Company Registration No. 08322991 (England and Wales)

### **ELLERAY COMMUNITY ASSOCIATION**

(A company limited by guarantee)

# ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### LEGAL AND ADMINISTRATIVE INFORMATION

Mrs J L Barnett **Trustees** 

> Mrs F Brennan Mr M K Hill

Mrs M L Hutchinson Miss M T McDowall Mr P J Temlett Mrs J Marriott Mr D N Sagar

Miss T White

Ms F Gomez-Cuckson

(Appointed 24 September

(Appointed 24 September

(Appointed 24 September

2019)

2019)

2019)

1150261

Company number

08322991

Principal address

Charity number

Elleray Hall Elleray Road Teddington Middlesex United Kingdom TW11 OHG

Registered office

Elleray Hall Elleray Road Teddington Middlesex United Kingdom TW11 OHG

Independent examiner

Philip Lane, FCCA 1 Park Road

Hampton Wick

Kingston Upon Thames

Surrey KT1 4AS

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## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Companies Act 2006 and "Accounting and Reporting by Charities: 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)" (as amended for accounting periods commencing from 1 January 2016)

#### Objectives and activities

The Charity's objects are to further or benefit the residents of London Borough of Richmond without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents, centre members and the local authorities, voluntary or other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for the recreation and leisure time occupation with the objective of improving the quality of life for the elderly, focusing on relieving loneliness and isolation.

The aims of the Charity are to promote social inclusion for the public benefit amongst vulnerable adults who are socially excluded. For the purposes of this clause 'socially excluded' means adults who are excluded from society, or parts of society as a result of one or more of the following factors: old age; disability; loneliness; isolation; physical and mental health disabilities. The Charity objects also aim to relief those in need in any manner charitable in law.

The aims of the Charity are to consult and learn from the older people in our membership and the local community. We will develop new activities based on our research and will be prepared to develop these further or drop them if they are found to be lacking in support.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

The most significant activity is the service and support to older people. We aim to be friendly and encouraging. We provide a mid-day meal at a reasonable cost and a wide range of activities on each day of the week, Monday to Friday. Our aim is to offer at least two daily activities taking into account the varying disabilities of some of our members. We believe providing activities gives the members the opportunity to socialise and make new friends, learn new skills and to build up their confidence. This all helps to increase self-esteem. These in turn help to relieve the isolation and boredom of being at home by themselves.

The Charity is reliant on voluntary help. During the year we had five part-time members of staff. All the rest of the tasks are dealt with by volunteers.

#### Achievements and performance

We are a vibrant and very much 'alive' social centre, offering a wide choice of activities, conversation and laughter. It is enjoyable to be involved.

Performance against objectives was met.

There has been no investment during this period but the trustees regularly review the investment strategy and relevant opportunities.

Maintaining our present level of volunteers is crucial to providing the services we offer. We continue to recruit new trustees and volunteers from outside sources.

#### Financial review

Our gross income was £186,594 (2019 - £153,350), exceeding expenditure by £10,169 (2019 - £1,928)

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

Our reserves policy is to have approximately six months reserves. We are currently above this level but some of our current reserves will be used for the necessary refinements in our centre or considered within our investment strategy.

Our principal funders were London Borough of Richmond upon Thames (via a contract with Richmond Advice & Information Disability, from April 2019 to the end of October 2019 and via Aged UK Richmond from November 2019 to March 2020) and The Hampton Fund. Most of the core services are backed by the LBRuT Grant and The Hampton Fund finances our Activities & Volunteers Co-ordinator's post.

The current investment policy is to keep the reserves we have in the bank accounts. In total, we have unrestricted reserves of £133,076 (2019 - £125,578). The Trustees have reviewed and considered that adequate resources continued to be available to fund the activities of the charity for the foreseeable future.

The Trustees have agreed that £35,000 should be set aside and allocated for the future purchase of furniture and fittings for the proposed new centre, in order to maximise our community service potential.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

None of the management trustees hold any property related to the Charity.

#### Key Objectives for the future:

- To continue to provide a warm, welcoming and safe environment, offering a wide choice of activities
  to promote independence and wellbeing.
- · To offer volunteering opportunities to people living in the local community.
- To meet the targets set within our contract with Richmond Advice & Information Disability (RAID) from April 2019 to October 2019 and via Aged UK Richmond from November 2019 to March 2020, to enable us to continue to receive funding.

