

**Company registration number: 03860796**  
**Charity registration number: 1056688**

**THE ROCK COMMUNITY CENTRE LIMITED**

**(A company limited by guarantee)**

**Annual Report and Financial Statements**

**For the year ended 31 March 2020**

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**TRUST INFORMATION**

<b>Charity name</b>	The Rock Community Centre
<b>Principal office and registered office</b>	St Peter's Church Hall, Ridingleaze, Lawrence Weston, Bristol, BS11 0QF
<b>Charity registration number</b>	1056688
<b>Company registration number</b>	03860796
<b>Trustees</b>	Mr M C Horton, Treasurer Mrs J Gresty Ms S J L Hunt Mrs A Hawker Mrs P Compton, Chair Rev Dr A J Murray Mr G Worth Mrs H Finch Mrs J Lamoon
<b>Independent Examiner</b>	Graham Burley, FCA 12 The Dell Westbury-on-Trym Bristol BS9 3UD

**THE ROCK COMMUNITY CENTRE LTD**  
**TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020**

**Aims of the Charity**

The Charity's aims are

- (a) to promote the benefit of persons living in Lawrence Weston without distinction of age, sex, sexual orientation, ability, race or political, religious or other opinions, by associating with the local authorities, voluntary organisations and individuals in a common effort to advance education and provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the quality of life for the said persons;
- (b) to develop work with specific reference to the elderly, and disabled of all ages; and
- (c) to develop a community facility and to maintain and manage a centre for activities promoted by the Rock Community Centre and its constituent bodies in furtherance of the above objects.

**Main activities and achievements**

During the year to 31 March 2020, the Rock Community Project continued to offer the community various activities and services that help improve the health and well-being of all who use our centre. However, towards the end of March 2020, because of the Covid-19 pandemic, the centre had to close and all activities ceased. At the same time, the two members of staff were placed on furlough. The centre re-opened during August 2020 with the staff returning to full employment. Consideration of any likely effects of the closure is made in the paragraph concerning the 'going concern' status of the company below.

All of our activities and services had continued during the year thanks to funding generated by income that the centre obtains. John James has continued to support our Christmas lunch, which is free to participants. We have also received funding from Quartet, Nisbets and the Merchant Venturers' Society.

Other activities at the centre are organised privately and these organisations pay hire fees for the use of the hall. These include an Andram Theatre group, Slimming World, Lawrence Weston Out of Schools activities (LWOOSA) and Lawrence Weston Community Transport.

The community has continued to be helped in the last year by our continuing work with Ambition Lawrence Weston, Lawrence Weston Community Transport and LWOOSA, all of whom have expressed their desire to see us continue to offer activities and services to the community. Together they have helped to encourage residents to attend many of our activities, including Healthy Eating sessions, Lunch Club, Arts and Craft sessions, New Age Kurling and Gentle Exercise.

LWOOSA continues to rent our main hall and office space on a permanent basis. The organisation is currently improving its service and, despite being closed during the COVID-19 pandemic during the current year (see comments above), hopes to offer a greater range of options to the community in the future.

The Chiropody, Arts and Craft sessions and Gentle Exercise have continued to grow and do well. Each session is overseen by a qualified tutor. These sessions not only improve fitness and hand eye coordination, but can also identify potential loss of movement and illness.

Funding has been found by the Centre for various other activities throughout the year. These activities include: coffee mornings, Gentle Exercise, Healthy Eating, New Age Kurling, Arts and Crafts and the Lunch Club.

It is anticipated that all the above activities will recommence now that the centre has re-opened (see above).

**THE ROCK COMMUNITY CENTRE LTD**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

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Attendances during the year were as follows:

	<b>Attendance per session</b>		<b>Weeks</b>	<b>Totals</b>
Play Place	4	x	46 wks	184
Healthy Eating	8	x	46 wks	368
Gentle Exercise	32	x	46 wks	1,472
Arts and Crafts	4	x	46 wks	192
Coffee Mornings	4	x	50wks	200
Walking Group	20	x	36wks	720
Lunch Club	32	x	44 wks	1,408
New Age Kurling	5	x	46 wks	230
Chiropody	9	x	12 wks	108
Amdram	6	x	24wks	144
<b>Total</b>				<b>5,026</b>

The above figures do not include attendance figures for those using the hall every day from other groups such as LWOOSA or private bookings.

Lawrence Weston Community Transport (LWCT) continues to rent a small office in the centre. The Rock Centre has a long history with LWCT. The service they provide is vital to the community. A large number of residents who use the activities rely on LWCT and without them attendance levels would suffer. LWCT has given great support to the Rock Centre and, in return, the Centre promotes the service that they provide to the community.

Over the last year our activities have reached all types of people and ages. We have continued to offer volunteering opportunities for residents who wish to do so. This allows them to gain new skills and to give something back to the community. We would like to thank all our volunteers for their continued help, commitment and hard work over the year.

