

BEDFORD HOUSE COMMUNITY ASSOCIATION

Charity number 1178692

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2020



BEDFORD HOUSE COMMUNITY ASSOCIATION

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BEDFORD HOUSE COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATION INFORMATION FOR THE YEAR ENDED 31 AUGUST 2020

Registration Number: 1178692

Trustees

Tony Oliva	Re-elected as Trustee 13th May 2020, Elected Chair 13 May 2019
Shan Ali	
Victoria King MA FRSA	
David Jacob	
Fiona Wheeler OBE	Re-elected as Trustee 13th May 2020
Dr Bernard Mooney	Re-elected as Trustee 13th May 2020
Sylvia Watson	Elected Deputy Chair 13th May 2020
Martin Kramer	Resigned 6th January 2020
Christopher Bennett	
Miriam Murphy	Appointed 10th October 2019
Ann Haigh	Appointed 11th October 2019
Olivia Lowe	Appointed 11th February 2020

Charity Offices:

Bedford House
4 Westbury Road
Buckhurst Hill
Essex
IG9 5NW

Bankers:

HSBC
193-195 High Road
Loughton
Essex, IG10 4LF

Independent Examiners:

Community360
Winsley's House
High Street
Colchester
CO1 1UG

BEDFORD HOUSE COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees present their report together with the financial statements of the Association for the period ended 31 August 2020. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the Association's Constitution and applicable law.

Bedford House Community Association-Charitable Incorporated Organisation

The charity was incorporated in June 2018 as a Charitable Incorporated Organisation to take over the operations of Buckhurst Hill Community Association which was formed in December 1946. Its members had decided to convert to a Charitable Incorporated Organisation and the new charity began trading from September 2018.

Management Structure

The Association is a Charitable Incorporated Organisation registered charity, number 1178692. The organisation and operation of the Association are primarily governed by its Constitution. The Association employs a Centre Manager who is responsible for all operational activity and for reporting regularly to the Board of Trustees. There are also a number of subcommittees that also report regularly on their area or work.

Board of Trustees

The Board of Trustees is responsible for directing the policy and general management of the affairs of the Association. The Board meets bi-monthly.

The members named on page 1 have served throughout the period unless otherwise stated. Appointment of members to the Board is governed by the Constitution. The Board has the power to fill vacancies arising during the year up to a maximum of 12 trustees.

Unpaid Volunteers

All members of the Board provide their services and support on a voluntary unpaid basis. There are other regular unpaid volunteers involved who assist in the day to day management and activities of the Association and some who may also assist with fund raising, events and other activities of the Association.

Investment Powers

The constitution authorises the trustees to make and hold investments using the general funds of the Association.

Constitution, Objects and Policies

Bedford House Community Association is governed by its Constitution and its objects are to promote benefits to the people in and around Buckhurst Hill, regardless of sex, sexual orientation, race or political, religious or other opinions, by advancing education and providing facilities for recreation and leisure-time occupations with the aim of improving the quality of life for those people and to establish and maintain a Community Centre in the furtherance of the above objectives.

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The Association carries out this obligation by providing facilities for education and recreation classes across a wide spectrum of activities including art, handicrafts, yoga and Keep Fit for the Over 60's. Particularly for older students, BHCA provides an invaluable opportunity for them to meet like-minded people and many comment that without BHCA, they would be isolated and cut off from society.

Funding

Essex County Council provides the premises at Bedford House at a peppercorn rent under a thirty-year Lease dated December 1998. All other funding is generated from the activities of the Association.

The Trustees would like to express their thanks to the Council for the substantial and high quality repair work undertaken to the Pottery Area during the year.

Donations

We would like to thank our members for all the donations that we received during the year and also for the many class fee refunds that they waived when we had to close during the lockdown.

Special thanks also to the Bewick family for their donation of over 120 paintings by their Uncle, Vivian Bewick and his contemporaries. Vivian Bewick taught at Bedford House in the 1950's and his murals which were restored in the early 90's by Essex County Council still adorn the ceiling of the lobby in Bedford House. The Trustees would like to exhibit the Bewick Archive at some time in the future once the COVID 19 situation allows some return to normality.

Financial and Management Review

In the 2019/20 brochure the Association offered 36 courses and 24 1-day workshops over 3 terms covering 33 weeks. COVID 19 required us to close-down at the end of March with the loss of a whole term's activities.

