

Southmead Community Association

Legal and Administrative Information

Southmead Community Association is a Registered Charity, Number 201099. The Association is a Community Centre with the following objects:-

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and 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 the said inhabitants.
- (b) To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

Registered office

Southmead Community Centre
248 Greystoke Avenue
Southmead
Bristol BS10 6BQ

Officers and Trustees

Chair - Mrs Cherilyn Hughes (To Nov 2019)
Vice Chair - Mrs Jan Stenner
Treasurer Mr David Bellamy
Secretary - Mrs Sue Levick
Events Co-ordinator - Mrs Sandra Bellamy
Trustee – Ms Bron Kucharski
Trustee – Mr Ronald Chaplin
Trustee – Mr David Shearman (part year)
Trustee - Mr Bryan Scrase (Chair from Dec 2019)
Trustee – Mrs Jean Barnes
Trustee - Mrs Joan Bennett

Centre Manager – Ms Judith Gardiner (part year on maternity leave)
Mr David Shearman (part year maternity cover)

Bankers:

Lloyds TSB
High Street
Westbury on Trym
Bristol BS9 3BY

Registered Independent Examiner:

Dick Maule FCA
3 Penlee View Terrace
Penzance
TR18 4HZ

Trustee's Annual Report

Report text for Annual Accounts for the year ended 31st December 2019

The Trustees are pleased to present their report, together with the financial statements of the charity, for the year ended 31st December 2019. The financial statements have been prepared in accordance with current statutory requirements, the Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Legal and Administrative information, set out on page 1, forms part of this report.

1 Principal Activity (Objectives of the Charity)

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and 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 the said inhabitants.
- (b) To 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 person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

Our Mission

Southmead Community Association works with and offers support to the local community, to bring about positive social and economic change in Southmead by providing affordable opportunities to develop skills and self-confidence of the local people.

Southmead Community Centre is a place for people to meet, socialise and interact with one another through community engagement and inclusion. As an organisation we are committed to fulfilling the needs of the community providing direct help, advice and support to everyone. The Centre is run by the people, for the people, uniting the community through provision of educational, recreation and leisure time facilities. As an organisation we promote diversity and equality of opportunity in everything that we do.

2 Trustees and General Committee

Members and Honorary Officers are elected to the General Committee at the Annual General Meeting and serve for one year only unless re-elected the following year.

3 Review of the Year 2019

- 3.1 Whilst 2019 was a particularly challenging time for the organisation, like other charities. The Trustees confirm that the Community Centre has been able to maintain many of its activities and services. Real Economy and the Bristol Alexander School have, unfortunately, had to leave us due to the lack of funding available to them.
- 3.2 The Centre, however, continues to be a well-established facility in the heart of the community of Southmead and a variety of group activities took place throughout 2019. Groups and projects throughout 2019 continued to focus on social inclusion and community engagement. Groups for older people, children and adults with learning disabilities and younger children operated at the Centre. Although grant funding and collaborative working with Bristol City Council had ended, the “Over 50’s Forum”, “K-Klub” “Knit and Natter”, Thai Chi and Martial Arts still ran from the Centre although entirely funded by the Association.
- 3.3 Other projects included working with adults with disabilities. Weekly groups set up in 2017 continued including arts and crafts, sensory based sessions, walking basketball, cooking sessions, skittles, drumming and music groups. Through partnership working with 3Trees Community Support Service, Silvacare, Milestones and Brandon Trust, individuals were being included and integrated into the main Centre activities. This partnership work has therefore allowed service users with disabilities to attend other Centre activities expanding their experiences in a safe, welcoming and friendly environment for all, where they are accepted for who they are and where other Centre users also benefit, by interacting with adults with disabilities. The project work has exceeded all our expectations and has created opportunities for all users of the Centre.
- 3.4 Throughout 2019 the Centre has been able to sustain the cost of the Centre Manager’s position through income generated by the Centre and from its now vastly depleted reserves as the funding previously provided from the City Council’s Centre for Community Action grant finished in July 2017. Miss Gardiner went on maternity leave in March 2019 and was paid statutory maternity pay by totally funded by HMRC. The Trustees covered her position by employing David Shearman (who was obliged to resign as a Trustee) on a reduced hour contract until January 2020. However in December 2019 it became clear to the trustees that the ongoing reduced income of the Centre would not sustain the Centre Managers salary in the long term and it was reluctantly decided to make her post redundant. A specialist HR company was employed to advise and assist the trustees and ensure that the redundancy process was carried out correctly and fairly and appropriate meetings were held in December and January 2020. It was agreed that the trustees would oversee the running of the centre on a rota basis.
- 3.5 Continued support from Bristol City Council has, however, still been available in that it has enabled the Centre to continue to operate with a 20% discretionary Business Rate relief in addition to the 80% mandatory charity relief. . Funding from John James was again

awarded to run two Christmas parties for older people, many of whom who are housebound.

