



# **Bourne End Community Association**

## **Report and Unaudited Accounts**

### **31<sup>st</sup> December 2019**



## **Annual Report 2019**

### **Projects and Maintenance 2019**

General maintenance of the building and the grounds was carried out throughout the year, overseen by the Maintenance Team. The roof over the drinks store was repaired and the skylights were covered over. The floor in the Eghams Room has been completely renovated and sealed. Cupboards were built in the Thames Rooms to improve storage. 3 external security lights have been replaced and 2 floodlights have been installed. Wi-Fi is available in all of the rooms. A warm air heating/air conditioning system has been installed in the Target Room. WVV have installed a storage unit and replaced the portacabin.

### **Maintenance of Garden**

The garden in front of the Centre is being kept in good order by Kathy Jackson and Steve Gore. Headway is maintaining the raised garden by the external entrance to the Eghams Room. We thank them for making the Centre front look very colourful.

### **Activities 2019**

There were regular weekly and monthly events throughout the year including table top sales, jazz, dance classes, chess, short mat bowls, Petanque, darts, badminton, flower arranging, bingo, centreTalks, quizzes and crib. Special fund raising events and private hirings for parties, weddings and other celebrations were also held at the Centre. Whether it was a regular club meeting or a special occasion we were very pleased that those involved chose to use our facilities.

The annual Christmas carol concert had a capacity audience and the choir was ably accompanied by a small brass ensemble.

The Events Team organised several events throughout the year, all of which proved very popular. The website has proved to increase our audiences through online ticket sales and the advertising of events. The centreTalks continued to have a varied and interesting range of topics and speakers. The monthly quiz in the bar continued to be very popular with a full house most months.

During 2019 the New Royalty Cinema has continued to a wide range of films which have been shown monthly alternating on Thursday evenings, Friday evenings and Sunday afternoons. Popcorn and ice cream have proved to be popular at the evening performances as have the cake and tea served at the Sunday afternoon performances. The Wye Valley Volunteers provided transport for anyone who has mobility problems.

A very successful Open Day was held in June. There were groups from the village alongside our Sections and Affiliates.

### **Sections and Affiliated Groups**

The Association has eight Sections and twenty-eight Affiliated Groups, which all benefit from a reduced charge for hiring our rooms and halls.

The Sections have had a good year and most made good use of the facilities. The Darts sections took part in local leagues both home and away. The Chess section has played two teams in each of the Bucks and Berks leagues. There is also a children's club. The Bourne End One Day Chess Congress was held in April at the Community Centre.

The Petanque section, called the Bozos, took part in the Thames Valley District Petanque League in Division 2.

The Short Mat Bowls section played Round Robin competitions each club evening which resulted in a final to find a lady champion and a gentleman champion. During the winter season they played friendly matches, both home and away, against other clubs on some Sunday afternoons.

The Forum Players performed Aladdin as their 50<sup>th</sup> pantomime to appreciative audiences. In July the Forum Players performed Wandering through La Mancha: A Quixotic Tale by Aaron M. Kahn as a rehearsed reading of a play based on Miguel de Cervantes' masterpiece. The group was selected to present this new play in Bourne End as part of the Q.THEATRE project. This was funded by the Creative Europe Programme of the European Union, which investigates theatrical works based on Don Quixote, in collaboration with various universities in Spain, Italy, France, Portugal and the University of Sussex in the UK, the latter represented by Dr. Aaron M. Kahn, the author of the play.

### **Centre Bar**

Peter Lim was appointed as the new bar steward and started in February. We thank Tony Crossman for all his hard work with the bar and Elsie Crossman for assisting him. We thank all of the bar staff for creating a welcoming atmosphere and for their hard work.

A new CD player has been installed in the bar along with 6 new speakers.

### **Target Magazine**

During 2019 Target generated a surplus of £1,439 compared to £3,067 in 2018. We are very grateful for the considerable effort made by Barrie Penfold and her team of volunteers which resulted in a valuable source of information to the local community while also producing a surplus for the benefit of the Community Association funds.

