

Charity Registration No. 1118937

Company Registration No. 06034270 (England and Wales)

HILDA LANE COMMUNITY ASSOCIATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

HILDA LANE COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Miss Alix Bushnell Mr John Campbell Mrs Neisha Ebanks (appointed 26 March 2019) Mrs Linda Huggins Mrs Margaret Quarry
Secretary	Miss Alix Bushnell
Charity number	1118937
Company number	06034270
Registered Office	St Hugh's Community Centre 42 Castledine Road Anerley London SE20 8PL
Independent examiner	Jan Bonar CIPFA (Affil.) Lodge Farm, Mawfa Crescent Sheffield S14 1AS

HILDA LANE COMMUNITY ASSOCIATION

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HILDA LANE COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2019

The Trustees present their report and financial statements for the year ended 31 December 2019.

Objectives and activities

The objects of the charity, as stated in its Memorandum & Articles of Association, are to:

- promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious or other opinions by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities, services, advice or assistance in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants and for the benefit of the community;
- establish, or secure the establishment, of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the above objects;
- promote such other charitable purposes as may from time to time be determined.

The Association shall be non-party in politics and non-sectarian in religion. The area of benefit shall be Anerley, Penge and Crystal Palace, all in South London and the neighbourhood.

The charity fulfils these objectives by: providing a safe comfortable place for local residents to come and interact with the community; by increasing the profile of the Association and providing social and educational support to the surrounding area with focus on health and wellbeing; and by attracting and supporting new user groups including both those set up and run by the local people as well as by the commercial and statutory and non-statutory partners.

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

Achievements and performance

During 2019 the charity continued to provide a well-used community space, hosting weekly classes and events and being available to hire by members of the community. We were successful in recruiting 3 new members of staff following substantial funding from The National Lottery for the improvement of our youth services.

Financial review

The charity generated a surplus during the period of £3,202 (2018: deficit of £7,981), represented by a small deficit in unrestricted funds of £714 (2018: deficit of £12,581) and a surplus in restricted funds of £3,916 (2018: surplus of £4,600). The funds held at the year-end amounted to £44,438 (2018: £41,236), of which £35,922 (2018: £36,636) were unrestricted, which can be used freely to meet the charity's objectives.

It is the policy of the Association that unrestricted funds which have not been designated for a specific use should be maintained at a level at least equivalent to between three- and six-months' expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Association's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

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

HILDA LANE COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

In March 2020, the global Covid-19 crisis started to impact the UK with a resulting short-term total lockdown of social activities and an ongoing reduction in allowable social activities which continues at the date of signing the report. This has had a significant impact on the charity both in terms of its ability to function to achieve its charitable objects and its ability to generate income, as a large proportion of income is generated from the hire of the community hall it operates. Resultingly, the Trustees have had to review the charity's financial and operating model. The charity was fortunate to be awarded a significant grant towards its 'sustainability plan' in September 2020 which, together with its healthy level of unrestricted reserves at the end of 2019, will enable it to continue to operate under this new operating model. The Trustees are therefore confident of both the charity's financial solvency and its ability to deliver an appropriate charitable service to its community during these unprecedented times. These accounts are therefore presented on a going concern basis.

Structure, governance and management

Hilda Lane Community Association is a charitable company limited by guarantee incorporated in England and Wales (Company Registration No. 06034270) and is registered with the Charity Commission in England (Charity Registration No. 1118937). It is governed by its Memorandum and Articles of Association, which were adopted on 20 December 2006. The registered office is St Hugh's Community Centre, 42 Castledine Road, Anerley, London SE20 8PL.

The Trustees also act as Directors for the purposes of company law and hold no share capital. The Trustees are also the Members of the Company; there are currently 5 Members and the liability of each in the event of a winding-up is £1. The Trustees in post at the date of approval of this report are:

Miss Alix Bushnell
Mr John Campbell
Mrs Neisha Ebanks (appointed 26 March 2019)
Mrs Linda Huggins
Mrs Margaret Quarry

New Trustees are recruited, appointed and inducted by the existing Trustees.

