

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
31ST MARCH 2021

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Directors and trustees

Rev M Kneen
J Slater
J Hoskinson
J Bartlett

Secretary

R Brookman

Registered Office

Community Centre
School Road
Leominster
HR6 8NJ

Charity number

703151

Accountant

Lee Cockett FCA FMAAT
Cockett & Co. Ltd
2e Rainbow Street
Leominster
HR6 8DQ

Bankers

Barclays Bank plc
4 Corn Street
Leominster
HR6 8LX

Leominster District Community Association Report of the Trustees for the year ended 31st March 2021

Structure, Governance and Management

The charity is constituted as a company limited by guarantee and is therefore governed by the Memorandum and Articles of Association.

The charity is regulated by a management committee which includes the Trustees and other community representatives. Policy and finance are discussed by the whole committee but final decisions are made by the Trustees alone.

In October 2020. Charitably Incorporated Organisation (CIO) status was granted. This removes the need to report to Companies House. The change of status involved re-evaluation of the Associations Formal Constitution. The Charity registration and number will remain the same.

The Trustees constantly review the major risks the charity faces, meeting monthly to discuss the current situation and make decisions about the immediate and long-term future of the Centre.

Objectives and Activities

The Charity's object and its principal activity continues to be that of managing and developing the community centre for the inhabitants of Leominster and its immediate district, and to provide community development where possible to improve the lives of the inhabitants.

Achievements and Performance

HMG announcement on March 23rd 2020 of a national lock down, a promised very busy twelve months ahead for the Centre came to an abrupt end! From the outset it was decided that the Centre would act as a space resource for the community and that current tenants would be supported as much as possible by the Manager.

The Food Bank (Larder) set up by Churches Together and run by a group of volunteers took over the Theatre Space, Hall and Art Room and on a temporary basis a metal Marquee was erected in space near the car park. The work involved many volunteers and was seen as a life line to many in the town. Other organisations that were exempted from regulations were also able to be accommodated for small meetings and one to one consultations.

With changes in regulations and more exemptions being created the Centre was able to accommodate Red Spark Learning in September 2020, a letting that still continues. This organisation offers literacy, numeracy and getting back to work skills training. Other groups returned cautiously as and when they were allowed. March 2020 saw a return of about 25% of past hirers.

The Natural Health Centre therapists throughout the lock down periods operated as government and their lead bodies dictated. With special attention being paid to social distancing and cleaning protocols.

The Reprographic Resource Centre continued to provide an important service as best it could, when it could.

Management

The Trustees and management committee met monthly via Zoom with the manager. The Trustees thank the Management Committee representatives for efficiently supporting the staff in running the centre and keeping an overview of all the work.

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities, in particular, the Trustees consider how planned activities will contribute to the aims and objectives they set.

The Trustees are ever mindful that the charity was set up to benefit local people and with due regard to those in need, whether their need be leisure, education or advice and support. To this end we have an active Equal Opportunities policy and we are pleased to respond to requests from our community. Room hirers are regularly offered the opportunity to comment on the services and facilities at the Centre and, where possible, suggestions made are further discussed and then implemented.

Financial review

Rent charges were frozen this year and hourly room hire charges were by negotiation. Staff have discretionary powers to reduce costs to new groups, and small groups doing important community work.

Support Grants from Central Government via Herefordshire Council have helped greatly during this difficult time. The Job Retention Scheme operated by HMRC was used throughout the emergency.

Leominster Town Council

In the financial year 2020-2021 the revenue support grant was in the sum of £8,000. The Association gratefully acknowledges the continued support of Leominster Town Council. Many thanks to the Mayor Cllr. Clive Thomas and Cllr. Jenny Bartlett for their help and support over the last year.

Tangible Fixed Assets

Details of movements in the fixed assets are set out in the notes to the accounts.

Directors and Trustees

All Directors of the company are also Trustees of the charity and there are no other Trustees. A list of the Trustees and changes in the year are on the legal and administrative page.

Trustee Responsibilities

The Trustees are required by company law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statement;
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Rules

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime in part 15 of the Companies Act 2006 and were approved by the Board on:

and signed on its behalf by:

Richard Brookman



1/10/21



LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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 no concerns and 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.



Lee Cockett FCA FMAAT
Institute of Chartered Accountants in England and Wales
Cockett & Co. Limited
Chartered Accountants
2e Rainbow Street
Leominster
HR6 8DQ

Dated: 1/10/21

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING THE INCOME AND EXPENDITURE ACCOUNT**

FOR THE YEAR ENDED 31ST MARCH 2021

	Note	General Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary income - donations		60	-	60	1262
Activities for generating funds		-	-	-	977
Investment income		9	-	9	38
<i>Incoming resources from charitable activities</i>					
Grants - HCC Closure		28232	-	28232	8000
Grants - Co-op Charity		-	1371	1371	-
Grants - HMRC JRS		34018	-	34018	9575
Rent		13246	-	13246	26158
Room hire		7995	-	7995	37600
<i>Other incoming resources</i>		-	-	-	-
Total incoming resources		83560	1371	84931	83610
Resources expended					
<i>Costs of generating funds:</i>					
Generating voluntary income		-	-	-	-
Charitable activities	3	60815	-	60815	87640
Governance costs	4	755	-	755	610
Total resources expended		61570	-	61570	88250
Net incoming resources		21990	1371	23361	-4640
Total funds brought forward		27568	-	27568	32208
Retained funds carried forward		49558	1371	50929	27568

