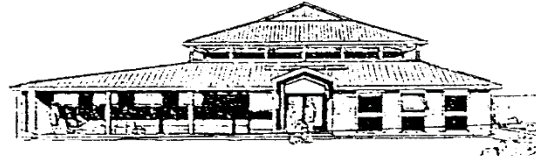


**EAST WORTHING  
COMMUNITY ASSOCIATION**

Registered Charity No. 276850



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***ANNUAL***

***REPORT***

***2018/2019***

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***INCORPORATING THE ANNUAL ACCOUNTS FOR YEAR  
ENDING 31<sup>ST</sup> JULY 2019***

# **East Worthing Community Association Annual General Meeting 2019**

## **Chairman's Report**

### **The Forty-first Annual General Meeting**

Ian welcomed all the attendees who attended the meeting on a wet November evening.

He then dealt with the Annual General Meeting's Agenda.

Ian thanked the Centre Managers' Michelle Smith and Paul Brooker together with their assistant Dave Armstrong.

Following this he gave his gratitude to all the Local Councillors, Centre volunteers, supporters and regular hirers'.

Next, most importantly, the Hon. Treasurer Andrew Gardiner for his expertise and professionalism with overseeing the direction of the Centre finances. The Chairman expressed his pleasure working with Andrew for many years ensuring East Worthing Community Centre was always giving a five star service leading the other town Community Centres'.

Ian said how much he appreciated his team of Charity Trustees with their dedication and wisdom namely Alan Jones, Rick Tupper and Francesca Byrne.

In March 2019, Frank Butler resigned from being a trustee. I would like to extend my thanks for all his support over many years.

The Chairman then spent time updating the meeting on several Community topics including the fundraising amounting to £1300-00 from his Surfleet Group had collected from the Transport and Historical presentations had collected during the last year.

Ian completed the AGM meeting by presenting a Powerpoint show covering the history of Brooklands Park area.

**Ian Richardson, Chairman**

**East Worthing Community Association**

## East Worthing Community Association A G M

### Centre Manager's Report - 4<sup>th</sup> November 2019

Thank you for coming out this evening and welcome.

The New Year started well with the replacement inner front door at the entrance of the centre. Fitted just before Christmas, it looks modern and the metal matches extremely well to the red wood of the outer door. The coffee lounge chairs had their annual clean in February, and as you can see, we have new fabric chairs in here now as well, so these will have to be professionally cleaned regularly too.

Adur & Worthing Council awarded the centre the highest food hygiene rating of 5. Three recommendations were given, the main one regarding the correct procedures for cleaning work surfaces where food is prepared. These have all been acted on and a sticker displayed on the front door to show the rating we have achieved. A new dishwasher was purchased, the old one had lasted really well!

March came and with it news that funding had been granted for the continuation of the soft play surface round the centre. Through the Spacehive initiative, this safety flooring will ensure the children are safe underfoot when going out to play.

Brighton Jive launched their fifties 'stroll' exercise class in the spring, which has proved really popular and runs twice weekly. For the time being this has replaced the jive classes. An Easter chick experience was enjoyed by the children of Scamps Pre-school with monies raised from their Easter egg fundraiser in the foyer. The centre welcomed back the U3A art class and the local and European Elections took place in May with a steady stream of voters all day. We wonder if it will be the same on 12 December?

The summer months was an opportunity for some decorating, so Rooms 1 and 2 were painted and new blinds installed. In the near future, when we can fit it in between groups, Room 3 will be refreshed too.

In August, Carol Weir sadly passed away, her wake took place at the centre as she would have liked. Carol had played bowls at the centre for twenty seven years and run the Senior Citizens club from the early days. She was an active supporter of the centre and will be sadly missed.

Due to the residential position of the centre and the occasional late party or loud class, it is very important to keep a good relationship with the neighbours. There was a complaint about the noise recently, in particular the morning Zumba classes. On a previous occasion, the Sunday service amplification was an issue. The neighbours came round with a petition with forty three names on. The vast majority were from Oakleigh Close directly behind the hall fire exit doors. Management responded with a letter of acknowledgement and an apology to each address and have since kept the hall doors shut during the Zumba classes. The petition was forwarded to the council by the neighbours. Hopefully by working together and acting on any issues we can keep everyone happy!

A major clear out of the cupboard outside the kitchen was an overdue job that I tackled recently. Its contents included old paperwork. Also the shed was tidied out to make room for the red chairs that used to be in Room 3.