Responsibilities of the Trustees

The Trustees, who are also the directors of Hilda Lane Community Association for the purposes of company law, are responsible for preparing the Trustees' Report and the accounts 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which 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.

HILDA LANE COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

For the financial period ended 31 December 2019 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Signed by order of the Trustees

A handwritten signature in black ink, appearing to read 'Alix Bushnell', written in a cursive style.

Miss Alix Bushnell

Trustee

Dated: 7 October 2020

HILDA LANE COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HILDA LANE COMMUNITY ASSOCIATION

I report to the Trustees on my examination of the financial statements of Hilda Lane Community Association ('the Association') for the year ended 31 December 2019.

Responsibilities and basis of report

As the Trustees of the Association (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 Association 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 Association's financial statements as 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 material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

1. accounting records were not kept in respect of the Association as required by section 386 of the 2006 Act and section 130 of the 2011 Act; or
2. the financial statements do not accord with the accounting 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
4. 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 accounts to be reached.

Signed:



Jan Bonar CIPFA (Affil.)
Lodge Farm
Mawfa Crescent
Sheffield
S14 1AS

Dated: 7 October 2020

HILDA LANE COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	Unrestricted funds	Restricted funds	Total funds 2019	Total funds 2018 restated (see notes 9 & 10)
		£	£	£	£
INCOME AND ENDOWMENTS FROM:					
Donations	2	-	13,630	13,630	15,492
Charitable activities	3	24,744	-	24,744	27,146
Investments	4	283	-	283	356
TOTAL		25,027	13,630	38,657	42,994
EXPENDITURE ON:					
Raising Funds	5	3,778	-	3,778	-
Charitable activities	6	21,963	9,714	31,677	50,975
TOTAL		25,741	9,714	35,455	50,975
NET INCOME/(EXPENDITURE) & NET MOVEMENT IN FUNDS		(714)	3,916	3,202	(7,981)
Fund balances brought forward		36,636	4,600	41,236	49,217
RECONCILIATION OF FUNDS:					
TOTAL FUNDS CARRIED FORWARD		35,922	8,516	44,438	41,236

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.

The notes on pages 7-14 form part of these financial statements.

HILDA LANE COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2019

	Note	2019 £	2018 £
CURRENT ASSETS			
Debtors & prepayments	13	6,091	6,348
Cash at bank and in hand	14	<u>39,293</u>	<u>42,707</u>
Total current assets		45,384	49,055
LIABILITIES			
Creditors: Amounts falling due within one year	15	(946)	(7,819)
NET CURRENT ASSETS		<u>44,438</u>	<u>41,236</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>44,438</u>	<u>41,236</u>
TOTAL NET ASSETS	16	<u>44,438</u>	<u>41,236</u>
THE FUNDS OF THE CHARITY			
Restricted funds	17	8,516	4,600
Unrestricted funds			
General fund	17	<u>35,922</u>	<u>36,636</u>
Total charity funds		<u>44,438</u>	<u>41,236</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 (the Act) for the year ended 31 December 2019. No member of the company has deposited a notice pursuant to section 476 requiring an audit of these financial statements.

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 Act relating to financial statements, so far as applicable to the company.

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 7 October 2020.



Miss Alix Bushnell
Trustee

Company registration number 06034270

The notes on pages 7-14 form part of these financial statements.

HILDA LANE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

1. Accounting Policies

The financial statements have been prepared in accordance with the accounting policies set out below and comply with the Association's Articles of Association, 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)

1.1 Accounting convention

The financial statements have been prepared in accordance with the Association's governing document, 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 Association is a Public Benefit Entity as defined by FRS 102.

The Association 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 Association. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention and on an accruals basis. 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 Association has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the Association's charitable objectives unless the funds have been designated for other purposes.

Restricted funds are only available for use for specific charitable purposes specified by the donor.

1.4 Incoming resources

The Association hires out the hall for local activities and community events as part of its fundraising activities. This income is recognised when the Association 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.

1.5 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.