At that stage all activities ceased, and all of our staff were furloughed with just a small skeleton team left to look after the building and the office.

Trustees asked the Centre Manager to prepare a plan to reopen following the lockdown and approved these proposals in June 2020.

Bedford House re-opened in August 2020 and for the first time a Summer School ran for the whole of that month with 14 Courses and almost 100 people attending.

Almost 500 members have attended our classes over the whole year.

We had to cancel our Summer Exhibition due to the social distancing regulations but produced a Virtual Summer Exhibition on our website displaying the excellent works of our students. This has been very well received.

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TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

Additionally, the Association has the following membership clubs:

- Bedford House Bridge Club
- Buckhurst Hill Wine Club

The following organisations were also regular hirers of our facilities;

Leigh Languages ,Legends Bridge Group, China Painting Group, National Childbirth Trust(NCT), Hey Diddle Diddle, LAMDA Speech and Drama.

Staff

The Trustees would like to thank all the staff and tutors for all their efforts during a very challenging time during the pandemic and their ongoing efforts to keep all our services running for both members and hirers.

Financial Review

The Association achieved an Unrestricted Loss of £9,162 for the year (2019 surplus £104,743). Unrestricted Reserves are £ 95,581, (2019 £104,743).

Total Unrestricted Income for the year was £196,582 (2019 £306,314). However, 2019 included an exceptional item of £96,585 from the assets transferred upon the dissolution of Buckhurst Hill Community Association in the previous year. Excluding this exceptional item, the income was (2019 £209,729).

The revenue from class fees and hirers was reduced by the loss of a term's activities during lockdown but this was partially offset by COVID government grants. However our costs have risen with the need to become a COVID 19 compliant location and this will continue to be the case in 2020/21.

Due to the dedication of the Trustees, the commitment of its staff, and the support of its students who are enthusiastic for the chance to learn new skills, the Association has overcome many obstacles over the years. The Association provides a valuable and high standard of educational service. It is the only one of its kind in the area as is demonstrated by the wide geographical area that it serves. Although the majority of students live within the authority of Epping Forest District Council and the London Borough of Redbridge, a substantial number come from areas in surrounding boroughs in Essex and Greater London.

Public Benefit

The Association provides an opportunity for students/members to show their work at the annual Summer Exhibition to which entrance is free for all. The Exhibition is also an opportunity for prospective students to get a taste of the friendly atmosphere at Bedford House, and be inspired by the high standard of work produced here. Unfortunately, social distancing rules forced us to cancel the event this year but this was compensated by producing a Virtual Summer Exhibition on our website in August which has been very well received.

BEDFORD HOUSE COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

The Association is a charitable body committed to upholding the Objects of the Association. Fees for classes are kept as low as possible in order to remain within the reach of everyone in the neighbourhood and, being independent, the Association has been able to continue with many popular leisure and educational classes which are being phased out by local authorities.

The Association aims to cover its annual running costs from membership and tuition fees although it is necessary to utilise our reserves for any deficit and for major items of repair to the Hall for which it is responsible under the terms of the lease from the landlords Essex County Council, and for replacement of equipment used by the classes. The Council is responsible for maintenance of Bedford House and to the Stables (the front part of the Hall).

The facilities are used by outside organisations including the children of Buckhurst Hill Community Primary School who used our well-equipped pottery. The House and Hall were used by a number of organisations including Leigh Languages, NCT, and two musical groups for classes for babies and young children. During term times Bedford House and Hall were used by almost 900 people per week. The policy of the Association is to continue to maintain and manage Bedford House and Hall, to organise educational and leisure-based courses at that location, and to enable the use of those facilities for other activities commensurate with its Objects.

The Association also worked with other local groups including Buckhurst Hill Parish Council, Buckhurst Hill Residents Society, Buckhurst Hill Horticultural Society, Epping Forest District Museum and St James' United reformed Church.

Risk Management

The Trustees actively review on a regular basis the operational risks which the Association faces, and believe that maintaining reserves in accordance with the reserves policy will, as far as the Trustees can reasonably determine, ensure sufficient resources in the event of adverse conditions.

This has proven to be effective so far during the COVID 19 situation.

Future Developments

In August we began to take bookings for the Autumn term and currently members seem to be planning to return in good numbers in September.

The Trustees intend that the charity should continue to develop its programme of education and leisure courses, together with the provision of other facilities and activities for the benefit of the community.

