>	<u>298,251</u>	<u>284,887</u>

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 2023

	Notes	£	2023 £	£	2022 £
Fixed Assets					
Tangible assets	6		48,531		41,243
Investments	7		<u>1</u>		<u>1</u>
			48,532		41,244
Current Assets					
Debtors	8		46,157		45,241
Cash at bank and in hand			<u>214,051</u>		<u>199,213</u>
			260,208		244,454
Creditors	9				
Amounts falling due within one year			<u>10,489</u>		<u>8,700</u>
Net Current assets			<u>249,719</u>		<u>235,759</u>
Net assets			<u>298,251</u>		<u>284,887</u>
Funds					
Earmarked grants (restricted)			697		4,758
Unrestricted income funds			<u>297,554</u>		<u>282,129</u>
			<u>298,251</u>		<u>284,887</u>

The financial statements were approved by the Board of Trustees on
2023 and signed on its behalf by:



Signed: _____

Date: 15/06/23

Martin Frederick Branch

NORTH ROMFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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 an 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.

NORTH ROMFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

2.	Donations and Legacies	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total £
	Deed of Covenant	24,013	-	24,013	20,313
	Donations	651	-	651	226
	Grants	-	-	-	18,454
	CJRS Grants	-	-	-	4,529
		<u>24,664</u>	<u>-</u>	<u>24,664</u>	<u>43,522</u>
3.	Charitable Activities	2023 Unrestricted unds £	2023 Restricted funds £	2023 Total funds £	2022 Total £
3.1	Activities for Generating Funds				
	Lettings	104,298	-	104,298	91,907
	Clubs and Groups	37,728	-	37,728	36,789
	Canteen	3,140	-	3,140	2,073
	Special Events	<u>26,323</u>	-	<u>26,323</u>	<u>14,671</u>
		<u>171,489</u>	<u>-</u>	<u>171,489</u>	<u>145,440</u>
3.2	Membership	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total £
	Subscriptions and Affiliations	<u>16,841</u>	-	<u>16,841</u>	<u>15,821</u>
		<u>16,841</u>	<u>-</u>	<u>16,841</u>	<u>15,821</u>
	Total inc. from charit. activities	<u>188,330</u>	<u>-</u>	<u>188,330</u>	<u>161,261</u>
4.	Investment Income	2023 Unrestricted unds £	2023 Restricted funds £	2023 Total funds £	2022 Total £
	Bank Interest	<u>470</u>	-	<u>470</u>	<u>359</u>
		<u>470</u>	<u>-</u>	<u>470</u>	<u>359</u>

NORTH ROMFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

5. Cost of Charitable activities	2023 Unrestricted funds £	2023 Restricted funds £	2022 Total funds £	2022 Total £
Salaries	91,305	-	91,305	73,428
Rent	38,365	-	38,365	24,741
Insurance	1,882	-	1,882	1,855
Events expenses	10,450	-	10,450	5,425
Canteen	658	-	658	603
Repairs and maintenance	7,940	4,061	12,011	2,017
Light, Heat and Water	22,213	-	22,213	13,719
Telephone	911	-	911	1,013
Refuse collection	3,257	-	3,257	2,471
Accountancy	1,720	-	1,720	1,722
Other Prof. fees and service charges	5,065	-	5,065	3,923
Licence Fees	159	-	159	140
Printing, postage and stationery	1,300	-	1,300	1,426
Sundry expenses	5,532	-	5,532	3,145
Depreciation of fixed assets	4,986	-	4,986	4,848
Bank Charges	296	-	296	116
Bad debt write off lettings	-	-	-	3,000
	<u>196,039</u>	<u>4,061</u>	<u>200,100</u>	<u>140,592</u>
Analysis of sundry				
Section expenses	2,063	-	2,063	1,868
Trustees' and manager's expenses	295	-	295	80
Gratuities	169	-	169	57
Hardware and related supplies	<u>3,004</u>	-	<u>3,004</u>	<u>1,140</u>
	<u>5,531</u>	<u>-</u>	<u>5,531</u>	<u>3,145</u>
6 Tangible Fixed Assets		Improvements to property £	Fixtures & fittings £	Total £
Cost				
As at 1 April 2022		134,935	43,818	178,753
Additions		<u>4,385</u>	<u>-</u>	<u>4,385</u>
As at 31 March 2023		139,320	43,818	183,138
Depreciation				
As at 1 April 2022		85,802	43,818	129,620
Charge for the year		<u>4,986</u>	<u>-</u>	<u>4,986</u>
As at 31 March 2023		90,788	43,818	134,606
Net book values				
At 31 March 2023		<u>48,531</u>	<u>-</u>	<u>48,531</u>
At 31 March 2022		<u>49,132</u>	<u>-</u>	<u>49,132</u>

NORTH ROMFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

7. Fixed Asset Investments

	Unlisted investments £
Cost	
As at 1 April 2022 & 31 March 2023	<u>1</u>
Net book value	
As at 31 March 2023	<u>1</u>
As at 31 March 2022	<u>1</u>

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

8. Debtors

	2023	2022
	Total £	Total £
Amounts owed by Kumon Inn	24,013	20,313
Other debtors and prepayments	<u>22,144</u>	<u>24,928</u>
	<u>46,157</u>	<u>45,241</u>

9. Creditors: amounts falling due within 1 year

	2023	2022
	Total £	Total £
Other creditors and accruals	<u>10,489</u>	<u>8,700</u>
	<u>10,489</u>	<u>8,700</u>

10. Related parties

The Treasurer of the charity received a fee of £110 per month for processing the organisation's payroll. This is shown within Accountancy and Professional, under note 5 above. The amount paid in 2021-22 was £105 per month.

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 2022-23 was £593 (2021-22: £170.5)

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 2022-23 was £275 (2021-22: £80).

Specific Trustee Payment Agreements are in place for all the above, signed by all other Trustees in each case. Such agreements are in full compliance with Charity Commission guidance.