

**Butetown Community Association
(Charity No. 524130)
Financial Statements
For the year ended 31 March 2021**

Butetown Community Association
(Charity No. 524130)
Annual Report
For the year ended 31 March 2021

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Reference and Administrative details

Registered Charity Name Butetown Community Association

Registered Charity Number 524130

Officers & Trustees

Mr C Peets
Mrs J Fox
Mrs H Brown
Mr F Parris
Ms G Legall (resigned 12/11/2020)
Mr R Brown
Mr M Walters
Mr L Eynon
Ms F Cordle
Mrs E Nelson
Mr K Nelson

Principal Office

Butetown Community Centre
Loudoun Square
Cardiff
CF10 5UZ

Independent Examiner

Llewellyns Certified Chartered Accountants
1st Floor
Brook House
Brook Road
Whitchurch
Cardiff
CF14 1DU

Bankers

Barclays Bank Plc
28 Working Street
Cardiff
CF10 2DP

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REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2020

The Trustees present herewith their annual report, together with the financial statements of the charity for the year ended 31 March 2020. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the Charity's Constitution and applicable law.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Butetown Community Centre is based in the Loudoun Square area of Cardiff. It was founded in 1968 and is a registered charity. The Constitution of the Association was adopted on 10 July 1977.

The policy and general management of the affairs of the Association are directed by a management committee which meets not less than six times a year. The Management Committee deals with the general policy of the Association and the maintenance of the building. Members of the committee are elected at the AGM.

OBJECTS AND ACTIVITIES- PUBLIC BENEFIT

To promote the benefit of the inhabitants of Butetown and the neighbourhood without distinction of sex or of political, religious or other opinions, by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the condition of life for the said inhabitants.

To maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of the centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects. The Association shall be non-party in politics and non-sectarian in religion.

The trustees have considered the Charity Commission's guidance on public benefit, including guidance "Public Benefit: Running a Charity (PB2)" when reviewing the aims and objectives of the charity and in planning its future activities.

ACHIEVEMENT AND PERFORMANCE

The Centre was closed during most of this period due to the enforced closure due to the COVID-19 pandemic. However, the community centre was still used as a hub for the emergency food parcel scheme in which over 300 families were provided with emergency food and essential items.

FINANCIAL REVIEW

The results for the year are shown on page 6 and the position at the end of the financial year on page 7.

The Charity made a deficit £3,296 of for the year ended 31 March 2021 (£1,461 surplus : 2020). Accumulated unrestricted income funds amounted to a deficit of £5,705 (£261 Deficit : 2020) and accumulated restricted income funds amounted to a surplus of £3,634 as at 31 March 2020 (£1,225 : 2020).

RESERVES POLICY

Any surplus funds are held in the Barclays Bank business reserve account.

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PLANS FOR FUTURE PERIODS

To further raise the profile of the centre and improve its ability to reach out to the community, to continue to increase memberships and attendance, to provide a sustainable income to enable us to run the centre efficiently, to investigate and evaluate the demand for services and activities and to prioritise those with the greatest community demand.

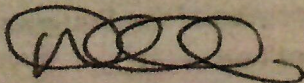
STATEMENT OF TRUSTEES RESPONSIBILITIES

The 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 the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- a) select suitable accounting policies and then apply them consistently.
- b) make judgements and estimates that are reasonable and prudent.
- c) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy the financial position of the charity, and which enable them to both ascertain the financial position of the charity and ensure that the financial statements comply with the provisions of the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Mrs H Brown
Trustee
Dated:



10/08/2021

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Independent Examiner's Report to the Trustees of Butetown Community Association

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 2011 Act)) and that an independent examination is required. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

Examine the accounts under Section 145 of the 2011 Act to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and to state whether matters have come to my attention.

Basis of the independent examiner's report

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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Llewellyns

Date 24/09/2021

Llewellyns
Chartered Certified Accountants
1st Floor, Brook House, Brook Road
Whitchurch, Cardiff
CF14 1DU

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Statement of Financial Activities of the year ended 31 March 2021

<u>Income and endowments from;</u>	Restricted Funds	Unrestricted Funds	Total	
			2021	2020
	£	£	£	£
Rents & room hire	-	41,674	41,674	79,021
Grants received	52,182	20,696	72,878	4,637
Bar income	-	1,823	1,823	59,843
Admissions, subscriptions and donations	-	1,000	1,000	510
Other income	-	505	505	-
Total income	52,182	65,698	117,880	144,011

	Restricted Funds	Unrestricted Funds	Total	
			2021	2020
	£	£	£	£
<u>Expenditure on;</u>				
Bar expenditure	-	1,192	1,192	32,012
Establishment costs	3,514	24,870	28,384	40,136
Centre activities & administration	46,259	45,341	91,600	68,774
Total Expenditure	49,773	71,403	121,176	141,012
Net Income / (Expenditure)	2,409	(5,705)	(3,296)	2,999
Reconciliation of funds				
Funds brought forward	1,225	236	1,461	(1,538)
Transfer of funds during year	-	-	-	-
Funds carried forward	3,634	(5,469)	(1,835)	1,461

