



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 02	Year 2019		Day 31	Month 01	Year 2020

## Section A Reference and administration details

**Charity name** Steeple View Community Association

**Other names charity is known by**

**Registered charity number (if any)** 292116

**Charity's principal address** Steeple View Memorial Hall

Willowfields, Steeple View,

Laindon, Essex

**Postcode**

SS15 4EQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Ernest George Franklin	Chair		
2	Mrs Carol Susan Franklin	Secretary		
3	Ms Vicky Louise Munday	Treasurer		
4	Mrs Susan Blake			
5				
6				
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8				
9				
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11				
12				
13				
14				
15				
16				
17				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

(A) to promote the benefit of the inhabitants of the area of benefit without distinction of sex or of political, religious, or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advise and 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 to secure the establishment of a community centre and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of, such a centre for activities promoted by the association and its constituent bodies.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

<p>We continue to provide a community hall for the benefit of residents of the area. Many groups use the hall including pre-school, religious, dance, martial arts, cats protection, dog clubs, community kitchen, and a community kitchen.</p> <p>We hire out the hall to one off party bookings on the weekends, bank holidays and in the school holidays. During the week the hall is used by many regular hall users as part of their voluntary or community clubs allowing hundreds of local people to access our facilities.</p> <p>The Steeple View Committee have been working hard towards the public benefit requirement (PB1) as set out above and making sure that our aim benefited the local public and our user groups.</p> <p>The charity has shifted their purposes to make sure that we have targeted all ages of the community from age 3 and upwards. This is reflected in our weekly hall users and we have setup what we wanted to achieve. Running the charity (PB2) has been met.</p> <p>The Steeple View Committee have had monthly reporting (PB3) in our committee meetings and this information is shared. We have yearly AGM's where we share with the local people what we have carried out and achieved for the community in that year. Feedback from the community is then taken on board to discuss in the meeting. This has been demonstrated by our community events such as the quizzes, pamper parties and Christmas parties. Community kitchen was another success as we had a gap in the community to support the elderly residents which we help set up.</p> <p>This year we received a grant to allow us to resurface the car park area and have a new gate in the car park. We had been trying for funding for a few years so this was a great achievement. This has allowed the hall to be even more accessible to people.</p> <p>The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.</p>
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**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

- Provided a place for the community to use
- Christmas Party for the local pre-school children
- Supported community kitchen with their over 60's supper evening
- Pamper days for the community
- Made building accessible for blood donors
- Provided first aid to the community
- Made the garden accessible for the pre-school
- Quiz nights
- New Year's Eve community party
- Local councillor surgery to local people
- Subsidised Pre-school which is struggling to pay the full rent
- Awarded £500 in funding from swan housing for the Christmas party
- Maintained user groups which are designed for all ages to target the wider community
- Offered discounted Children parties on Saturday and Sunday afternoons to the community to allow more reach to our local residents
- Renewing and resurfacing the car park area and installing electric gates

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has decided that the appropriate level of reserve is £14,500. This was set when the charity was set up. As a result of extensive expenditure incurred on the new car park, electronic gates and CCTV which were partly funded by a grant, the reserves have been depleted below this level but it is considered that the reserve funds which were set up to withstand a bad financial year are sufficient. The committee continues to review and discuss the reserve level on an ongoing basis.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

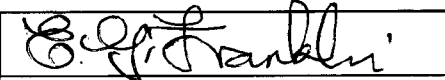
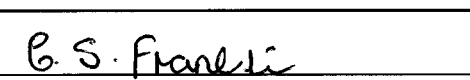
## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	E.G. FRANKLIN	C.S. FRANKLIN
Position (eg Secretary, Chair, etc)	CHAIRMAN	SECRETARY
Date	23/10/2020	