Our main hall is seen as one of the best venues locally to hire out for various events such as parties, meetings, training and voting which has meant a continued steady income, resulting in an improved financial position.

The Rock and the local Co-op store have a very good partnership that continues to develop. Co-op has provided funding and food to help the community. We hope that this relationship will continue to develop and grow over the next few years.

Our management committee, which met over seven times during the year, continually discuss other diverse ways to reach out to our community to encourage the local residents to keep healthy and to meet together on a regular basis. The centre office is open four days a week at which time anyone from the community can consult with the Centre Manager about activities and services that they would like to see started. The manager will also refer people to the relevant services if we cannot help

### **Public benefit**

The trustees have complied with their duty in section 4 of the Charities Act 2011 to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

### **Financial review**

The Statement of Financial Activities shows a net deficit for the year of a revenue nature of £2,221 (2019 surplus £6,105) following a transfer of £9,992 to restricted funds. The total reserves of a revenue nature at the year-end stood at £31,369 (2019 £33,590).

Restricted grants received totalling £6,000 were offset by related expenditure of £14,992 incurred in running the charitable activities. A transfer of £9,992 was made from the revenue account leaving restricted funds of £1,000 carried forward at 31 March 2020.

Premises and general expenses of £31,800 were set against income of £24,710 generated from unrestricted grants, private bookings and club subscriptions. The estimated benefit to the charity of the use of volunteers during the year was £350 (2019 £350) towards governance costs.

### **Going concern**

The charity is dependent on continuing grant aid and as a consequence the going concern basis is dependent on continuing income from this source in the long term. As explained above, the centre has been closed for nearly five months as a result of the covid-19 pandemic but has since re-opened. However, the trustees are of the opinion that, although the closure will reduce the level of income in the current year, the balances on all reserves are sufficient to enable the Charity to continue for a period of up to at least twelve months.

The company continues to seek appropriate grants to maintain the centre's activities.

### **Constitution**

The charitable company is governed by its Memorandum and Articles of Association and its Constitution (revised 16 July 2001). There are no restrictions in the governing document on the operation of the Charity or on its investment powers, other than those imposed by general law.

It is limited by guarantee and does not have a share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the Charity in the event of its winding up.

The business of the company is conducted by a Management Committee. In September 2017 the Constitution of the company was amended to state that the Committee should consist of no fewer than 5 (previously 9) and no more than 10 (previously 15) members. Each foundation constituent body has one representative ex officio on the Committee and the other members are elected at the Annual General Meeting.

### **Risk management**

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 these. In particular, with regard to the finances of the company, the company's only material financial instruments are the bank balances which are constantly monitored and reported at management meetings. The company also provides for regular maintenance of the building to keep it safe and in good order.

### **Appointment of trustees**

Trustees are appointed on the basis of having specialist skills required by the charity or having local interest in the community centre.

**Trustees' responsibilities**

Charity law and the Companies Acts require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to;

-select suitable accounting policies and then apply them consistently;

-make judgements and estimates that are reasonable and prudent;

-prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business; and

-state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions 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 of fraud and other irregularities.

The trustees are also responsible for the contents of the Trustees' Report.

**Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board and signed on its behalf by:

Signed: .....

Date: .....

Mrs P Compton  
On behalf of the Trustees

**INDEPENDENT EXAMINER'S REPORT TO TRUSTEES OF  
THE ROCK COMMUNITY CENTRE LTD**

I report on the accounts of the company for the year ended 31 March 2018, which are set out on pages 8 to 13.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

-examine the accounts under section 145 of the 2011 Act;

-follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

-state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

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 presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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 present 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:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

-to keep accounting records in accordance with section 386 of the Companies Act 2006; and

-to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: .....

Date: .....



STATEMENT OF FINANCIAL ACTIVITIES  
 YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2020	2020	2020	2019
		£	£	£	£
<b>Income from:</b>					
Donations and grants	2	3,450	6,000	9,450	11,545
Charitable activities	3	21,260	-	21,260	22,272
Donated services	4	350	-	350	350
Investments	5	1	-	1	1
<b>Total</b>		<b>25,061</b>	<b>6,000</b>	<b>31,061</b>	<b>34,168</b>
<b>Expenditure on:</b>					
Raising funds		-	-	-	-
Charitable activities	6	16,808	14,992	31,800	37,521
Governance costs		482	-	482	542
<b>Total</b>		<b>17,290</b>	<b>14,992</b>	<b>32,282</b>	<b>38,063</b>
<b>Net income</b>		<b>7,771</b>	<b>(8,992)</b>	<b>(1,221)</b>	<b>(3,895)</b>
<b>Transfers between funds</b>		<b>(9,992)</b>	<b>9,992</b>	<b>-</b>	<b>-</b>
<b>Net movements in funds</b>		<b>(2,221)</b>	<b>1,000</b>	<b>(1,221)</b>	<b>(3,895)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		33,590	-	33,590	37,485
Total funds carried forward		31,369	1,000	32,369	33,590

**BALANCE SHEET AS AT 31 MARCH 2020**

	Note	2020 £	2019 £
<b>Current Assets</b>			
Cash at bank and in hand		31,869	33,590
<b>Debtors</b>	10	<u>500</u>	<u>-</u>
<b>Net current assets</b>		32,369	33,590
<b>Net assets</b>		<u>32,369</u>	<u>33,590</u>
<b>The funds of the charity</b>			
<b>Restricted funds</b>		1,000	-
<b>Unrestricted funds</b>			
Unrestricted income funds		31,369	33,590
<b>Total charity funds</b>		<u>32,369</u>	<u>33,590</u>

For the financial year ended 31 March 2018, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Board and signed on its behalf by:

.....  
M.C. Horton  
Trustee

Date.....