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Balance sheet as at 31 March 2021

	Notes	2021	2020
		Total	Total
		£	£
<u>Tangible Assets</u>			
Fixed Assets	10	1,901	2,850
<u>Current Assets</u>			
Stock		3,745	3,745
Debtors and prepayments	12	295	295
Cash at Bank		5,668	2,678
Bar cash and float		404	342
		<u>10,110</u>	<u>7,060</u>
<u>Current Liabilities</u>			
Creditor & Accruals			
(amount falling due within one year)	13	<u>(13,846)</u>	<u>(8,449)</u>
Net Current Assets		<u>(2,536)</u>	<u>(1,389)</u>
Net Assets		<u><u>(1,835)</u></u>	<u><u>1,461</u></u>
<u>Funds & Reserve</u>			
		£	£
Unrestricted funds	14	(5,469)	236
Restricted funds	14	<u>3,634</u>	<u>1,225</u>
Total		<u><u>(1,835)</u></u>	<u><u>1,461</u></u>

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1. GENERAL INFORMATION

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is Butetown Community Centre, Loudon Square, Cardiff, CF10 5UZ.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, "The Financial Reporting Standard applicable in the UK and the Republic of Ireland", the statement of 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) (Charities SORP FRS 102)) and the Charities Act 2011.

3. ACCOUNTING POLICIES

Basis of preparation

The financial statements are prepared under the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measures at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity. The charity constitutes a public benefit entity as defined by FRS 102.

Going concern

Although the Charity has a net surplus of £1,461 on accumulated unrestricted income funds, the accounts have been prepared on a going concern basis. The Charity continues to explore ways of increasing income and cutting expenditure. Payment plans have been agreed with gas and electricity suppliers to assist cashflow management.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

Designated funds are unrestricted funds set aside at the discretion of the trustees for a specific purpose.

Incoming resources

Incoming resources are recognised in the Statement of Financial Activities when, the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resource and that the monetary value can be measured with sufficient reliability.

Unit rent and hire of meeting rooms are recognised on a receivable basis.

Grants are recognised when there is entitlement, certainty of receipt, and the amount can be measured with sufficient reliability.

Other sources of income are recognised as they are earned e.g. bar sales takings. Bank interest is recognised on a receivable basis.

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Resources Expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

The Statement of Financial Activities has three cost categories - Bar expenditure, Establishment costs, Centre activities & administration.

Tangible Assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in the recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is provided at rates calculated to write off the cost of each asset, less its residual value, over its effective useful life, on a reducing balance basis as follows: -

Fixtures and fittings 20% per annum

Computer equipment 20% per annum

Stocks

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

Financial Instruments

Basic financial instruments are recognised at amortised cost using the effective interest methods, except for investments in non-convertible preference and non-puttable preference and ordinary shares, which are measured at fair value, with changes recognised in income or expenditure. Derivative financial instruments are initially recorded at cost and thereafter at fair value, with changes recognised in income or expenditure.

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4. ANALYSIS OF INCOMING RESOURCES

	2021 £	2020 £
<u>Rents & Room Hire</u>		
Meeting room hire		
Rent receivable	14,486	50,249
	<u>27,187</u>	<u>28,771</u>
	<u>41,673</u>	<u>79,020</u>
 <u>Grants received</u>		
Windrush Grant	3,949	4,637
Moondance Foundation	4,024	-
Community Foundation Fund	5,000	-
Community Foundation Resilience Fund	5,000	-
National Lottery Grant	9,999	-
South Wales Jamaica Society Food Project	4,900	-
Welsh Council for Voluntary Action	20,321	-
C3SC Grant	989	-
Sustainability Health Grant	3,000	-
Job Retention Scheme Government Grant	15,696	-
	<u>72,878</u>	<u>4,638</u>
 <u>Gross Bar income</u>	<u>1,823</u>	<u>59,843</u>
 <u>Admissions and donations</u>	<u>1,000</u>	<u>510</u>
 <u>Other income</u>		
Interest income	5	-
Bond income	500	-
	<u>505</u>	<u>-</u>