The Samaritans celebrated their 50 year anniversary with an event in the hall in September. It is great that organisations remember us when they are planning their fundraiser or party.

**Michelle Smith**  
**Centre Manager**

**EAST WORTHING COMMUNITY ASSOCIATION**  
**(Registered Charity No. 276850)**

**REPORT OF TREASURER**

**ANNUAL GENERAL MEETING – 4<sup>th</sup> November 2019**

**1. INTRODUCTION**

1.1 I have pleasure in presenting my 39<sup>th</sup> Treasurer's Report and the Annual Accounts for 2018/2019 for the East Worthing Community Association.

1.2 The Accounts contained in the following pages refer to the various activities of the Association:

<b>Page 6</b>	Community Centre Account
<b>Page 7</b>	Community Centre Equipment and Centre Reserve
<b>Page 8</b>	General Income and Expenditure Account and General Reserve
<b>Page 9</b>	Balance Sheet
<b>Page 10</b>	Independent Examiner's Report.

**2. STATEMENT OF ACCOUNTS 2018/2019**

2.1 The following paragraphs give a brief explanation of each account for the year 1<sup>st</sup> August 2018 to 31<sup>st</sup> July 2019.

2.2 **Community Centre Account (Page 6)** – The largest single cost of running the Centre continues to be employment costs of the staff at the centre, which accounts for over 68% of the total Centre expenditure. A welcome contribution towards reducing the cost of employment is from the Government's Scheme to relieve small employers of the burden of paying Employer's National Insurance contributions. This has saved the Centre £2,542.22 in the tax year ending 31<sup>st</sup> March 2019.

Expenditure on running the Centre has increased by £1,300 over the year or 2.1%. Much of this increase has resulted from an increase in Performing Rights Society/PPL Licence Fees.

It is disappointing to report that the receipts derived from Centre bookings fees, showed only a very slight increase of £505 or 0.8%, over the previous year. The Centre income is a matter for constant review by the Centre Managers and the Management Committee who regularly monitor bookings and the impact its charging policy has on current and potential users of the Centre. The net surplus from the Coffee Lounge shows a slight reduction of £32 compared to the previous year.

The overall effect of the increase in expenditure, offset by the slight increase in receipts during the year, has resulted in the Centre producing a surplus of £2,866.75. When compared with the previous year's trading surplus of £3,596, excluding repairs and maintenance, this shows a reduction of £729. This result is very much at the lower end of annual surpluses which the Centre must achieve to maintain its viability for the future.

As I have stated on many previous occasions, we must never be complacent. The Centre is an ageing asset, with more and more items requiring maintaining, updating and even replacement. The cumulative effect of this needs to be managed and will continue to command the Management Committee's attention over the coming months and years. The Management Committee spends much time in discussing options for investment in the Centre to maintain or improve on its present standard of operation and condition.

## STATEMENT OF ACCOUNTS 2018/19 (continued)

**2.3 Community Centre Equipment Account (Page 7)** - This account refers to the purchase of equipment which is financed over a period of time by an annual depreciation charge to the Centre Account. The Centre spent £550.00 on an oven and £229.99 on a new dishwasher during 2018/2019.

**2.4 Centre Reserve (page 7)** - the costs of routine maintenance and planned maintenance works are charged to this account. These totalled £1,193.06 in 2018/19. Planned maintenance included work on the maintenance of the fire alarm system. The surplus on the Community Centre account for the year of £2,867 is added to this Account. Once the costs of routine maintenance and planned maintenance are taken into account this reveals a net cumulative increase in the balance on this reserve of £1,673.69 in 2018/19.

The Centre Reserve now has a balance of £25,299 going forward into 2019/20. I have previously suggested that the Centre really needs to produce an operating surplus of between £4,000 and £5,000 each year to build up sufficient reserves to meet cyclical maintenance liabilities when they fall due. This year, however, we have fallen well below this target.

**2.5 Community Association's General Income and Expenditure Account (Page 8)** - this account includes all transactions relating to the general running of the Association. In 2018/19 there has been no major expenditure and the receipts from Affiliation Fees slightly increased to £884.

**2.6 The General Reserve (Page 8)** - the contribution from the Association's Income and Expenditure Account is carried here. The reserve has also been inflated due to the profit on investments from the annual revaluation of the Association's investments, which are included in the Balance Sheet at their market value at 31<sup>st</sup> July 2019. The investments have appreciated significantly by £10,384.98 over the financial year under review.

**2.7 Balance Sheet (Page 9)** - this is a statement of the closing balances of the Association's assets and liabilities as at 31<sup>st</sup> July 2019.

