



NORTH ROMFORD COMMUNITY ASSOCIATION

Registered Charity Number 303072

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

NORTH ROMFORD COMMUNITY ASSOCIATION

CONTENTS FOR THE YEAR ENDED 31 MARCH 2025

	Page
Legal and administrative information	1
Trustees' Annual Report	2-5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the financial statements	9-12

NORTH ROMFORD COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2025

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 2025

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 60 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 ("Golden Oldies"), Table Tennis, Townswomen's Guild, Weight Watching, Yoga. On the premises there is also an independently run Preschool provided by Puddleducks 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, 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 organises regular recreational events and undertakes advertising and promotional activity for the purpose of furthering the charity's objects. The Trustees monitor all such NRCA activities having regard to the Charity Commission's advice on public benefit.

2. Achievements and performance.

The premises improvement programme has been continued, with refurbishments to the sports hall floor, hot water boiler systems and toilets in the bar area.

3. Financial review

Despite increased financial pressures this year, the association has again achieved a healthy year-end financial position. For 2024-25 there was a surplus of £16,871 (£6,543 NRCA surplus enhanced by a Kumon Inn contribution of £10,328). This compared with a surplus of £28,431 in 2023-24 (£12,377 NRCA surplus enhanced by a Kumon Inn contribution of £16,054).

NORTH ROMFORD COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Association had £697 of restricted funds carried forward from the financial year 2023-24. This was the remainder of a grant from the Co-op that was earmarked for expenditure for the benefit of the preschool based on the NRCA premises. This amount was expended in its entirety in March 2025 on refurbishment of the garden at the centre used by Puddleducks preschool. Consequently as of 1st April 2025 the Association has no restricted funds.

The cash reserves have been maintained at £170,000. These are held in two accounts each holding £85,000, and each is under a separate FCA guarantee:

1) an easy access account with Charity Bank currently paying 3.2% interest. Interest earned during the financial year was £2,737 (£2,367 in 2023-24)

2) a 100 day notice account with Untied Trust Bank currently paying 4.1% interest. Interest earned during the financial year was £3,665 (£2,347 in 2023-24).

In addition there was £287 interest from the Lloyds Bank reserve account (£206 in 2023-24).

So in all, a total of £6,689 bank interest was earned in 2024-25 (£4,920 in 2023-24).

4. Structure, governance and management

The NRCA has standard registration as a Charity. Trustees are elected by the whole membership at the Annual General Meeting of the Association and on election details of any new Trustees are submitted to the Charity Commission for appointment. 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 £50, Single £30 and Senior Citizen £25.

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, water costs, 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 2025

The NRCA operates within 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 Association employs a limited number of staff including office staff, duty officers, caretaker and cleaners.

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 2025

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

24th April 2025

Signed:



Martin Frederick Branch, Chairman

NORTH ROMFORD COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

I report on the accounts of North Romford Community Association for the year ended 31 March 2025 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: 23/07/2025

Mr Ashley Sawyer, Independent Examiner

NORTH ROMFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025 (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

		2025 Unrestricted funds	2025 Restricted funds	2025 Total	2024 Prior year funds
	Notes	£	£	£	£
Incoming resources					
Resources from generating funds					
Donations and legacies	2	11,353	-	11,353	16,200
Charitable Activities					
Activities for generating funds	3,1.	185,573	-	185,573	171,914
Membership	3,2.	14,872	-	14,872	16,310
Investment income	4	6,689	-	6,689	4,920
Total incoming resources		<u>218,487</u>	<u>-</u>	<u>218,487</u>	<u>209,344</u>
Resources expended					
Cost of generating funds					
Costs of Charitable activities	5	200,919	697	201,616	180,913
Total resources expended		<u>200,919</u>	<u>697</u>	<u>201,616</u>	<u>180,913</u>
Net income (expense) for the year		17,568	-697	16,871	28,431
Reconciliation of Funds					
Total Funds B/Fwd		325,985	697	326,682	298,251
Total Funds C/Fwd		<u>343,553</u>	<u>-</u>	<u>343,553</u>	<u>326,682</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 2025

	Notes	£	2025 £	£	2024 £
Fixed Assets					
Tangible assets	6		63,091		54,389
Current Assets					
Debtors	7		68,749		61,119
Cash at bank and in hand			<u>214,706</u>		<u>222,936</u>
			283,455		284,055
Creditors	8				
Amounts falling due within one year			<u>2,993</u>		<u>11,762</u>
Net Current assets			<u>280,462</u>		<u>272,293</u>
Net assets			<u>343,553</u>		<u>326,682</u>
Funds					
Earmarked grants (restricted)			-		697
Unrestricted income funds			<u>343,553</u>		<u>325,985</u>
			<u>343,553</u>		<u>326,682</u>