- 3.6 The Trustees in managing the finances for the year were also aware of the projected budget for 2019 which indicated another year of probable overspend and so carried out only essential repairs and maintenance including roof repairs and managed staff vacancies accordingly. In accordance with the Trustees duties and responsibilities for managing the buildings, a review of all processes and procedures was undertaken. As a result the following health and safety checks were carried out by certified contractors; fixed electrical wiring testing and inspection, portable appliance testing, fire system inspection and testing, fire extinguisher checks and replacements where required and gas appliance annual service and safety check. Processes and procedures reviewed included Health and Safety Policy, Data Protection Policy, Vulnerable Adults Policy and Child Protection policy. The review of policies will continue in 2020 to ensure that the Community Centre is compliant with all applicable legislation.
- 3.7 Once again, throughout 2019 increased crime and vandalism within the community had a negative and financial impact on the Centre. The Meeting Rooms were vandalised during the summer and the necessary repairs were carried out. The Trustees in examining the associated costs and the income from this building and the likelihood of further damage decided to hand back the building to the City Council in September and found space to accommodate most groups previously using the Meeting Rooms in the main building. (unfortunately, the Knit and Natter group decided to cease to meet)
- 3.8 The Centre continued to be represented and to take part in meetings of the "Arnside and Glencoyne Square Redevelopment Group" which is an exciting development for the people of Southmead with actual work hopefully starting in 2020. Unfortunately the Association's progress on the aspirations for a new Community Centre on the present site has moved no further forward during the year.
- 3.9 The many traditional activities at the Centre, bingo, coffee mornings, sequence dancing, Good Companions Lunch Club continued to operate staffed by volunteers and all had a welcome increase in overall membership numbers during the year despite some losses due to the ageing population of Southmead. The Centre volunteers also organised various coach day trips and other longer holiday opportunities (some abroad) which were enjoyed by members both married and single, giving much needed mixed community opportunities in different settings Sadly Mrs Edna Neale who organised many of the day trips died during the year..
- 3.10 The Trustees would like to thank all employees and volunteers for their continuing commitment, enthusiasm and support during 2019 and very much welcome any new volunteers in 2020 as the help from volunteers is key to the overall success of the Centre, and without them, the many activities would not be possible. The Trustees are most grateful for their ongoing contribution to the success and financial viability of the Centre.

4 How our activities deliver public benefit

- 4.1. Our main activities are described in some detail above and our service delivery is available to all Southmead residents and those in the surrounding areas who have enjoyed attending the Community Centre over the years and appreciate the various services on offer by volunteers and professionals alike. Services are delivered in line with our principle objective without distinction of sex, sexual orientation, ethnic origin or of political, religious or other opinions.
- 4.2. Every effort is made to network with other service providers in the area including the local authority, voluntary and other organisations in a common effort to identify and provide facilities needed in Southmead with the common interest of improving the quality of life for the local community.

5 Future Developments

Priorities for the year ahead:

1. Stay committed to our organisation's aims and objectives to continue to make a difference to people's lives within our community.
2. Continue to safeguard the financial viability of the organisation by securing increased activity and financial support from funders.
3. To continue to develop future ideas and proposals for the future redevelopment of the Centre on the "Greystoke Strip" by fully utilising the information and conclusions provided by the feasibility study in seeking to provide a new Community Centre in the very heart of Southmead.
4. To continue to empower local people with decision making and ownership of the Centre. Working to increase training opportunities for future employment as well as increasing volunteer opportunities within the community.
5. To continue to identify gaps in services within Southmead and develop the Centre to meet the needs and expectations of the community by improving our services and facilities the best we can.

6. Risk Assessment

The Executive Committee has conducted a review of the major risks to which the charity is exposed as part of its business plan and satisfied insurers that systems have been established to mitigate any risks. Assessment is reviewed on a continuous basis and section leaders reminded of their responsibilities.

7 Reserves Policy

The charity's policy on unrestricted reserves is to maintain equivalent cash balances:

- To cover three month's budgeted recurrent expenditures.
- To cover planned capital expenditure for the upcoming year.