1.6 Financial instruments

Financial instruments are recognised in the Association's balance sheet when the Association becomes part 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.

HILDA LANE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

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 rate method. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, which include trade creditors and bank loans, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

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 rate method.

2 Donations

	Restricted funds £	Total 2019 £	Total 2018 £
Charitable grants	13,630	13,630	15,492
	<u>13,630</u>	<u>13,630</u>	<u>15,492</u>

3 Income from charitable activities

	Total 2019 £	Total 2018 £
Hire of Community Hall	24,583	26,694
Community Events	161	452
	<u>24,744</u>	<u>27,146</u>

4 Investment income

	Total 2019 £	Total 2018 £
Interest receivable	283	356
	<u>283</u>	<u>356</u>

HILDA LANE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

5 Costs of raising funds

	2019	2018
	£	£
Staff costs (see note 11)	3,067	-
Support costs (see note 7)	711	-
	<u>3,778</u>	<u>-</u>

6 Costs of charitable activities

	2019	2018
	£	£
Direct costs	2,569	19,534
Grant making	500	59
Staff costs (see note 11)	23,225	23,536
Support costs (see note 7)	5,383	7,846
	<u>31,677</u>	<u>50,975</u>

7 Support costs (including governance costs)

	2019	2018
	£	£
Governance (see note 8)	3,028	3,270
Office/IT support/misc	2,190	3,392
Insurance	543	533
General travel & subsistence	333	504
Depreciation	-	147
	<u>6,094</u>	<u>7,846</u>

Support costs (including governance) are apportioned among the charitable activities costs and the cost of raising funds (notes 5 & 6). Direct costs are allocated wherever possible. Remaining costs are apportioned on the basis of staff time spent on each activity.

HILDA LANE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

8 Governance costs

	2019	2018
	£	£
Direct costs	630	655
Staff costs (see note 11)	2,398	2,615
	<u>3,028</u>	<u>3,270</u>

Governance costs include fees paid to the independent examiner of £480 (2018: £480). These fees relate exclusively to the independent examination.

9 Restatement of 2018 Statement of Financial Activities

The 2018 Statement of Financial Activities has been restated to show that income included £27,146 of 'Income from Charitable Activities' - related to hiring of the Community Association's community hall which represents the bulk of its charitable activity, together with income from community events - which had previously been itemised as 'Income from other trading activities'. See notes 3 and 10 for full details.

HILDA LANE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

10 Fund Accounting – comparative data from 2018

Figures are restated as detailed in note 9.

	Unrestricted funds	Restricted funds	Total funds 2018
	£	£	£
INCOME AND ENDOWMENTS FROM:			
Donations	5,762	9,730	15,492
Charitable activities	27,146	-	27,146
Investments	356	-	356
TOTAL	33,264	9,730	42,994
EXPENDITURE ON:			
Charitable activities	45,845	5,130	50,975
TOTAL	45,845	5,130	50,975
NET INCOME/(EXPENDITURE) & NET MOVEMENT IN FUNDS	(12,581)	4,600	(7,981)
Fund balances brought forward	49,217	-	49,217
RECONCILIATION OF FUNDS:			
TOTAL FUNDS CARRIED FORWARD	36,636	4,600	41,236

11 Analysis of staff costs, Trustee remunerations and expenses and the costs of Key Management Personnel

	2019	2018
	£	£
Wages and salaries (including NICs and pension costs)	28,690	26,151
	<u>28,690</u>	<u>26,151</u>

The company employed an average of 4 employees during the financial period, representing an average full-time equivalent of 1.4 staff (2018: 2 employees, 1.1 FTE).

While acting in the capacity of a Trustee, one Trustee received reimbursement of out-of-pocket expenses in the current accounting period to the value of £310.64 (2018: 2 Trustees, £68.85). The Key Management Personnel for the charity are the Trustees of the charity, none of whom received any remuneration during the financial period. No salaried staff are deemed to be key management personnel as all strategic management decisions remain with the Trustees whereas salaried staff carry out operational activity.