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5. RESOURCES EXPENDED

	Restricted funds		Unrestricted funds	
	2021	2020	2021	2020
	£	£	£	£
<u>Bar Expenditure</u>				
Purchases (inc. stock movement)	-	-	1,192	26,450
Entertainment	-	-	-	2,020
Bar staff	-	-	-	3,620
Stock taker	-	-	-	-
	<u>-</u>	<u>-</u>	<u>1,192</u>	<u>32,100</u>
<u>Establishment</u>	£	£	£	£
Rates	-	-	4,840	6,380
Light, power and heat	-	-	12,984	21,710
Cleaning	3,514	-	3,866	4,200
Repairs, preventative maintenance and security	-	-	3,180	7,830
	<u>3,514</u>	<u>-</u>	<u>24,870</u>	<u>40,130</u>
<u>Centre activities & charitable administration</u>	2021	2020	2021	2020
	£	£	£	£
Staff wages	4,724	-	36,182	50,760
Employer pension	-	-	616	700
Telephone	-	-	2,344	2,520
Postage and stationery	-	-	11	170
Licences	-	-	157	930
Insurance	-	-	3,188	3,390
Accountancy fees	-	-	1,478	1,070
Sundry	-	-	226	790
Event and meeting hire expenses	-	-	-	1,950
Carnival expenses	-	-	-	-
Expenses for COVID charitable activities	9,623	-	-	-
Donation	-	-	-	100
Centre and charitable activities	31,912	4,637	-	-
Bank charges	-	-	190	860
Depreciation	-	-	949	940
	<u>46,259</u>	<u>4,637</u>	<u>45,341</u>	<u>64,130</u>

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6. SURPLUS / DEFICIT FOR THE YEAR

This is after charging

Depreciation

2021	2020
£	£

949	949
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7. TRUSTEES REMUNERATION AND EXPENSES

No trustees received any remuneration or expenses during the year.

8. STAFF COSTS

Salaries and NIC costs – Centre staff

Salaries and NIC costs – Bar staff

2021	2020
£	£

40,206	50,768
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-	6,266
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9. TAXATION

The Association is a registered charity. No liability for tax arises.

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10. TANGIBLE FIXED ASSETS

	Computer Equipment £	Fixtures and Fittings £	Total £
Cost			
At 1 April 2020	2,203	26,048	28,251
Additions	-	-	-
At 31 March 2021	2,203	26,048	28,251
Depreciation			
At 1 April 2020	1,678	23,723	25,401
Charge for the year	208	741	949
At 31 March 2021	1,886	24,464	26,350
Net Book value			
At 31 March 2021	525	2,325	2,850
At 31 March 2020	525	2,325	2,850

11. STOCK

	2021 £	2020 £
Stock	<u>3,745</u>	<u>3,745</u>

12. DEBTORS

	2021 £	2020 £
Prepayments	<u>295</u>	<u>295</u>

13. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors and accruals	3,600	1,200
Taxes and social security	<u>10,246</u>	<u>7,249</u>
	<u>13,846</u>	<u>8,449</u>

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14. CHARITY FUNDS

	As at 1 April 2020	Incoming resources	Resources expended	Transfer between funds	As at 1 April 2021
	£	£	£	£	£
Unrestricted funds	236	65,698	(71,403)		(5,469)
Restricted funds					
Windrush Grant	-	3,949	(3,406)	-	543
Sports Lottery	1,225	-	-	-	1,225
Community Fund Resilience Fund		5,000	(4,842)	-	158
National Lottery Grant		9,999	(9,470)	-	529
Welsh Council for Voluntary Action		20,322	(19,292)	-	1,029
C3SC Grant		989	(876)	-	113
Sustainability Health Grant		3,000	(2,987)	-	13
South Wales Jamaican Society Grant		4,900	(4,876)	-	23
Moondance Foundation		4,024	(4,024)	-	-
Total Restricted Fund Funds	1,225	52,182	(49,773)	-	4,853
Total Funds	1,461	117,880	121,176	-	(1,835)

Restricted Funds

The Sports Lottery grant was to provide funds to hire local fitness instructors to run fitness classes for Muslim women at the centre.

The Windrush Grant related to activities to celebrate Windrush Celebration Day 2020.

The Community Fund Resilience Fund, National Lottery Grant, Welsh Council for Voluntary Action, C3SC Grant and South Wales Jamaican Society grant were all relating to funding for the emergency food parcel scheme. This was the Centre's response to the COVID-19 pandemic

The Moonshine Foundation was a grant for the retention of a staff member for a 3 month period during the COVID-19 pandemic.

The restricted funds have now been transferred unrestricted funds. Permission from all grant providers has been sought for the transfer of residual values to be used for the main objectives of the organisation.

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<u>Income and endowments from;</u>	Restricted	Unrestricted	Total	
	Funds	Funds	2021	2020
	£	£	£	£
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Other income	-	505	505	-
Total income	52,182	65,698	117,880	144,011
	Restricted	Unrestricted	Total	
	Funds	Funds	2021	2020
	£	£	£	£
<u>Expenditure on;</u>				
Bar expenditure	-	1,192	1,192	32,012
Establishment costs	3,514	24,870	28,384	40,136
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Reconciliation of funds				
Funds brought forward	1,225	236	1,461	(1,538)
Transfer of funds during year	-	-	-	-
Funds carried forward	3,634	(5,469)	(1,835)	1,461