The level of reserves is monitored and reviewed by the Trustees on a quarterly basis. As highlighted in 3.4 of this report the reserves have been impacted by the lack of funding for a professional manager in post at the centre. The Trustees will, during 2020, carry out the manager's duties on a voluntary basis. This will be reviewed at each monthly Trustees' meeting.

8 Financial Statements

Charity 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 charitable body and of the surplus or deficit for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards and statements of recommended practice without any material departures;
- prepared the financial statements on the going concern basis

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable body and to enable them to ensure that the financial statements comply with the relevant Acts.

They are also responsible for safeguarding the assets of the charitable body and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In determining how amounts are presented within items in the Statement of Financial Activities and the Balance Sheet, the Trustees have had regard to the substance of the reported transactions or arrangements, in accordance with generally accepted accounting principles or practice.

So far as the Trustees are aware at the time the report is approved:-
There is no relevant information of which the association's independent examiners are unaware and the Trustees have taken all prescribed steps to ensure awareness of all relevant information and to establish that the independent examiner is aware of the said information.

Trustees' Charity Report Certified by:-

.....
Cherilyn Hughes (Chair to November 2019)
Brian Scrase (Chair from December 2019)

.....
David Bellamy (Treasurer)

Date:

Date:

**Independent Examiner's report to the trustees of
Southmead Community Association**

I report on the accounts of the charity for the year ended 31st December 2019 which are set out on the following pages 8-14.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company 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 your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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.

Name : Dick Maule F.C.A.
Address : 3 Penlee View Terrace, Penzance TR18 4HZ

Date:

Southmead Community Association

Statement of Financial Activities [including Income and Expenditure Account]

for the year ended 31st. December 2019

	Unrestricted Fund	Restricted Fund	Total	
	2019	2019	2019	2018
	£	£	£	£
Income from:				
Donations	2,778	-	2,778	3,689
Membership	1,537	-	1,537	1,921
Investment income				
Interest	-	-	-	6
Charitable activities				
Grants	800	-	800	1,400
Hall hire and activities	49,186	-	49,186	45,848
Rent	23,500	-	23,500	16,833
Other income	-	-	-	-
Total	<u>77,801</u>	<u>-</u>	<u>77,801</u>	<u>69,697</u>
Expenditure on:				
Charitable activities	<u>75,736</u>	<u>-</u>	<u>75,736</u>	<u>102,592</u>
Total	<u>75,736</u>	<u>-</u>	<u>75,736</u>	<u>102,592</u>
Net income/(expenditure)	2,064	-	2,064	(32,895)
Transfers between Funds	-	-	-	-
Total funds brought forward	<u>195,855</u>	<u>-</u>	<u>195,855</u>	<u>228,750</u>
Total funds carried forward	<u><u>197,920</u></u>	<u><u>-</u></u>	<u><u>197,920</u></u>	<u><u>195,855</u></u>

Southmead Community Association

Balance sheet as at 31st. December 2019

		2019		2018
	Notes	£	£	£
Fixed assets				
Tangible assets	2		188,577	<u>194,035</u>
Current assets				
Debtors	4	4,604		1,580
Cash on hand		277		250
Cash at bank		<u>7,872</u>		<u>2,507</u>
<i>Total current assets</i>		12,753		4,337
Liabilities				
Creditors: amounts falling due within 12 months	3	<u>(3,411)</u>		<u>(2,516)</u>
<i>Net Current assets</i>			<u>9,342</u>	<u>1,820</u>
Net assets			<u><u>197,920</u></u>	<u><u>195,855</u></u>
The funds of the charity:				
Unrestricted funds				
General funds	7		21,706	15,810
Designated funds			176,214	180,045
Restricted funds			<u>-</u>	<u>-</u>
Total charity funds			<u><u>197,920</u></u>	<u><u>195,855</u></u>

.....

Cherilyn Hughes

Chair

.....

David Bellamy

Treasurer

Dated:

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2019

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) 2nd edition and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] 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

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2019

(1) Principal Accounting Policies

(e) Fixed Assets

Fixed assets are written off over the expected useful life of the asset on the reducing balance basis at 15% per annum for equipment and 2% straight line for the building.