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION**BALANCE SHEET****AS AT 31ST MARCH 2021**

			2021	2020
	Note	£	£	£
Fixed Assets				
Tangible assets	7			
Unrestricted funds			283	354
Restricted funds			-	-
			<hr/>	<hr/>
			283	354
Current assets				
Debtors & prepayments	8	5617	6870	
Cash at bank & in hand		45871	21437	
		<hr/>	<hr/>	
		51488	28307	
Creditors amounts falling due within one year	9	-842	-1093	
		<hr/>	<hr/>	
Net current assets			50646	27214
			<hr/>	<hr/>
Total assets less current liabilities			50929	27568
			<hr/>	<hr/>
Funds				
Unrestricted			49558	27568
Restricted			1371	-
			<hr/>	<hr/>
Total funds	10		50929	27568
			<hr/>	<hr/>

The financial statements on pages 10 to 15 were approved by the Trustees on
and were signed on its behalf by:

Jan Slater
Chair

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

1 Accounting policies

Accounting convention

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 ("Charities SORP (FRS102)"), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Charities SORP (FRS 102) rather than Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	20% reducing balance
All other assets	10% straight line basis

Incoming resources

Income is accounted for in the period in which it is entitled to receipt.

Resources expended

Resources expended are recognised in the Statement of Financial Activities on an accruals basis.

Investments

The company only holds a bank deposit account.

CIO information

Leominster District Community Association was registered as a charitable incorporated organisation on 4th November 2020 and is governed by a constitution dated 11th August 2020 and registered with the Charity Commission under charity number 703151. The charity's principal office address is School Road, Leominster, HR6 8NJ.

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

2 Surplus for the year

The surplus of income over expenditure is stated after charging:

	2021 £	2020 £
Depreciation of tangible fixed assets	71	89

3 Charitable activity costs

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Staff costs				
Salaries and wages	49044	-	49044	53456
Volunteer & tutor costs	-	-	-	-
Premises costs				
Maintenance & repairs	870	-	870	5709
Flooring	-	-	-	10425
Cleaning	213	-	213	813
Water rates	603	-	603	937
Electricity & gas	4649	-	4649	7437
Office costs				
Insurance	2716	-	2716	2678
Postage & stationery	214	-	214	989
Equipment repairs & support	840	-	840	2865
Telephone	765	-	765	904
Depreciation	71	-	71	89
Legal fees	-	-	-	-
Activity costs	-	-	-	-
Support costs				
Office costs	-	-	-	-
Bookkeeping	413	-	413	608
Advertising	-	-	-	143
Licence & subscriptions	160	-	160	336
Sundry	257	-	257	251
	60815	-	60815	87640

The support costs are calculated on an actual basis.

There is only one activity - that of managing and developing a community centre.

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

4 Governance costs

Accounts, pension & payroll fees	755	597
Legal fees	-	13
AGM costs	-	-
	<hr/>	<hr/>
	755	610
	<hr/>	<hr/>

5 Trustee remuneration and expenses

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them. (2020 - £nil)

6 Staff costs

	2021 £	2019 £
Wages and salaries	49044	53456
Social security costs	-	-
Average number of employees employed on a part-time basis.	6	6

No employee earned above £60,000.

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

7 Tangible fixed assets

	Fixtures, fittings & equipment	Refurbishment	Total
	£	£	£
Cost			
As at 1st April 2020	59101	13431	72532
Added	-	-	-
	<hr/>	<hr/>	<hr/>
As at 31st March 2021	59101	13431	72532
	<hr/>	<hr/>	<hr/>
Depreciation			
As at 1st April 2020	58747	13431	72178
Charge for the year	71	-	71
	<hr/>	<hr/>	<hr/>
As at 31st March 2021	58818	13431	72249
	<hr/>	<hr/>	<hr/>
Net Book Value			
As at 31st March 2021	283	-	283
	<hr/>	<hr/>	<hr/>
As at 31st March 2020	354	-	354
	<hr/>	<hr/>	<hr/>

8 Debtors

	2021 £	2020 £
Room hire fees due	2652	6870
HMRC JRS	2965	-
	<hr/>	<hr/>
	5617	6870
	<hr/>	<hr/>

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

9 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	400	430
3rd party funds held	181	181
Creditors	261	482
	<hr/>	<hr/>
	842	1093
	<hr/>	<hr/>

10 Restricted funds

	As at 1st April 2020 £	Income £	Resources expended £	As at 31st March 2021 £
Co-op - Air Conditioning	-	1371	-	1371
	<hr/>	<hr/>	<hr/>	<hr/>
	-	1371	-	1371
	<hr/>	<hr/>	<hr/>	<hr/>