



Mortlake Community Association Annual Report and Accounts – 2019



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1 Legal and Administrative Information

Charity Number 282067

Executive Committee and Trustees

Kate Woodhouse (Chair)
Robert Orr Ewing (Hon Treasurer)
Martin Borrett (resigned November 2019)
Francine Bates
Helen Deaton
Ludovic Leforestier
Stewart Horne
Mary Eaton

Employees

Gillian De Soyres
Manager
Robert Marlow
Administrative Assistant and Premises Assistant

Governing Instrument

Charity Commission for England and Wales
Approved amended constitution 19 March 2001

Principal Address

St Mary the Virgin C of E Church
Mortlake High Street. London SW14 8JA

Bankers

Barclays plc
PO Box 13
8 George Street, Richmond, TW9 1JU

Independent Examiner

J D Blythe FCA
Blythe & Co
206 Upper Richmond Road West
London SW14 8AH

2 Foreword from the Chair

Mortlake Community Association has had a busy and exciting year. We've had changes, we've carried on with popular activities, we've gone out and about, all of which have provided friendship, learning, fun and enjoyment for people in Mortlake.

We were sorry to say goodbye to Martina Philips who did so much to energise and revitalise MCA in her three years with us. We are delighted that Gillian de Soyres has joined us as our new Manager. She is working hard to develop new projects and to engage more people in our activities. We also welcomed Mary Eaton, Stewart Horne and Ludovic Leforestier as new trustees, they have all contributed much already.

We would like to thank our excellent tutors and committed volunteers who lead our groups, and Robert Marlow who, among other things, prepares the rooms and welcomes people.

We are grateful to our funders, particularly Richmond Parish Lands Charity, to everyone who has contributed financially and to St Mary's for its generosity in giving us space. We continue to raise funds so that we can keep the fee for each activity as low as possible, but we would welcome regular contributions from supporters who choose to join our giving scheme.

We have an exciting year ahead with plans for working with young people, new activities and of course continuing with all our popular groups. Thank you to everyone involved with MCA, users, staff, volunteers and tutors helping to make Mortlake a special and interesting place to live.

Kate Woodhouse
March 2020

3 Manager's Report

It was mid-2019 that I became the Manager of Mortlake Community Association (MCA). I've found it rewarding working with committed people delivering a diverse range of events and activities.

There has been an Increase in the attendance for most of the groups in the past year. We have welcomed new participants and new tutors. In addition, our regular users keep coming back, so we can see that they are enjoying taking part in the different groups. We do know though that there are more people who would benefit from the MCA activities. This year we shall be developing new projects to reach new audiences. We are also successfully using social media to publicise MCA more widely.

MCA got out and about more last year! There have been several Kew Gardens visits, we've made links with local community allotments, including Kew, to inspire work at the MCA Community Garden. We have joined, and two people have trained as guides, the Community Access Scheme for Hampton Court. Watch this space for the June 2020 Tudor Feast trip! Along with the Worthing visit in August and the Christmas pantomime we have something for everyone.

A special thank you goes to Robert Marlow without whose commitment we would not have been able to deliver so many of the activities that our community enjoy. I would also like to thank all our trustees, volunteers and tutors and our partner voluntary organisations for their commitment to making a difference to so many people.

Gillian de Soyres
March 2020

4 Financial Statements

4.1 Introduction

The Income and Expenditure Account, the Balance Sheet and accompanying notes for the period 1st Jan. 2019 to 31st Dec. 2019 are set out in this section. The Committee has considered the key risks to which it might be exposed whilst carrying out its activities and obligations, and has appropriate systems and financial procedures in place to mitigate those risks.

4.2 Overview

MCA's finances remain healthy; we have continued to benefit from a continued core grant and are managing to deliver more activities either through using our reserves or through small participant contributions.

As at 31st December 2019, MCA's reserves have dropped by 10% to £47,596 (2018: £52,856) – (Notes 6 and 8). There are £22,630 of free reserves and £24,966 of restricted reserves of which £2,079 is available for MCA projects and £21,196 has been set aside for funding a more permanent base for MCA and its activities. The remainder is held by MCA on behalf of the Mortlake Brewery Community Group (MBCG), a group established to represent local interests in the redevelopment of the Stag Brewery site. We will continue to allocate our reserves, where possible, to support our core funding and to deliver projects where funding shortfalls occur. The MCA's reserves policy is to maintain sufficient funds to operate the charity for approximately nine months in the event that all sources of income are withdrawn; we exceed this position.