BEDFORD HOUSE COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

Reserves Policy

It is the policy of the Association to try to maintain unrestricted funds at a level which equated to at least twelve months' unrestricted overhead expenditure, excluding donated services. The unrestricted reserves at the balance sheet date amounted to £95,581 (2019 £104,743) and the unrestricted annual overhead expenditure, excluding the charge for donated services is estimated to be £100,000 for the 12 months ended 31 August 2020.

The trustees aim to restore the level of the reserves to this level over the medium term once the COVID 19 situation allows.


Statement of Trustees' Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Association's incoming resources and resources expended during that year and of its state of affairs at the end of the year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- 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; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 4th December 2020 and signed on their behalf by:

..... 

Tony Oliva, Chair of the Board of Trustees

BEDFORD HOUSE COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2020

	Note	2020 Total Unrestricted £	2019 Total Unrestricted £
Incoming resources			
Donations and legacies	2	42,347	37,048
Income from charitable activities	3	153,990	171,955
Other income		35	660
Exceptional income	14	-	96,585
Income from investments		210	65
Total incoming resources		196,582	306,314
Resources expended			
Charitable activities	4	205,329	200,991
Cost of generating funds	5	415	580
Other expenditure		-	-
Total resources expended		205,744	201,571
Net Income/(Expense)		(9,162)	104,743
As at 1 September 2019		104,743	-
As at 31 August 2020		95,581	104,743

The notes on page 9 - 13 form part of these financial statements.

BEDFORD HOUSE COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31 AUGUST 2020

	Note	2020 £	2019 £
Tangible fixed assets	8	8,647	700
Current assets			
Cash at bank and in hand		121,993	151,154
Debtors	6	<u>1,511</u>	<u>7,592</u>
		123,504	158,746
Current Liabilities			
Creditors: Due within one year	7	<u>36,571</u>	<u>54,704</u>
Total current liabilities		36,571	54,704
Net current assets		<u>86,933</u>	<u>104,043</u>
Net assets		<u>95,581</u>	<u>104,743</u>
Unrestricted funds	11	<u>95,581</u>	<u>104,743</u>
Total funds		<u>95,581</u>	<u>104,743</u>

These accounts have been approved by the Trustees on
and signed on their behalf:

Signed:

A. Oliva
Tony Oliva

Date:

4/12/20

BEDFORD HOUSE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

1. Accounting Policies

Basis of the preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

Incoming resources

All material incoming resources have been included on a receivable basis i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

Accounting Period

The charity was incorporated on the 7th June 2018.

Tangible fixed assets for use by the Association and depreciation

Tangible fixed assets for use by the Association are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Furniture and Equipment	over 4 to 10 years, on a straight line basis.
Fixtures and Fittings	over 20 years on a straight line basis.

2. Donations and legacies

Total 2020 £	Total 2019 £
Donations and fundraising	6,869
Donated services	1,570
35,478	35,478
42,347	37,048

3. Income from charitable activities

Class Income	88,242	132,323
Membership and affiliation fees	2,599	6,236
Room and hall hire	25,191	29,975
Canteen income	1,160	1,195
Winter Craft Fayre and Summer Exhibition	1,514	2,227
Grant Income - Government Coronavirus Schemes	35,284	-
	153,990	171,955

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NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2020

4. Direct Charitable Expenditure	Total 2020	Total 2019
Cost of running classes		
Tutor salaries and expenses	62,799	62,869
Management and administration		
Cost of donated services	35,478	35,478
Office salaries	65,834	66,992
Insurance	2,890	2,769
Rates and water	641	1,472
Repairs and maintenance	6,374	5,718
Light and heat	4,923	4,734
Printing	1,300	1,842
Postage	186	167
Stationery	849	418
Telephone	852	664
Accountancy & professional fees	541	5,976
Consultancy fees	6,490	2,928
Canteen costs	190	243
Cleaning and waste disposal	3,283	1,128
Sundry expenses and consumables	1,775	4,383
Payroll costs	2,175	2,218
Equipment	7,583	632
Bank charges	712	259
Depreciation	454	100
	205,329	200,991
5. Cost of generating funds	2020	2019
	£	£
Advertising & fundraising	415	580
	415	580
6. Debtors	2020	2019
	£	£
Prepayments	70	94
Debtors	1,441	7,498
	1,511	7,592
7. Creditors	2020	2019
	£	£
Accruals	9,898	5,414
Trade creditors	14	7,824
Tax and social security	674	674
Deferred income	24,935	40,792
Deposits held	1,050	-
	36,571	54,704