### **Governance**

In line with the Business Plan 50 old chairs were replaced with more to come. Wi-Fi was installed and work started on replacing the office IT system. A rolling plan of redecoration has been instigated.

### **Financial Review**

2019 showed a surplus of £10,019 up from £5,504 in 2018. Cash balances at year end stood at £166,000, (£118,000 being on short term deposit).

### **Our thanks**

We thank all our Trustees who have attended Council meetings during the year. We are grateful for their support. Our thanks to everyone who is involved in the Management Team particularly our Chairman, David Foster, Vice Chairman, Dave Gibson, Secretary, Myra Hurley, Treasurer, Trevor Quantrill, our representative on FooV and all the members of the Events, Stage, Maintenance, Publicity, Website, Cinema, Grants and Finance Teams. Without these volunteers we would not be able to run the Association and Centre.

Our thanks also to Sue Ambrose, Linda Stephenson and Steve Gore who provide such excellent support for all who use the Centre.

### **Future**

Both cash and net current assets have increased during 2019 and the reserves of the Association are healthy. However with inflationary pressures in the general economy it is important that costs are kept under control and people continue to use the facilities that are available here at the Community Centre.

We need to attract new members and would encourage all users to become members of the Association. We also ask existing members to encourage friends and neighbours to join us at the Community Centre.

There is always a need for volunteers to join us and become actively involved in the running of the Association as without a band of willing volunteers the Community Centre would not exist.

Registered number  
300236

Bourne End (Bucks) Community Association  
Report and Unaudited Accounts  
31 December 2019

## **Bourne End (Bucks) Community Association**

### **Report of the Trustees**

The Trustees present their annual report and accounts of the charity for the year ended 31 December 2019. The financial statements have been prepared in accordance with the accounting policies set out in note 1 of the financial statements and with the 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)(effective 1 January 2015).

### **Structure, governance and management**

The charity was constituted on 14th May 1964 and is governed by the constitution as amended on

### **Trustees**

The following persons served as Trustees in the year:

K B Penfold	L Robinson	S Wagner	P Semon
M C Appleyard	M Hurley	M P Judge	J B Marsh
R de Coverley	K I Tomkins	D Foster	D Stewart
B S Allen	F Poulson	P Webb	C Gwillian
D J Gibson	T Quantrill	W Hudson	S Little
D Fergusson	J L Clarke	L Hutton	L Gwilliam
J L Cottrell	D I Hall	C I Hayes	G M Bourne
P D Robins	A T Crossman	S J Smart	S M Weston
R Savin until October 2019	G Johnson	P Clitheroe	A Smith from 9th May 2019
T Scott	V Clark	K Larkin	E Payne
K Hudson	D Hall	K Hudson	

In addition, D Langford, F Poulsen and J Hyde served until 2nd January 2019.

### **Objective and activities for the public benefit**

The charity's Objects are to promote such Charitable Purpose or Charitable Purposes as the Trustees shall in their absolute discretion think fit. Such Objects include but are not limited to the following:

- to promote the benefit of the inhabitants of Bourne End and Wooburn and the neighbourhood together defined by Wooburn Parish.
- to maintain and manage the Bourne End Community Centre
- to promote such other charitable purposes as may from time to time be determined

The Trustees, having regard to the public benefit guidance published by the Charities Commission, in accordance with Section 17 of the Charities Act 2011, consider that the purpose of activities of the charity satisfy the requirements of the public benefit as set out in Section 4 of the same Act.

## Financial review

The accounts are set out on pages 9 to 15.

During the year, the charity increased its income from room hire and other associated activities. There was a surplus for the year of £10,109 (2018 - £5,504).

At the year end reserves stood at £247,876 (2018 - £237,767) which is available to meet the objects of the charity.

## Achievements and performance

The success of the charity is measured in terms of the level of income it receives during the year. The Trustees consider that the charity's performance during the year met its objectives.

## Events since the year end

Since the year end, the charity has been adversely affected by the controls imposed by the government to contain the spread of Coronavirus. This has necessitated the closure of the Community Centre and its consequential effects on income. At present, it is not possible to state the overall financial impact, but the trustees believe that the closure is temporary and that the charity is a going concern.