Our grant **income** recognised in 2019 was down on the previous year at £14,780 (Notes 1, 7 and 9). In addition to the core grant of £11,780 from Richmond Parish Lands Charity (RPLC) we also received £3,000 from Barnes Workhouse Fund. We are grateful for the generosity of RPLC and BWF for continued support of the MCA. We have continued to charge for some of our events to help cover basic costs: within the other income received (£14,069) in 2019, £8,275 was from participants - a 7% increase on the previous year – and £3,934 was raised by the MCA.

MCA's operational **Expenditure** has decreased by 7% to £32,770. While employment and admin costs have increased by 2% MCA's expenditure on community activities has fallen by 7% to £12,254; the depreciation charge has also reduced to £1,619 (2018: £2,246). The details of the charity's expenditure are set out in Note 2. The main movements for community expenditure were: increases in Gentle Exercise and Yoga (*both as a result of an increase in the tutor rate and an increase in the number of sessions held*) and reductions in "Drawing" (now funded by MR Multicultural Richmond - formerly EMAG) and Healthy Cooking (activity stopped for 2019). In addition, there was a one-off expenditure of £600 for professional fees to support activities in developing a plan for establishing a permanent location for the MCA in the Stag Brewery development.

Assets (Notes 3 & 4) were down to £58,911 (2018: £64,545); fixed assets decreased to £3,238. **Current Liabilities** (Note 5) were broadly flat at £11,315 (2018: £11,689).

Robert Orr Ewing, Hon. Treasurer

4.3 Income and Expenditure Account

	Notes	Year Ended 31 December	
		2019	2018
		(£)	(£)
Income	1	28,924	29,402
Expenditure	2	(34,184)	(35,038)
Net Income/(Expenditure)		(5,260)	(5,636)
Fund Balance Brought Forward		52,856	58,492
Fund Balance Carried Forward		47,596	52,856

4.4 Balance Sheet

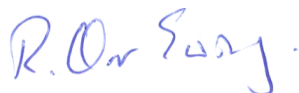
	Notes	As at 31 December	
		2019	2018
		(£)	(£)
Fixed Assets	3	3,238	4,494
Current Assets	4	55,673	60,051
Current Liabilities	5	(11,315)	(11,689)
Net Assets		47,596	52,856
Represented by			
General Fund	6	47,596	52,856

Approved by:

(Chair)



(Treasurer)



16th March 2020

The Accounts have been prepared on the “accruals” basis to properly reflect the income and expenditure relating to the accounting period.
Fixed assets are capitalised in the balance sheet and depreciated over three years with a full year of depreciation charged in the year of acquisition.

4.5 Notes to the Financial Statements

4.5.1 Note 1 – Income

	Notes	Year Ended 31 December	
		2019	2018
		(£)	(£)
Donations and Other Income	7	14,069	13,527
Bank Interest		75	40
Grants	9	14,780	15,835
		<u>28,924</u>	<u>29,402</u>

4.5.2 Note 2 – Expenditure (Direct Costs)

	Notes	Year Ended 31 December	
		2019	2018
		(£)	(£)
Community Activities			
Gentle Exercise		2,885	2,330
Healthy Cooking			744
Yoga		1,790	1,440
Community Singing		1,650	1,800
Drawing		748	2,049
Outings and Trips		536	621
Community Garden/Environment		114	211
Other Activities		275	126
Activity Communications and Marketing			175
Activity and Learning Support Costs		3,656	3,980
Expenditure on MCA Activities		<u>11,654</u>	<u>13,476</u>
Employee Costs (incl. recruitment and travel)		17,483	17,165
Depreciation		1,619	2,246
Planning and Strategy		600	
Administration		1,414	1,341
MCA Operational Expenditure	10	<u>32,770</u>	<u>34,228</u>
Brewery Expenditure on behalf of MBCG		<u>1,414</u>	<u>810</u>
Total Expenditure		<u>34,184</u>	<u>35,038</u>

4.5.3 Note 3 – Fixed Assets

	Notes	As at 31 December	
		2019	2018
		(£)	(£)
Computer Equipment		1,500	1,903
Fixtures and Fittings		1,738	2,591
		<u>3,238</u>	<u>4,494</u>