BEDFORD HOUSE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2020

8. Tangible fixed assets

	Fixtures & Fittings £	Furniture & Equipment £	Total £
Cost			
At 1 September 2019	-	1,000	1,000
Additions	4,000	4,402	8,402
At 31 August 2020	4,000	5,402	9,402
Depreciation			
At 1 September 2019	-	300	300
Charge for the year	100	354	454
At 31 August 2020	100	654	754
Net book values			
At 31 August 2020	3,900	4,747	8,647
At 31 August 2019	-	700	700

Fixtures and fittings additions are a donation from the Bewick family of paintings by Vivian Bewick and the cost is based upon the valuation at the time of donation.

Assets were transferred from Buckhurst Hill Community Association (301268) to Bedford House Community Association (1178692) in the period ending 31 August 2019.

9. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees' expenses reimbursed. No trustee is reimbursed for any reason for such things as parking costs, train or bus fares, or stationery, nor are they paid by the Association directly.

Trustees always pay for any such expenses themselves for which the Association is extremely grateful.

	2020	2019
Wages and salaries	128,630	129,861
National insurance	3	-
	<u>128,633</u>	<u>129,861</u>
Employee numbers are as follows:		
Tutor	23	26
Office and other administration	5	5
	<u>28</u>	<u>31</u>

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NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2020

Key Management Personnel

For 2020, a total of £24,175 was paid to key management personnel (2019 £21,846.17). Some of this was paid on a self employed basis.

10. Other income and expenditure			
Funds	Buckhurst Hill Wine Club £	Bedford House Bridge Club £	Total £
Other Income			
Subscription fees and table money	1,975	690	2,665
Total Income	1,975	690	2,665
Other Expenditure			
Room and hall hire	190	748	938
Wine, food and refreshments	1,376	-	1,376
Total Expenditure	1,566	748	2,314
Total brought forward	782	175	957
Total carried forward	1,191	117	1,308

Buckhurst Hill Wine Club and Bedford House Bridge as member organisations use the centre at reduced rates. If either or both organisation close, any moneys left will be donated to Bedford House Community Association. The trustees of Bedford House Community Association have no control of income or expenditure for either organisation.

11. Analysis of net assets between funds	Unrestricted £
Fixed assets	8,647
Current assets (excluding cash)	1,511
Current assets - cash at bank	121,993
Current liabilities	36,571
	95,581

12. Financial commitments and contingencies

There were no commitments to capital expenditure as at 31 August 2020.

The Association has an operating lease in respect of its photocopier, with quarterly rental of £178.74.

The trustees consider that there are no material identifiable contingent liabilities that may impact upon the Association within the foreseeable future.

BEDFORD HOUSE COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2020

13. Donated services

The association has the use at a peppercorn rent of the premises at Bedford House under a lease granted by Essex County Council. In accordance with Statement of Recommended Practice "Accounting and Reporting by Charities" issued in 2005, the financial statements include the estimated value of this donated service under Income Resources, with an equivalent expense included under Resources Expended. The value has been estimated by the trustees by reference to prevailing commercial rental levels in the surrounding area.

14. Exceptional Income in the Year to August 2019

This is income from the closure of Buckhurst Hill Community Association (301268). All assets and liabilities were transferred to the charity of Bedford House Community Association (1178692).

The trustees have also agreed, following the transfer, to indemnify the Trustees of Buckhurst Hill Community Association against any future claims against the Charity after its Dissolution.

15. Deposits Held

As at the 31st August 2020, a total of £1,050 was held for room hire deposits. This amount was made up of money held by the following:

ASC	£1,000 held
Kids Stop	£50 held

16. Fund Analysis

	As at 1 September 2019	Incoming Resources	Resources Expended	As at 31 August 2020
Unrestricted Funds	104,743	196,582	(205,744)	95,581
Total	<u>104,743</u>	<u>196,582</u>	<u>(205,744)</u>	<u>95,581</u>

BEDFORD HOUSE COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31ST AUGUST 2020

I report on the accounts of Bedford House Community Association for the year ended 31 August 2020 which are set out on pages 7 to 13.

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) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To 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 Commissioners. 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 considerations of any unusual items or disclosures in 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:
Community360

Winsley's House, High Street, Colchester, Essex



Date 16th December 2020