## Plans for future periods

The charity plans for the future will be dependent upon the charity to generate income from the hire of rooms and on the contributions made by The Community Centre Ltd by way of licence fees.

## Reference and administrative details

<b>Date of settlement</b>	14th May 1964
<b>Charity registration number</b>	300236
<b>Registered address</b>	The Community Centre Wake- man Road Bourne End Bucks SL8 5SX
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Independent examiner</b>	Mark Waterman Dunne & Waterman 36 Whitefriars Street London EC4Y 8BQ

## **Trustees' responsibility in relation to the financial statements**

The trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each 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 of the charity for that period. In preparing the financial statements, the trustees are required to:

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

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on                      2020 and signed on their behalf by;

DG Foster  
Trustee

## **Independent Examiner's report to the trustees of The Bourne End (Bucks) Community Association**

I report on the accounts of the charity for the year ended 31 December 2019, which are set out on pages 9 to 15.

### **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(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

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

### **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, 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 provide 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:

- 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 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act, have **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.

Signed:

Mark Waterman FCA

Dunne & Waterman  
Chartered Accountants  
36 Whitefriars Street  
London  
EC4Y 8BQ

Date:



**Bourne End (Bucks) Community Association**  
**Statement of financial activities**  
**for the year ended 31 December 2019**

	Note	Unrestricted funds £	Restricted Funds £	2019 Total £	2018 Total £
<b><u>INCOMING RESOURCES</u></b>					
<b>Voluntary Income</b>					
Legacy		-	-	-	-
Individual subscriptions		1,021	-	1,021	1,020
Affiliation fees		780	-	780	840
Donations		<u>1,094</u>	<u>-</u>	<u>1,094</u>	<u>925</u>
		2,895	-	2,895	2,785
<b>Investment Income</b>					
Solar generated electricity		<u>4,212</u>	<u>-</u>	<u>4,212</u>	<u>4,704</u>
Interest from deposits		<u>717</u>	<u>-</u>	<u>717</u>	<u>701</u>
		4,929	-	4,929	5,405
<b>Charitable Activities</b>					
Room hire		100,451	-	100,451	94,332
Target magazine		<u>28,574</u>	<u>3,141</u>	<u>31,715</u>	<u>32,811</u>
Events		<u>14,993</u>	<u>-</u>	<u>14,993</u>	<u>13,018</u>
		144,018	3,141	147,159	140,161
<b><u>Total of incoming resources</u></b>		<u>151,842</u>	<u>3,141</u>	<u>154,983</u>	<u>148,351</u>
<b><u>Resources expended</u></b>					
8					
<b>Voluntary Income</b>					
Subscriptions		5,583	-	5,583	745
<b>Investment Income</b>					
Solar generated electricity		3,291	-	3,291	3,291
<b>Charitable Activities</b>					
Room Hire		77,241	-	77,241	95,217
Target magazine		<u>32,423</u>	<u>-</u>	<u>32,423</u>	<u>30,861</u>
Events		<u>14,884</u>	<u>-</u>	<u>14,884</u>	<u>10,216</u>
		124,548	-	124,548	136,294
<b>Governance costs</b>		11,452	-	11,452	2,517
<b><u>Total Resources Expended</u></b>		<u>144,874</u>	<u>-</u>	<u>144,874</u>	<u>142,847</u>
<b>Net Incoming (Outgoing) Resources</b>		<u>6,968</u>	<u>3,141</u>	<u>10,109</u>	<u>5,504</u>
<b>Total funds brought forward</b>		<u>237,767</u>	<u>-</u>	<u>237,767</u>	<u>232,263</u>
<b><u>Total funds carried forward</u></b>		<u>244,735</u>	<u>3,141</u>	<u>247,876</u>	<u>237,767</u>