No employees had emoluments of above £60,000 in the current reporting period (2018: no employees)

HILDA LANE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

12 Tangible Fixed Assets

	Computer Equipment £	Fixtures and fittings £	Total £
COST:			
At 1 January 2019	15,855	5,309	21,164
Additions	-	-	-
At 31 December 2019	<u>15,855</u>	<u>5,309</u>	<u>21,164</u>
DEPRECIATION:			
At 1 January 2019	15,855	5,309	21,164
Charge for the period	-	-	-
At 31 December 2019	<u>15,855</u>	<u>5,309</u>	<u>21,164</u>
NET BOOK VALUE:			
At 31 December 2019	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2018	<u>-</u>	<u>-</u>	<u>-</u>

13 Debtors

	2019 £	2018 £
Trade debtors	5,862	6,133
Prepayments and accrued income	229	215
	<u>6,091</u>	<u>6,348</u>

14 Cash and cash equivalents

	2019 £	2018 £
Cash at bank and in hand	<u>39,293</u>	<u>42,707</u>
Total cash and cash equivalents	<u>39,293</u>	<u>42,707</u>

HILDA LANE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

15 Creditors: Amounts falling due within one year

	2019	2018
	£	£
Trade creditors	-	7,339
Accruals	946	480
	<u>946</u>	<u>7,819</u>

16 Analysis of net assets between funds

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £	Total 2018 £
Debtors and prepayments	6,091	-	6,091	6,348
Cash at bank and in hand	30,777	8,516	39,293	42,707
Creditors: due within one year	(946)	-	(946)	(7,819)
	<u>35,922</u>	<u>8,516</u>	<u>44,438</u>	<u>41,236</u>

17 Fund balances

	Opening Balance 01/01/2019 £	Income £	Expenditure £	Net movement in funds 2019 £	Closing Balance 31/12/2019 £
<i>Unrestricted funds:</i>					
General fund	36,636	25,027	(25,741)	(714)	35,922
<i>Restricted funds:</i>					
London Community Foundation	4,480	-	(4,480)	(4,480)	-
Jack Petchey	120	750	(120)	630	750
Youth Club (National Lottery and SHYN)	-	12,500	(4,734)	7,766	7,766
Clarion microgrant	-	380	(380)	-	-
	<u>41,236</u>	<u>38,657</u>	<u>(35,455)</u>	<u>3,202</u>	<u>44,438</u>

HILDA LANE COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

17 Fund balances (continued)

The unrestricted general fund comprises monies that can be used in accordance with the objects of the charity at the discretion of the trustees.

The restricted funds must be spent in accordance with the specified wishes of the donor. The grant from the London Community Foundation carried forward at the beginning of the year was given towards the salary of the Association's Community Organiser and was spent in full during the year. The grants from the Jack Petchey Foundation were given to support Youth Club Activities; whilst it was anticipated that the balance carried forward at the end of the year would be spent in 2020, this may need to be carried into 2021 dependent on the Covid-19 restrictions which are currently limiting youth club activities. The grants from the National Lottery Awards for All and from SHYN were given to fund youth club staffing and the balance carried forward will be spent in 2020 and 2021. The Clarion microgrant funded the purchase of new equipment for use in the community hall and was spent in full during the year.

18 Related party transactions

There were no disclosable related party transactions during the year (2018: nil).

19 Company Limited by Guarantee

The company is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of a winding-up is limited to £1. There are currently 5 members.

20 Post-balance sheet events

The global COVID-19 crisis started to impact the UK in late March 2020, after the end of the current financial period. Whilst this has had a significant effect on the charity's ability to generate funds, owing to a reduction in bookings of the community hall, at the time of approving the financial statements, the Trustees are confident of the charity's ability to continue to operate effectively throughout the crisis, due to starting the crisis with a healthy level of unrestricted general funds, receipt of a significant grant from Big Issue Invest/National Lottery Community Fund in mid-2020 to fund the charity's COVID-19 Sustainability Plan, and an overall reduction in costs due to the necessary reduction in activity that has been able to be undertaken during the crisis.