The financial statements were approved by the Board of Trustees on 24th April 2024 and signed on its behalf by:



Signed: _____

Date: 23/04/25

Martin Frederick Branch

NORTH ROMFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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 are 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

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

2.	Donations and Legacies	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total £
	Deed of Covenant	10,328	-	10,328	16,054
	Donations	<u>1,025</u>	-	<u>1,025</u>	<u>146</u>
		<u>11,353</u>	<u>-</u>	<u>11,353</u>	<u>16,200</u>
3.	Charitable Activities	2025 Unrestricted unds £	2025 Restricted funds £	2025 Total funds £	2024 Total £
3.1	Activities for Generating Funds				
	Lettings	128,710	-	128,710	104,103
	Clubs and Groups	33,506	-	33,506	38,075
	Canteen	2,555	-	2,555	2,290
	Special Events	<u>20,802</u>	-	<u>20,082</u>	<u>27,446</u>
		<u>185,573</u>	<u>-</u>	<u>185,573</u>	<u>171,914</u>
3.2	Membership	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total £
	Subscriptions and Affiliations	<u>14,872</u>	-	<u>14,872</u>	<u>16,310</u>
		<u>14,872</u>	<u>-</u>	<u>14,872</u>	<u>16,310</u>
	Total inc. from charit. activities	<u>200,446</u>	<u>-</u>	<u>200,446</u>	<u>188,224</u>
4.	Investment Income	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total £
	Bank Interest	<u>6689</u>	-	<u>6689</u>	<u>4920</u>
		<u>6689</u>	<u>-</u>	<u>6689</u>	<u>4920</u>

NORTH ROMFORD COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

5. Cost of Charitable activities	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total £
Salaries	89,967	-	89,967	80,177
Rent	37,214	-	37,214	35,512
Insurance	2,280	-	2,280	2,040
Events expenses	8,825	-	8,825	11,941
Canteen	944	-	944	376
Repairs and maintenance	3,500	697	4,197	4,680
Light, Heat and Water	34,995	-	34,995	27,404
Telephone and Broadband	1,397	-	1,397	1,146
Refuse collection	4,376	-	4,376	2,833
Accountancy	1,910	-	1,910	1,854
Other Prof. fees and service charges	2,811	-	2,811	1,822
Licence Fees	169	-	169	159
Printing, postage and stationery	1,555	-	1,555	1,042
Sundry expenses	3,259	-	3,259	3,397
Depreciation of assets	7,068	-	7,068	5,877
Bank Charges	649	-	649	653
	<u>200,919</u>	<u>697</u>	<u>201,616</u>	<u>180,913</u>
Analysis of sundry				
Section expenses	2,392	-	2,392	1,660
Trustees' and manager's expenses	0	-	0	50
Gratuities	154	-	154	317
Hardware and related supplies	164	-	164	1,308
Software and related supplies	549	-	549	62
	<u>3,259</u>	<u>-</u>	<u>3,259</u>	<u>3,397</u>
6 Tangible Fixed Assets		Improvements to property £	Fixtures & fittings £	Total £
Cost				
As at 1 April 2024		151,054	43,818	194,872
Additions		<u>11,770</u>	<u>4,000</u>	<u>15,770</u>
As at 31 March 2025		162,824	47,818	210,642
Depreciation				
As at 1 April 2024		96,665	43,818	140,483
Charge for the year		<u>7,113</u>	<u>1,000</u>	<u>8,113</u>
As at 31 March 2025		103,778	44,818	148,596
Net book values				
At 31 March 2025		<u>59,046</u>	<u>3,000</u>	<u>62,046</u>
At 31 March 2024		<u>54,389</u>	<u>-</u>	<u>54,389</u>

NORTH ROMFORD COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

7. Debtors	2025	2024
	Total £	Total £
Amounts owed by Kumon Inn	10,328	16,054
Other debtors and prepayments	<u>58,421</u>	<u>45,065</u>
	<u>68,749</u>	<u>61,119</u>
8. Creditors: amounts falling due within 1 year	2025	2024
	Total £	Total £
Other creditors and accruals	<u>2,993</u>	<u>11,762</u>
	<u>2,993</u>	<u>11,762</u>

9. Related parties

The Treasurer of the charity receives a fee of £120 per month (10 hours at the standard Duty Officer rate) for administering the organisation's payroll and pension scheme. This is shown within Accountancy and Professional, under note 5 above. The amount paid in 2023-24 was £115 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 2024-25 was £630 (2023-24: £330)

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 2024-25 was £0 (2023-24: £0).

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.