## Bourne End (Bucks) Community Association Balance Sheet

**at 31 December 2019**

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	2	62,629	66,364
<b>Current assets</b>			
Debtors and prepayments	3	45,457	35,063
Deposit accounts		118,047	87,853
Bank current account		47,214	68,616
Cash in hand		525	450
		<u>211,243</u>	<u>191,982</u>
<b>Creditors: amounts falling due within one year</b>	4,5	<u>(25,996)</u>	<u>(20,579)</u>
<b>Net current assets</b>		<u>185,247</u>	<u>171,403</u>
<b>Net assets</b>		<u>247,876</u>	<u>237,767</u>
<b>Reserves</b>			
<b>General reserve</b>		<u>247,876</u>	<u>237,767</u>

The financial statements set out on pages 9 to 15 were approved by the Trustees on 2020 and were signed on their behalf by:

D G Foster  
Trustee

**Bourne End (Bucks) Community Association**  
**Notes to the Accounts**  
**for the year ended 31 December 2019**

**1 Accounting policies**

***(a) Basis of preparation and assessment of going concern***

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

***(b) Fund accounting policy***

With the exception of donations to defray the cost of producing 'Target' magazine, all income of the Association forms part of the Unrestricted Fund.

***(c) Incoming resources***

All income is recognised in the statement of financial activities when the charity has entitlement to the income, it is probable that the income will be received and the amount of the income can be measured reliably.

***(d) Resources expended***

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Trust to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

***e) Tangible Fixed Assets***

Depreciation is charged on a straight line basis net of grants in order to write off the asset over its estimated useful life as follows:

Equipment, fixtures and fittings	10% - 33.3%
Leasehold improvements	2% - 10%

## 2 Tangible fixed assets

	Leasehold Property £	Equipment Fixtures and fittings £	Total £
<b>Cost</b>			
At 31 December 2018	147,842	168,254	316,096
Additions	-	9,499	9,499
At 31 December 2019	147,842	177,753	325,595
<b>Depreciation</b>			
at 1 January 2019	104,768	144,964	249,732
Charge for the year	2,230	11,004	13,234
At 31 December 2019	106,998	155,968	262,966
<b>Net book value</b>			
At 31 December 2019	40,844	21,785	62,629
At 31 December 2018	43,074	23,290	66,364

## 3 Debtors

	2019 £	2018 £
<b>Trade debtors</b>		
The Community Centre Ltd	31,000	20,000
Sections	656	725
VAT	2,723	1,853
Other	7,045	8,207
Other	41,424	30,785
Prepayments	4,033	4,278
	45,457	35,063

## 4 Creditors, amounts falling due within one year

	2019 £	2018 £
Customer deposits & advertisements in advance	4,896	5,885
Trade creditors	2,620	1,350
Social security & other taxes	448	420
Sundry creditors & accruals	6,251	2,010
VAT	-	-
Balances held for sections (note 5)	11,781	10,914
	25,996	20,579

<b>5 Balances held by the Association sections</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Angling	273	356
Chess	191	193
Forum Players	6,246	4,862
Musical Players	2,846	2,666
Short Mat Bowls	1,968	2,668
Wedmorn Badminton	257	169
	<u>11,781</u>	<u>10,914</u>
Lettings included in debtors and prepayments	(655)	(726)
Total funds attributable to sections	<u>11,126</u>	<u>10,188</u>
<b>6 General reserve - unrestricted</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
At 1 January 2018	237,767	232,263
Surplus for the year	<u>10,109</u>	<u>5,504</u>
At 31 December 2018	<u>247,876</u>	<u>237,767</u>
<b>7 Target magazine surplus</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Advertisements etc	28,574	29,816
Editor's remuneration	17,363	16,411
Printing, scanning etc	12,913	12,540
Editorial expenses	-	793
Donations	<u>(3,141)</u>	<u>(2,995)</u>
Net costs	<u>27,135</u>	<u>26,749</u>
Surplus for the year	<u>1,439</u>	<u>3,067</u>

## 8 Resources Expended

	2019 £	2018 £
<u>Subscriptions</u> Sup- port costs	5,583	745
<u>Investment income</u> Production costs	3,291	3,291
<u>Room hire</u> Property costs	53,305	56,907
Support costs	22,349	36,724
Licences	1,587	1,587
	77,241	95,218
<u>Target magazine</u> Production costs	30,276	29,744
Support costs	2,147	1,117
	32,423	30,861
<u>Events</u> Staging costs	6,295	9,099
Support costs	8,589	1,117
	14,884	10,216
<u>Governance</u> Independent examination	776	655
Support costs	10,676	1,862
	11,452	2,517

Support costs chiefly represent employment costs which have been allocated by the Honorary Treasurer on the basis of time spent.