## **1. Accounting Policies**

### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities (SORP FRS102)", issued in July 2014, applicable accounting standards and the Companies Act 2006.

### **Income**

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

### **Expenditure**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

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.

### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters. The Charity was able to obtain preparation and examination of the statutory accounts at no cost (cost saving from voluntary labour this year estimated to be £350 (2019 £350)).

### **Fund accounting policy**

Unrestricted income funds area general funds that are available for use at the trustees' discretion in furtherance of the objectives of the Charity.

It is the policy of the Charity to hold reserves to the equivalent of eight months running costs which at current levels equates to £21,000. In addition, the trustees have also decided to set aside £5,000 towards possible severance payments in the event of the Charity being wound up or dissolved, and a further £2,000 towards future renewals of equipment in the centre.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

At 31 March 2020 the unrestricted funds available were £31,369 and there were restricted funds outstanding of £1,000 available for the purchase of a new cooker.

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**THE ROCK COMMUNITY CENTRE LTD**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**  
**NOTES TO THE ACCOUNTS (continued)**

**2. Voluntary income**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2018</b>
	£	£	£	£
<b>Donations and legacies</b>				
Donations and appeals	-	6,000	6,000	-
<b>Grants</b>				
Trusts and foundations	3,450	-	3,450	11,545
Other income	-	-	-	-
	<u>3,450</u>	<u>6,000</u>	<u>9,450</u>	<u>11,545</u>

**3. Income from charitable activities**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	£	£	£	£
<b>Community Centre activities</b>				
User booking fees takings	13,452	-	13,452	14,320
Hire of Community Centre facilities	7,808	-	7,808	7,952
	<u>21,260</u>		<u>21,260</u>	<u>22,272</u>

**4. Donated Services**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	£	£	£	£
<b>Donated Services (volunteers)</b>				
Charitable activities	-	-	-	-
Governance	350	-	350	350
	<u>350</u>	<u>-</u>	<u>350</u>	<u>350</u>

**5. Investment income**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	£	£	£	£
Interest on cash deposits	1	-	1	-

**NOTES TO THE ACCOUNTS (continued)**

**6. Total expenditure (including those in respect of donated services).**

	<b>Community Centre Activities</b>	<b>Governance</b>	<b>Total Funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Centre activities	3,444	-	3,444
Employment costs	21,839	-	21,839
Establishment costs	4,738	-	4,738
Donated services	-	350	350
Office expenses	1,779	-	1,779
Accountancy and legal fees	-	132	132
	<u>31,800</u>	<u>482</u>	<u>32,282</u>

The employment costs were offset by restricted balances received of £5,000

**7. Trustees' remuneration and expenses**

None of the trustees have been paid any remuneration or received any other benefit.

**8. Employees' remuneration**

The average number of persons employed by the Charity during the year was as follows:

	<b>2020 No.</b>	<b>2019 No.</b>
Charitable activities	<u>2</u>	<u>2</u>

The aggregate payroll costs of these persons were as follows:

	<b>2020 £</b>	<b>2019 £.</b>
Wages and salaries	<u>21,839</u>	<u>21,625</u>

**9. Taxation**

The company is a registered charity and is, therefore, exempt from taxation.

**10. Creditors: Amounts falling due within one year**

There are no creditors at 31 March 2020.

**NOTES TO THE ACCOUNTS (continued)**

**11. Members' liability**

The Charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation.

**12. Related parties**

The Charity has a lease for the use of the Community Centre with St Peter's Parish Church PCC at a peppercorn rent of £10 per annum.

The Charity is controlled by the trustees who are all directors of the Company.

**13. Analysis of funds**

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	
<b>General Funds</b>					
Unrestricted income fund	33,590	24,711	(16,940)	(9,992)	31,369
<b>Restricted Funds</b>					
Salaries	-	6,000	(14,992)	9,992	1,000
	-	6,000	(14,992)	9,992	1,000
	33,590	30,711	(31,932)	-	32,369

Restricted funds are held to be expended as directed by the donors.

**14. Net assets by fund**

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
Current assets	31,369	1,000	32,369	33,590

**15. Post Balance Sheet Events**

The trustees are confident that the current Covid-19 pandemic will have no significant effect on the company's assets.