## Receipts and payments accounts

CC16a

For the period  
from

01/02/2019

To

31/01/2020

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Letting Income	7,956	-	-	7,956	3,944
Rental Income	23,788	-	-	23,788	29,287
Interest Receivable	23	-	-	23	18
Miscellaneous Receipts & Grants	-	70,200	-	70,200	500
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>31,767</b>	<b>70,200</b>	<b>-</b>	<b>101,967</b>	<b>33,749</b>
<b>A2 Asset and investment sales, (see table).</b>					
Deposits Received	5,805	-	-	5,805	4,589
	-	-	-	-	-
<b>Sub total</b>	<b>5,805</b>	<b>-</b>	<b>-</b>	<b>5,805</b>	<b>4,589</b>
<b>Total receipts</b>	<b>37,572</b>	<b>70,200</b>	<b>-</b>	<b>107,772</b>	<b>38,338</b>
<b>A3 Payments</b>					
Function expenses	542	375	-	917	941
Maintenance, repairs & improvements	5,966	69,700	-	75,666	6,743
Rates	1,029	-	-	1,029	941
Water rates	472	-	-	472	1,279
Insurance	860	-	-	860	849
Light & heat	2,025	-	-	2,025	2,155
Telephone & internet	1,748	-	-	1,748	2,941
Security	922	-	-	922	1,295
Cleaning	9,052	-	-	9,052	8,734
Printing, postage & stationery	303	-	-	303	111
Computer runnings costs	43	-	-	43	-
Accountancy & bookkeeping	2,218	-	-	2,218	3,989
Salaries	250	-	-	250	4,116
General expenses	976	-	-	976	50
Licences	-	-	-	-	50
Entertaining	312	-	-	312	448
Bank charges	-	-	-	-	-
<b>Sub total</b>	<b>26,718</b>	<b>70,075</b>	<b>-</b>	<b>96,793</b>	<b>34,642</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Deposits Repaid	6,105	-	-	6,105	5,049
Electronic gates	11,147	-	-	11,147	-
Ramps & speed signs	1,400	-	-	1,400	-
CCTV	498	-	-	498	-
<b>Sub total</b>	<b>19,150</b>	<b>-</b>	<b>-</b>	<b>19,150</b>	<b>5,049</b>
<b>Total payments</b>	<b>45,868</b>	<b>70,075</b>	<b>-</b>	<b>115,943</b>	<b>39,691</b>
<b>Net of receipts/(payments)</b>	<b>- 8,296</b>	<b>125</b>	<b>-</b>	<b>- 8,171</b>	<b>- 1,353</b>
<b>A5 Transfers between funds</b>	<b>125</b>	<b>- 125</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>21,056</b>	<b>-</b>	<b>-</b>	<b>21,056</b>	<b>22,409</b>
<b>Cash funds this year end</b>	<b>12,885</b>	<b>-</b>	<b>-</b>	<b>12,885</b>	<b>21,056</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Treasurer account	5,108	-	-
	Deposit account	2,740	-	-
	Reserves account	5,007	-	-
	Petty cash	30	-	-
	<b>Total cash funds</b>	<b>12,885</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Electronic gates	Unrestricted	11,147	-
	Ramps & speed signs	Unrestricted	1,400	-
	CCTV	Unrestricted	498	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Deposits held	Unrestricted	750	
	Suppliers	Unrestricted	159	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

*E. G. Franklin*  
*C. S. Franklin*

E. G. FRANKLIN  
C. S. FRANKLIN

23/10/2020  
23/10/2020



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Steeple View Community Association

**On accounts for the year  
ended**

31 January 2020

**Charity no  
(if any)**

292116

**Set out on pages**

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/01/2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention other than that disclosed below, in connection with the examination which gives me cause to believe that in, any material respect:

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

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

**Signed:**

**Date:** 23/10/20

**Name:**

Jason Dormer

**Relevant professional  
qualification(s) or body  
(if any):**

AFA

**Address:**

Dormer Finance Ltd, 8 Hemmells, Basildon, Essex, SS15 6ED



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

The charity retains deposits in respect of hall hire, however we have not been able to fully agree the deposit balances held at 31 January 2020 with the balances provided by the charity. We have conducted a full analysis and reconciliation of deposits received and repaid during the year and conclude that the deposits held have been reasonably determined having regard to subsequent repayments and the trustee's representations that deposits are generally returned after one month of the hire event.

There were a number of transactions incurred during the year for which the receipts and source documents were not provided and could therefore not be vouched to ensure they were correctly reported in the accounts. These transactions however were not considered material.

Recommendations have been made to the charity to consider implementing additional procedures to address these matters.