**2.8 Post Balance Sheet Events** - I reported in paragraph 2.6 above the value of the Association's Investments held by COIF (Charities Official Investment Fund) as at 31<sup>st</sup> July 2019. This is a much better position than expected as the value during the year was influenced by the trading conditions in the world and home financial markets. The value of the investments as at 31<sup>st</sup> October 2019 is £89,063.91, which shows a decrease in value of £1,115.27 from the July valuation as shown in the Balance Sheet and Accounts.

### 3. INDEPENDENT EXAMINATION OF ACCOUNTS

**3.1** Under the Charities Act 2011 and the General Directions of the Charity Commissioners an Independent Examination of the Accounts has taken place. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. The Independent Examiners Report is attached on page 7.

### 4. EXPRESSION OF GRATITUDE

**4.1** I would like to express my sincere thanks to all the staff and volunteers working at the Centre, and in particular to Michelle Smith and Paul Brooker who manage the day to day operations at the Centre.

**4.2** My thanks are also due to the Independent Examiner, Nick Sarjeant, for examining the accounts within the timescale required.

**ANDREW D. GARDINER**

**Hon. Treasurer**

4<sup>th</sup> November 2019

**EAST WORTHING COMMUNITY CENTRE**

**ACCOUNT FOR YEAR 1ST AUGUST 2018 TO 31ST JULY 2019**

2017/18

£	EXPENDITURE	£ p	£ p
42,670	Salaries & Overheads - Manager & Assistants		42,679.93
1,000	Accountancy/Payroll Expenses		1,000.00
3,780	Premises - Electricity		4,266.47
2,313	Gas		2,272.31
1,574	Cleaning		1,544.28
691	Business Rates		706.20
441	Waste Collection		224.26
1,015	Water Rates		1,299.17
3,317	Insurance		3,152.21
0	Security		152.40
0	Routine Maintenance - charged to Centre Reserve		0.00
687	Telephones - Rental/Calls		755.37
1,275	Entertainment Licences		1,823.38
924	Office Expenses		959.63
963	Miscellaneous		1,172.53
-110	Photocopier		-48.62
225	Depreciation Equipment 14/15		0.00
40	Equipment 15/16		0.00
135	Equipment 16/17		135.00
758	Equipment 17/18		747.00
0	Equipment 18/19		155.99
<b><u>£61,698</u></b>	<b>TOTAL EXPENDITURE</b>		<b><u>£62,997.51</u></b>
	<b>INCOME</b>		
62,158	Booking Fees		62,663.37
253	Miscellaneous Income		350.29
2,883	Coffee Lounge * (net surplus)		2,850.60
<b><u>£65,294</u></b>	<b>TOTAL INCOME</b>		<b><u>£65,864.26</u></b>
<b><u>£3,596</u></b>	<b>Surplus / (Deficit) for period transferred to Centre Reserve Account</b>		<b><u>£2,866.75</u></b>
	<b>COFFEE LOUNGE TRADING STATEMENT</b>		
4,182	*Coffee Lounge: Gross Takings	4,121.00	
(1,299)	- provisions	(1,270.40)	-30.83%
<b><u>£2,883</u></b>	<b>Surplus for period</b>	<b><u>£2,850.60</u></b>	

**EAST WORTHING COMMUNITY CENTRE**

**COMMUNITY CENTRE EQUIPMENT ACCOUNT  
FOR YEAR 1ST AUGUST 2018 TO 31ST JULY 2019**

2017/18 £		£ p	£ p
1,480	Purchase of equipment, crockery, staging, photocopier		4,068.00
<u>3,746</u>	Add: new purchases of equipment during year		<u>779.99</u>
5,226			4,847.99
	Less: Depreciation-		
225	Equipment 14/15	0.00	
40	Equipment 15/16	0.00	
135	Equipment 16/17	135.00	
758	Equipment 17/18	747.00	
<u>-</u>	Equipment 18/19	<u>155.99</u>	<u>1,037.99</u>
<u>£4,068</u>			<u>£3,810.00</u>

**CENTRE RESERVE FOR YEAR 1ST AUGUST 2018 TO 31ST JULY 2019**

£		£
22,528	Balance brought forward 1st August	23,625.02
<u>3,596</u>	Contribution from / to () Centre Account	<u>2,866.75</u>
26,124		26,491.77
290	Less: Routine Maintenance	497.06
2,209	Less: Planned Maintenance Works (listed)	696.00
		<u>1,193.06</u>
<u>23,625</u>	Surplus / (Deficit) for year	<u>25,298.71</u>
0	Major works funded by EWCA	0.00
<u>£23,625</u>	Surplus / (Deficit) for year	<u>£25,298.71</u>
£	<u>Planned Maintenance Works 2018/2019</u>	£
	Fire Alarm System maintenance	282.00
	Fire Alarm System maintenance	<u>414.00</u>
		<u>£696.00</u>