#### Structure, governance and management

On 15 January 2019, a special resolution was agreed and passed by members to change the charity's name from Teddington Old People's Welfare Association to Elleray Community Association. On 5 March 2019, the name of the charity was formally registered with the Registrar of Companies for England and Wales.

The Charity is a company limited by guarantee and was set up by a Memorandum and Articles of Association on 7th December 2012. The Charity gained charitable status (registered charity number 1150261) on 20th December 2012

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs J L Barnett

Mrs F Brennan

Mr M K Hill

Mrs M L Hutchinson

Miss M T McDowall

Mr P J Temlett

Mrs J Marriott

Mr D N Sagar

Miss T White

Ms F Gomez-Cuckson

(Appointed 24 September 2019)

(Appointed 24 September 2019)

(Appointed 24 September 2019)

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

The policies and procedures for induction and training of trustees are that local courses are used and the latest Charity Commission documents are available for consultation at the centre. The management trustees are recruited and appointed annually at the Annual General Meeting.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and quarantee to contribute £1 in the event of a winding up.

The policy and general management of the affairs of Elleray Community Association is directed by the management trustees unless determined otherwise in the Annual General Meeting. The Management Committee normally meets bi-monthly. The committee take into account comments made by the Members Community Meetings which are held monthly, as well as feedback from members' questionnaires.

The charity is a member of the local Council for Voluntary Service and other charitable organisations which include Richmond & Kingston Accessible Transport and the Teddington Society.

The Trustees' report was approved by the Board of Trustees.

T- Barnett

Dated: 27/8/2020

## STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2020

The Trustees, who are also the directors of Elleray Community Association for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP:
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that 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 2006. 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.

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF ELLERAY COMMUNITY ASSOCIATION

I report to the Trustees on my examination of the financial statements of Elleray Community Association (the Charity) for the year ended 31 March 2020.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination. I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act;
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Philip Lane, FCCA

For and on behalf of David Howard Chartered Accountants

1 Park Road Hampton Wick Kingston Upon Thames

Surrey KT1 4AS

Dated: 2 / 8/20

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

#### FOR THE YEAR ENDED 31 MARCH 2020

	ŧ	Inrestricted	Restricted	Total	Unrestricted	Restricted	Total
		funds	funds	2000	funds	funds	0040
,	Notes	2020 £	2020 £	2020 £	2019 <b>£</b>	2019 £	2019 £
Income from:	Anres	£	Z	T.	£	T.	Z.
	•	52,369	18,750	71,119	13,217	40,500	53,717
Donations and legacies	2		•	•	•	•	•
Charitable activities	3	42,946	25,500	68,446	41,927	20,000	61,927
Other trading activities	4	47,029		47,029	37,706		37,706
Total income		142,344	44,250	186,594	92,850	60,500	153,350
Expenditure on:		<del></del>					
Raising funds	5	881 ———		881 ———	1,884		1,884
Charitable activities	6	133,965	41,579	175,5 <del>44</del>	91,489	58,049	149,538
Total resources expended		134,846	41,579	176,425	93,373	58,049	151,422
Net income for the year Net movement in funds		7,498	2,671	10,169	(523)	2,451	1,928
Fund balances at 1 April 2019		125,578	5,013	130,591	126,101	2,562	128,663
Fund balances at 31 March 2020		133,076	7,684	140,760	125,578	5,013	130,591

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

## BALANCE SHEET AS AT 31 MARCH 2020

		202	20	201	19
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		2,061		2,748
Current assets					
Stocks	10	835		1,551	
Debtors	11	24,955		4,940	
Cash at bank and in hand		158,615		149,523	
		184,405		156,014	
Creditors: amounts falling due within					
one year	12	(45,706)		(28,171)	
Net current assets		<del></del>	138,699	<del></del>	127,843
Total assets less current liabilities			140,760		130,591
Income funds					
Restricted funds			7,684		5,013
Unrestricted funds			133,076		125,578
			140,760		130,591

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on  $\frac{27}{3}/2020$ 

Mrs J L Barnett

Trustee

Company Registration No. 08322991

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 1 Accounting policies

#### **Charity information**

Elleray Community Association is a private company limited by guarantee incorporated in England and Wales. The registered office is Elleray Hall, Elleray Road, Teddington, Middlesex, TW11 OHG, United Kingdom.