4.5.4 Note 4 – Current Assets

	Notes	As at 31 December	
		2019	2018
		(£)	(£)
Current Account		8,602	7,031
Deposit Account		46,970	52,920
Cash		101	100
Debtors			
		<u>55,673</u>	<u>60,051</u>

4.5.5 Note 5 – Current Liabilities

	Notes	As at 31 December	
		2019	2018
		(£)	(£)
Creditors		280	248
Deferred Income		11,035	11,441
		<u>11,315</u>	<u>11,689</u>

4.5.6 Note 6 – Reserves

The Association's reserve policy is to maintain sufficient funds to operate the Charity for approximately nine months in the event that all sources of income are withdrawn.

	Notes	As at 31 December	
		2019	2018
Restricted Funds	8	24,966	28,134
Free Reserves (Including Fixed Assets, Salary and Operating funds)		22,630	24,722
		<u>47,596</u>	<u>52,856</u>

4.5.7 Note 7 – Donations and Other Income Received

During 2019 donations have been gratefully received from the following organisations:

Donor	2019 (£)		2018 (£)
	Received	Recognised	Recognised
Contributions from Participants	8,275	8,275	7,716
Gift Aid	215	215	
Easy Funding	17	17	17
Friends of Barnes Hospital Donation			949
Mess Donation			500
St Mary the Virgin			250
Other Income - MCA	5,547	3,934	4,095
Other Income - MBCG		1,628	
Total Received		14,069	13,527

4.5.8 Note 8 - Restricted Funds

In accordance with the restricted use of some grants, the Association maintains several restricted funds. The balances of these at 31 December 2019 are detailed below.

	Year Ended 31 Dec 2019 (£)	Year Ended 31 Dec 2018 (£)
Over 60s Projects		169
Health Projects	2,079	3,442
Youth and Young Families		1,250
Investing for the Future	21,196	21,796
Total of MCA Restricted Funds	23,275	26,657
Brewery Funds (Held for MBCG)	1,691	1,477
Total Restricted Funds	24,966	28,134

4.5.9 Note 9 – Grants

The Association is most grateful for the grants awarded during the course of the 12 months ended 31 December 2019 from the following organisations:

Source of Funds	2019 (£)	Project/Purpose	2018 (£)
Richmond Parish Lands Charity	11,035	Salary and administrative costs	11,035
Richmond Parish Lands Charity	745	Gentle Exercise	
Barnes Workhouse Fund	3,000	Salary and administrative costs	3,000
Total Grants Awarded	<u>14,780</u>		<u>14,035</u>
<i>Plus</i> Grants Deferred from 2018	<u>11,035</u>	<i>Plus</i> Grants Deferred from 2017	<u>12,835</u>
<i>Less</i> Grants Deferred to 2020	<u>-11,035</u>	<i>Less</i> Grants Deferred to 2019	<u>-11,035</u>
<i>Less</i> Accrued Income	<u>0</u>	<i>Less</i> Accrued Income	<u>0</u>
Grant Income Recognised in 2019	<u>14,780</u>	Grant Income Recognised in 2018	<u>15,835</u>

4.5.10 Note 10 - Expenditure (Direct Costs and Overhead Allocation)

	Year Ended 31 December 2019	Year Ended 31 December 2018
	Including Management Costs	Including Management Costs
	(£)	(£)
Positive Living and Mind Drop in	950	1,034
Gentle Exercise	4,303	3,453
Healthy Cooking		1,241
Yoga	2,851	2,381
Community Singing	2,518	2,727
Drawing	1,394	3,009
Outings and Trips	711	923
Community Garden/Environment	151	512
Other Activities	1,389	935
Total Expenditure on Community Events including Indirect Cost Allocation	14,267	16,215
Direct Employee Costs (after Cost Allocation)	16,284	15,767
Depreciation	1,619	2,246
Planning and Strategy	600	
Total Expenditure	32,770	34,228

5 Independent examiner's report to the trustees of the Mortlake Community Association

I report on the accounts of the Mortlake Community Association for the year ended 31 December 2018, set out on pages 6 to 12.

5.1 Respective responsibilities of trustees and examiner

As 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the 2011 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and state whether particular matters have come to my attention.

5.2 Basis of 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 statement below.

5.3 Independent examiner's statement

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

- 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J D Blythe FCA
206 Upper Richmond Road West,
London,
SW14 8AH
16th March 2020