**EAST WORTHING COMMUNITY ASSOCIATION**

**GENERAL INCOME AND EXPENDITURE ACCOUNT**  
**FOR YEAR 1ST AUGUST TO 31ST JULY 2019**

2017/18

£ p	INCOME	£ p
826	Membership and Affiliation Fees	884.20
0	Donations	0.00
2	Interest on Investments	3.58
<b>£828</b>		<b>£887.78</b>
	<b>EXPENDITURE</b>	
0	Subscriptions	0.00
230	Miscellaneous	240.00
<b>£230</b>		<b>£240.00</b>
<b>£598</b>	<b>SURPLUS/(DEFICIT) FOR PERIOD CARRIED TO GENERAL</b>	<b>£647.78</b>

**GENERAL RESERVE FOR YEAR 1ST AUGUST TO 31ST JULY 2019**

£ p		£ p
96,532	Balance brought forward 1st August	104,555.92
7,426	Profit / (Loss) on Revaluation of Investments	10,384.98
0	Write-off of Shed disposed of in year	0.00
598	Contribution/(Deficit) from General Account	647.78
<b>£104,556</b>	Balance carried forward	<b>£115,588.68</b>



**EAST WORTHING COMMUNITY ASSOCIATION**

**BALANCE SHEET AS AT 31ST JULY 2019**

2017/18			£ p	£ p
£				
	<b>FIXED ASSETS</b>			
14,014	Building Extension - Construction/Fees	14,014.15		
5,000	Less: Grant (W.B.C.)	<u>5,000.00</u>		9,014.15
<u>9,014</u>				
577	Purchase & Installation of Storage Shed (net of grant)			577.00
4,068	Equipment			<u>3,810.00</u>
<u>13,659</u>				<u>£13,401.15</u>
	 <b>CURRENT ASSETS</b>			
79,794	**Investments	90,179.18		
7,013	Sundry Debtors	6,546.96		
2,756	Payments in Advance	4,011.39		
25,926	Bank Current Accounts	26,752.79		
994	Cash and Stock in Hand	<u>1,061.09</u>		128,551.41
<u>116,483</u>				
	 <b>LESS: CURRENT LIABILITIES</b>			
1,962	Sundry Creditors	1,065.17		
-	Receipts in Advance	<u>0.00</u>		<u>1,065.17</u>
<u>1,962</u>				
	 <b>NET CURRENT ASSETS</b>			
<u>£114,521</u>				<u>£127,486.24</u>
<u>£128,181</u>				<u>£140,887.39</u>
	 <b>REPRESENTED BY:</b>			
104,556	General Reserve			115,588.68
23,625	Centre Reserve			<u>25,298.71</u>
<u>£128,181</u>				<u>£ 140,887.39</u>

	2017/18	2018/19
Investment with Charities Official Investment Fund	£ p	£ p
Valuation at close of business on 31st July 2019	79,794	£90,179.18
Valuation at close of business on 31st July 2018	<b>72,368</b>	<b>79,794.20</b>
Less Cost Price of Investments sold	<u>0</u>	<u>0.00</u>
Change in value of investment in 2018/19	<u>£7,426</u>	<u>£10,384.98</u>
Reconciliation of Shares sold:		
Profits taken on shares sold in 2018/19	0	-
Cost Price of Investments sold in 2018/19	<u>0</u>	<u>-</u>
	<u>0</u>	<u>£0.00</u>

Prepared by:

A. D. Gardiner, Hon. Treasurer

Audited by:

N. Sarjeant



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Charity Name East Worthing Community Association		
<b>On accounts for the year ended</b>	31 <sup>st</sup> July 2019	<b>Charity no (if any)</b>	276850
<b>Set out on pages</b>	6 to 9		

**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 this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.  
It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement** My examination was carried out in accordance with 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 the 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 statement 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 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 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.

**Signed:** *N.Sarjeant*      **Date:** 11<sup>th</sup> October 2019

**Name:** N. Sarjeant

**Relevant professional qualification(s) or body (if any):**

**Address:** 21 Graham Road, Worthing, BN11 1TL