



Curborough (Lichfield) Community Association
Registered Charity Number 1077306

Annual Report for the year to 31 December 2019



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Trustees' Annual Report

Curborough (Lichfield) Community Association operates Curborough Community Centre and Cruck House on behalf of Lichfield City Council.

The principal address is:

Curborough (Lichfield) Community Association
Reynolds Close
Lichfield
WS13 7NY

The trustees who served during the year and to the date of authorisation of the financial accounts were:

Terry Finn, President
James Flintham, Chair
David Whitfield, Vice-chair
Philip John Peter, Secretary
Joanne Grange, Treasurer

Member representative trustees:

Mark White
Richard Hill
Sienje Sherry
Chris Swallow
Tony Wilkins

Affiliated group representative trustees:

Kathleen Peat
John Belshaw

Lichfield City Council representatives:

Cllr David Dundas

Cllr David Robertson and Cllr Paul Jones also attend trustee meetings as representatives of Lichfield City Council.



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Governance

The objects of the Association are to:

- Promote the benefit of the inhabitants of the City of Lichfield and the neighbourhood together defined by boundaries of the Civil Parish without distinction of sex, sexual orientation, race or of political or other opinions, by associating together with said inhabitants 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 recreation and leisure-time occupation with the object of improving the conditions of life for said inhabitants;
- Establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in cooperation with any local authority or other person or body) in furtherance of these objects; and
- Promote such other charitable purposes as may from time to time be determined.

Curborough (Lichfield) Community Association was registered as a charity on 7 September 1999 and is governed by a constitution document.

Trustees are selected from members of the Association and sit on the general committee. All members of the general committee retire at the conclusion of each annual general meeting but may be re-elected or re-appointed. The general committee meets not less than six times a year, and subcommittees may be convened, as required, to undertake specific tasks.

During 2020 it is anticipated that a new charitable incorporated organisation ("CIO") will be established and the existing charity will be dissolved. The new CIO will operate under the existing trustees and with the same objects as the existing charity.



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Chair's Report

2019 has been a year of change and rejuvenation for the association. At our AGM in April 2019 we renewed the trustee board and gained the knowledge, experience and time of new trustees and officers who have subsequently shaped the direction of the association.

We have signed new leases with Lichfield City Council to manage both Curborough Community Centre and Cruck House and have worked together with them to implement and plan physical improvements to both buildings.

Other significant investments are detailed elsewhere in this report and while we implement improved financial strategies and control, we are rebuilding our reserves. We have made successful applications for grant funding to improve both our office function and to seed new initiatives for 2020 that will offer activities and opportunities for the community.

Other significant new partnerships included working with Fusion Credit Union and Lichfield Live on a campaign to encourage people to join their local community bank as an alternative to the danger of using unregulated loan sharks. This was communicated to all members through a quarterly members' update.

In October we celebrated 25 years of Curborough Community Centre. The renewal of trustees, the incorporation of the association and the dedication of volunteers and staff members are indicators of the positive direction the association is heading for the future.

James Flintham, Chair



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Treasurer's Report

The accounts for the year ended 31 December 2019 have been prepared using the cash receipts and payments basis as in prior years. The result for the year was a net deficit of £4,998.38 which was funded from reserves. This deficit is after the purchase of assets totalling £7,855.97, as detailed in note 2, with the main purchase being in respect of a replacement CCTV system. There was also significant repair and maintenance expenditure of £5,608.64 including non-recurring expenditure of £2,095.88 in respect of an upgrade to the heating system and £1,154.40 in respect of new locks and keys and reconnection of the intruder system following the installation of new external doors by Lichfield City Council.

Cash balances at the end of the year were £10,399.45 which equates to approximately 3.5 months of recurring operating expenditure.

During the year the following actions were taken to enhance financial controls:

- A new financial strategy was adopted which includes a target of maintaining 6 months of recurring operating expenditure in reserves (approximately £17,500);
- A new template was adopted for monthly reporting to trustees which includes measurement of performance against budget and prior year;
- Day to day banking was migrated to a new bank account which enables the use of electronic banking and reduces reliance on cash and cheque payments; and
- Cash controls requiring regular counting of cash balances and preparation of monthly bank reconciliations were introduced.

A budget for 2020 has been prepared and adopted by trustees which, if delivered, will allow a transfer to reserves of £2,000, moving towards the medium-term aim of 6 months' costs in reserves. The budget is prudent and includes an allowance of £2,500 for capital expenditure and £1,800 of contingency.

Joanne Grange, Treasurer



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Accounts for the year ended 31 December 2019

Receipts and payments:

	Notes	£
Childrens' groups		4,828.87
Fundraising and donations		287.34
Health and fitness groups		9,255.53
Games and sports groups		6,861.23
All abilities groups		3,752.20
Senior citizens groups		3,822.75
Arts and crafts groups		1,916.86
Music and dance groups		3,912.56
Educational, political and spiritual		3,047.75
One-off bookings		1,750.50
Miscellaneous income		195.25
Interest on deposits		1.52
Grants received		1,699.40
Refundable deposits		1,442.00
Total receipts		42,773.76
Cleaning and pest control		1,143.10
Consumables		907.88
Deposits refunded		1,580.67
Fundraising costs		34.96
Garden costs		17.23
Gas and electricity		3,346.00
Insurance		589.29
Internet and telephone		462.38
Office costs		573.61
Payroll and accounts review		236.50
Rates		1,154.24
Refuse		1,005.00
Repairs and maintenance		5,608.64
Security		150.00
Wages		22,664.45
Water		442.22
		39,916.17
Purchase of assets	2	7,855.97
Total payments		47,772.14
Deficit for the year		-4,998.38
Cash balances at 1 January 2019	1	15,397.83
Cash balances at 31 December 2019	1	10,399.45

Approved on behalf of the trustees by Joanne Grange BSc (Hons) MBA BFP FCA



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Notes to the Accounts

1. Cash balances

	At 1 Jan 2019	Movement in the year	At 31 Dec 2019
	£	£	£
Current account	10,405.25	-4,165.50	6,239.75
Contingency account	4,235.82	-1,014.65	3,221.17
Fusion Credit union	202.62	730.48	933.10
Petty cash	67.50	-62.07	5.43
Refundable deposits held	486.64	-486.64	0.00
Total	15,397.83	-4,998.38	10,399.45

2. Other assets

Assets purchased during the year were:

	£
Replacement CCTV system	5,916.60
Secure filing cabinet	1,174.80
Polytunnel	616.00
Sundry small purchases	148.57
Total	7,855.97

Amounts owed by regular users at 31 December 2019 for unpaid invoices were:

	£
Invoices issued prior to November 2019	12.90
Invoices issued in November 2019	415.20
Invoices issued in December 2019	729.11
Total	1,157.21

There have been no bad debt write offs during the year.

3. Liabilities

There were no significant unpaid liabilities at the year end.



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Independent Examiner's Report on the Accounts - Report to the trustees of Curborough (Lichfield) Community Association (registered charity number 1077306) on the accounts for the year ended 31 December 2019

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2019.

As the charity trustees of Curborough (Lichfield) Community Association, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

- Accounting records were not kept in accordance with section 130 of the Act; or
- The accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Matthew Given FCCA
Hallams Barn
Hallams Close
Brandon
CV8 3NZ
07/01/2020