## 9 Related party transactions

Apart from the payment of any travel expenses to trustees as disclosed elsewhere, the only related party transactions were with the Community Centre Ltd, which operates the trading activities of the charity, and has a share capital of £2 which is held in trust for the Association by Messrs D G Foster and T Quantrill. In 2019 the company had a revenue of £133,015 (2018 - £125,317) and made a profit of £976 after paying the Association an agreed Occupation Licence

## 10 Trustee remuneration

No Trustee received any remuneration during the year (2018 - £Nil).

## 11 Trustee expenses

No Trustee received any expenses during the year (2018 - £Nil).

## 12 Staff Costs

	2019 £	2018 £
Gross pay	39,859	36,429
Employer's National Insurance	-	460
Employer's Pension	554	346
	<u>40,413</u>	<u>37,235</u>
Number of full time employees	<u>2</u>	<u>2</u>

## 13 Accountancy fees

	2019 £	2018 £
Examination	500	500
Accountancy	250	250

**2019 Income and Expenditure Accounts**  
**Not part of the Annual Accounts – provided for information only**

	<u>NOTES</u>	<u>£</u>	<u>2019</u> <u>£</u>	<u>£</u>	<u>2018</u> <u>£</u>
<b>Income:</b>					
Room Hire			69,451		74,332
The Community Cente Ltd			31,000		20,000
Membership & affiliation fees			1,801		1,860
Target magazine surplus	5		1,439		3,067
Fund raising (net of costs)			8,698		3,919
Donations			1,094		925
Bank interest			717		701
Solar generated electricity			4,212		4,704
			<u>118,412</u>		<u>109,508</u>
<b>Expenditure:</b>					
Employment costs			42,943		37,234
Property costs					
Business Rates		1,481		1,425	
Repairs & Maintenance		14,700		11,485	
Electricity & gas		11,400		10,225	
Water		4,259		1,095	
Insurance		2,991		2,969	
Cleaning & waste removal		7,891		11,268	
security		640		847	
			43,362		39,314
Administration costs					
Stationery & computer facilities		2,299		1,285	
Postage & photocopier		1,058		1,196	
Telephone & internet access		391		215	
Bank charges		354		370	
Advertising & Publicity		125		0	
Sundries		945		1,264	
			5,172		4,330
Licences & affiliation fees			2,816		1,587
Independent examination			776		655
Bad & doubtful debts			0		0
			95,069		83,120
Depreciation					
Improvements to leasehold buildings		2,230		8,341	
Fixtures & fittings		11,003		12,543	
			13,234		20,884
			<u>108,303</u>		<u>104,004</u>
Excess of income over expenditure			10,109		5,504



**The Community Centre Ltd**  
**Detailed Profit Loss Account 2019**  
**Not part of the Annual Accounts – provided for information only**

**INCOME**

Bar sales	£130,914	
Scratch card sales	£ 1,831	
Table top sales	£ 270	
		£133,015

**DIRECT COSTS**

Bar purchases	£ 53,476	
scratch card purch	£ 420	
Table top cost	£ 253	
		£ 54,149 41%

Wages	£ 42,813	32%
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Gross Profit	£ 36,053	27%
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**OVERHEADS**

Bar cellar servs	£ 1,570	
Bar licences	£ 35	
Bar depn	£ 154	
stock checking	£ 740	
bar sundries	£ 411	
tv costs	£ 216	
bar wash & clng mats	£ 204	
glass & optics	£ 115	
repairs etc	£ 186	
Audit costs	£ 115	
card processing costs	£ 81	
misc expenses	£ 250	
		£ 4,077 3%

Profit before Occ Licence	£31,976	24%
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Occ licence	£31,000	
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Retained Profit	£ 976	
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