#### 1,1 Accounting convention

The financial statements have been prepared in accordance with the Companies Act 2006 and "Accounting and Reporting by Charities: 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)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

#### 1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

#### 1 Accounting policies

(Continued)

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### 1.5 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings

25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

#### 1 Accounting policies

(Continued)

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

#### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Donations and gifts	4,559	-	4,559	5,974	_	5,974
Income from Grants	40,903	18,750	59,653	-	40,500	40,500
Subscriptions	6,907	-	6,907	7,243	-	7,243
		<del></del>	<del></del>			
	52,369	18,750	71,119	13,217	40,500	53,717
				=====		

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

3	Charitable activities				
		Restricted funds income	Income from charitable activities	2020	Total 2019
		£	£	£	£
	Sales of food and beverages	-	41,390	•	39,804
	The Hampton Fund grants	25,500			20,000
	Ancillary trading income		1,556	1,55 <del>6</del> ———	2,123
		25,500	42,946	68,446	61,927
		<del></del>		<del></del>	<del> </del>
	Analysis by fund		10.040	10.040	
	Unrestricted funds	25 500	42,946		
	Restricted funds	25,500 ———		25,500 ———	
		25,500	42,946	68,446	
		<del></del>		<del></del>	
	For the year ended 31 March 2019				
	Unrestricted funds		41,927		41,927
	Restricted funds	20,000			20,000
		22,123	39,804		61,927
					<del></del>
4	Other trading activities				
				2020	2019
				£	£
	Fire desiries accepts				
	Fundraising events Shop income			24,543 618	17,673 1,2 <del>44</del>
	Letting and licensing arrangements			21,868	18,789
				48.000	
	Other trading activities			47,029 =====	37,706 ======
5	Raising funds				
	-				
				Unrestricted funds	Unrestricted funds
				Milds	Turius
				2020	2019
				£	£
	Fundraising and publicity				
	Publicity costs			881	1,884

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Raising funds	(	(Continued)
	881 	1,884
Charitable activities		
	2020	2019
	£	£
Staff costs	88,905	87,404
Depreciation and impairment	687	916
Rent and Water	19,876	2,097
Lighting and Heating	6,440	10,020
Repairs and Maintenance	352	993
Insurance	2,034	1,967
Staff Training and Recruitment	209	374
Other costs and IT costs	4,350	889
Telephone	802	680
Printing, Postage and Stationery	1,084	1,036
Fees for activities	14,706	10,621
Cleaning materials and services	6,319	3,652
Lottery, raffles and fair	1,518	1,500
Saturday Club parties	805	864
Purchase of food and beverages	21,298	19,997
Outings, bingo and entertaining	1,640	1,372
	171,025	144,382
Share of governance costs	4,519	5,156
	175,544	149,538
	<del></del>	
Analysis by fund		
Unrestricted funds	133,965	
Restricted funds	41,579	
	175,544	
For the year ended 31 March 2019		
Unrestricted funds		91,489
Restricted funds		58,049
		149,538

#### 7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

8	Employees		
	Number of employees The average monthly number of employees during the year was:	2020	2019
		Number	Number
		5	5
	Employment costs	2020 £	2019 £
	Wages and salaries	84,453	83,413
	Social security costs	4,452	3,991
		88,905	<del></del> 87,404
		<del></del>	
9	Tangible fixed assets	Fixtur	es and fittings
			£
	Cost At 1 April 2019		6,975
	At 31 March 2020		6,975
	Depreciation and impairment		
	At 1 April 2019		4,227
	Depreciation charged in the year		687
	At 31 March 2020		4,914
	Carrying amount		
	At 31 March 2020		2,061
	At 31 March 2019		2,748
			<del></del>
10	Stocks	2020	2019
		£	£
	Finished goods and goods for resale	835	1,551
		<del></del>	

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

11	Debtors		2020	2019
	Amounts falling due within one year:		2020 £	2018 £
			_	
	Trade debtors		22,771	
	Other debtors		-	2,510
	Prepayments and accrued income		2,184	2,430
			<del></del> 24,955	4,940
			<u></u>	=
12	Creditors: amounts falling due within one year			
	· ·		2020	2019
		Notes	£	£
	Grant income in advance	13	21,617	22,000
	Trade creditors		171	1,896
	Other creditors		2,888	2,295
	Accruals and deferred income		21,030	1,980
			45,706	28,171
			<del></del>	
13	Grant income			
	Deferred income is included in the financial statements as	follows:		
			2020	2019
			£	£
	Grants received in advance		21,617	22,000
	Ciding (Coolfed III delication			

#### 14 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).