(2) Tangible Assets

	Building £	Equipment £	Total £
Cost:			
balance brought forward	191,537	106,485	298,022
additions in the year	-	-	-
	<u>191,537</u>	<u>106,485</u>	<u>298,022</u>
Depreciation			
balance brought forward	11,492	92,495	103,987
charge for the year	3,831	1,627	5,458
	<u>15,323</u>	<u>94,122</u>	<u>109,445</u>
Net book value at 31st. December 2019	<u>176,214</u>	<u>12,363</u>	<u>188,577</u>
Net book value at 31st. December 2019	<u>180,045</u>	<u>13,990</u>	<u>194,035</u>

(3) Creditors and accruals

Creditors: amounts falling due within 12 months

	2019 £	2018 £
Sundry creditors	<u>3,411</u>	<u>2,516</u>
	<u>3,411</u>	<u>2,516</u>

(4) Debtors and prepayments

Sundry debtors	<u>4,604</u>	<u>1,580</u>
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(5) Employee information

Number of employees	Average monthly head count	2019	2018
		3	4

No employee received emoluments of more than £60,000.

Salaries and wages	£	£
	28,430	40,882
Social security costs	-	-
	<u>28,430</u>	<u>40,882</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2019

(6) Expenditure

	Charitable activities	Charitable activities
	2019	2018
	£	£
Salaries	28,430	40,882
Activities	2,184	6,598
Rates and water	3,628	5,217
Repairs and renewals	7,675	4,739
Telephone	1,720	1,740
Performing rights	1,232	1,232
Cleaning and laundry	3,731	4,444
Stationery, postage and photocopying	519	460
Light and heat	15,165	19,592
Non-capitalised equipment	-	-
Insurance	2,077	2,340
Bank charges	-	-
Depreciation	5,458	5,745
Reporting accountant's fee	750	750
Miscellaneous expenses	-	-
Project expenditure	1,450	7,008
Computer and software	767	986
Equipment hire and maintenance	950	858
	<u>75,736</u>	<u>102,592</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2019

(7) Movements in funds

	Balance 1st. January 2019 £	Income £	Expenditure £	Transfers £	Balance 31st. Dec. 2019 £
Unrestricted funds					
Designated Fund	180,045	-	-	(3,831)	176,214
General Fund	15,810	77,801	(75,736)	3,831	21,706
	<u>195,855</u>	<u>77,801</u>	<u>(75,736)</u>	<u>-</u>	<u>197,920</u>

Designated Fund: an amount has been set aside to reflect the amount of reserves tied up in the original costs of building the centre.

	Balance 1st. January 2018 £	Income £	Expenditure £	Transfers £	Balance 31st. Dec. 2018 £
Unrestricted funds					
Designated Fund	181,623	-	-	(1,578)	180,045
General Fund	26,934	68,297	(80,998)	1,578	15,810
	<u>208,557</u>	<u>68,297</u>	<u>(80,998)</u>	<u>-</u>	<u>195,855</u>
Restricted grants					
Young Mothers	10,234	-	(10,234)	-	-
SCA Project Worker	2,500	1,400	(3,900)	-	-
Bristol City re Manager	-	-	-	-	-
John James	-	-	-	-	-
Wellspring	-	-	-	-	-
Awards for All	3,240	-	(3,240)	-	-
Social Isolation	2,283	-	(2,283)	-	-
Quartet M Dahal	1,936	-	(1,936)	-	-
Other Restricted grants	-	-	-	-	-
	<u>20,193</u>	<u>1,400</u>	<u>(21,593)</u>	<u>-</u>	<u>-</u>
	<u>21,741</u>	<u>25,685</u>	<u>(27,232)</u>	<u>-</u>	<u>-</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2019

(8) Analysis of prior year funds

**Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. December 2018**

	Unrestricted Fund	Restricted Fund	Total	
	2018	2018	2018	2017
	£	£	£	£
Income from:				
Donations	3,689	-	3,689	4,715
Membership	1,921	-	1,921	1,972
Investment income	-	-	-	-
Interest	6	-	6	-
Charitable activities				
Grants	-	1,400	1,400	25,685
Hall hire and activities	45,848	-	45,848	40,923
Rent	16,833	-	16,833	17,250
Other income	-	-	-	53
Total	68,297	1,400	69,697	90,598
Expenditure on:				
Charitable activities	80,998	21,593	102,592	89,974
Total	80,998	21,593	102,592	89,974
Net income/(expenditure)	(12,701)	(20,193)	(32,895)	624
Transfers between Funds	-	-	-	-
Total funds brought forward	208,557	20,193	228,750	228,125
Total funds carried forward	195,855	-	195,855	228,750