

COMPANY NO. 3146615

CHARITY REGISTERED NUMBER: 1056336

BIGGIN HILL COMMUNITY CARE ASSOCIATION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2020

LEES
CHARTERED ACCOUNTANTS
THE GRANARY
BREWER STREET
BLETCHINGLEY
SURREY
RH1 4QP

BIGGIN HILL COMMUNITY CARE ASSOCIATION

FOR THE YEAR ENDED 31ST MARCH 2020

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BIGGIN HILL COMMUNITY CARE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

<u>Company Number:</u>	3146615
<u>Registered Charity Number:</u>	1056336
<u>Registered Office and Principal Place of Business:</u>	St Mark's Centre, Church Road, Biggin Hill, Westerham, Kent, TN16 3LB
<u>Chair:</u>	Mr N W Walker (appointed 15 October 2020)
<u>Secretary:</u>	Mr N W Walker
<u>Treasurer:</u>	Mr J W H Martin F.C.A.
<u>Trustees (Directors):</u>	Mr R E J Arnold (appointed 15 October 2020) Mrs W R Bond Mrs J I Brown Mr J W H Martin Mr N W Walker (appointed 15 October 2020)
<u>Management Committee:</u>	
<u>Trustee Members:</u>	Mr R E J Arnold Mrs W Bond Mrs J I Brown Mr J W H Martin Mr N W Walker
<u>Other Members:</u>	Mrs D Brown Mrs G F Newton (re-appointed 12 March 2020) Mrs W Pitt (appointed 1 January 2020) Mrs A Venosi (resigned 13 February 2020) Mrs A Smith (appointed 17 March 2020) Mrs S Waddington (resigned 17 November 2020)
<u>Accountants:</u>	Lees Chartered Accountants The Granary, Brewer Street Bletchingley, Surrey, RH1 4QP
<u>Bankers:</u>	National Westminster Bank plc Oxted (B) Branch 12 Station Road East Oxted, Limpsfield, Surrey, RH8 0PR
<u>Status:</u>	The Association is a charitable company limited by guarantee incorporated on 16 th January 1996 and registered as a charity on 24th June 1996. The company was established under its Memorandum and Articles of Association which set out the objects and powers of the charitable company and the governance thereof.

BIGGIN HILL COMMUNITY CARE ASSOCIATION
CHAIRMAN'S ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2020

For most of the year the Association provided the regular care and facilities for our members, but the Corona virus pandemic effectively closed our operation in March 2020.

The Day Centre saw some major changes with the retirement of Centre Manager Gerry Newton in December 2019. Gerry has been with us for many years and maintained the cheerful and efficient atmosphere among staff and members. She will be missed at the centre but was invited to be a member of the management committee. Wendy Pitts was appointed in her place and Coleen Kennedy Tamplin, recruited to replace Laura Rossiter who resigned, was promoted to Deputy Manager. Lorraine Tyrrell was appointed as Care Assistant. Volunteers Jean Judd, Hilary Busher, Linda Barber, Sheila Holland, Brenda Dawkins and Katie Arrow continued their valuable work and deserve our thanks. Referrals from Bromley Social Services remained low at the start of the year but increased considerably as the year progressed. We still have a number of members who come privately, some after enjoying a free "Taster Day". Our new minibus was stolen in July 2019, and while it was recovered the next day, repairs were necessary. It was agreed that a tracker would be fitted to deal with any future theft and funds were raised to cover this. Roy Arnold's work in managing this difficulty was and in looking after the transport generally is much appreciated. Sue Batchelor and Becky Stockton continued to provide an excellent service in the kitchen.

Numbers attending the Wednesday Lunch Club remained lower than we would like, but those who came enjoyed both the excellent meal and the sociable atmosphere.

Day Centre members are brought to the New Life Church for Singing for Fun, organised by Roy Arnold, Pat O'Sullivan and Philip Busher, and while there are usually only a few others attending, it is always an enjoyable occasion.

In my role as secretary, I was unfortunately away for much of the year, after an operation for cancer followed by a severe bout of pneumonia. I am very grateful to the other members of the committee who carried out the admin work in my absence. Jim Martin, our Treasurer, has also been unwell, but that has not prevented him for carrying out the meticulous work he does in maintaining our finances.

In March, the spread of Covid 19 and the lockdown instructions effectively closed the Community Care Services. Wendy and her colleagues kept in touch with our members to make sure they understood the situation. The Art Class and Wednesday Lunch Club were closed.

Annette Smith, with Di Brown, Kevin Venosi and Roy Arnold continued to provide a Shopping Scheme for those who were completely on their own, collecting lists and doing the shopping and delivering it. We thank them for what has been a special service at a very difficult time. Annette has reported that Waitrose staff and management have been particularly helpful. Annette also arranged for volunteer drivers to cover when the minibus was out of service.

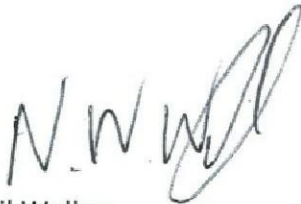
Win Bond retired as Chair of BHCCA in October this year after many years of sterling service. We are all very grateful for the leadership that Win has shown over the years. Thankfully, she was willing to carry on as a committee member and trustee.

BIGGIN HILL COMMUNITY CARE ASSOCIATION
CHAIRMAN'S ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2020
(CONTINUED)

Also, in October, Roy Arnold and myself were elected as new trustees of BHCCA, bringing the total to five, including Jim Martin and Jean Brown.

With the continuing problems concerning the pandemic, it is unclear when our services will return to normal. The staff have been on furlough since March and this could continue under the current furlough extension until at least March 2021 if there are no significant changes to the situation. We can only hope that it will not be too long before we can restore the services our members deserve.

I recommend this report for your approval

A handwritten signature in black ink, appearing to read 'N. Walker', with a large, stylized flourish at the end.

Neil Walker
Chairman, BHCCA

BIGGIN HILL COMMUNITY CARE ASSOCIATION

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2020

The Management Committee present their report and the financial statements for the year ended 31st March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with applicable law and the requirements of the Statement of Recommended Practice FRS 102: Accounting and Reporting by Charities (effective January 2015) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Status

The Association is a charitable company limited by guarantee incorporated on 16th January 1996 and registered as a charity on 24th June 1996. The company was established under its Memorandum and Article of Association which set out the objects and powers of the charitable company and the governance thereof.

Structure, Governance and Management

The Association is governed by its Memorandum and Articles of Association.

The Articles of Association provide that the Association shall be managed by the Trustees of which there must be a minimum of three. There is no maximum number. The Trustees mean the Directors of the Association.

The Trustees are supported by the other members of the Management Committee in the management of the Association. The Management Committee meets regularly to manage the affairs of the Association and members of the committee are always available for consultation if needed.

One third of the Trustees are required by the Articles of Association to stand down each year by rotation. One Trustee and the additional Trustees appointed during the year will be standing down at the Annual General Meeting and being eligible can be reappointed.

The Trustees who served during the year are set out in the Legal and Administrative information at the front of these financial statements together with other information required to be disclosed.

A potential Trustee can be recommended by the Management Committee and must then be proposed by a Trustee. A resolution of the Trustees in favour completes the appointment.

BIGGIN HILL COMMUNITY CARE ASSOCIATION

TRUSTEES ANNUAL REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2020

Objects of the charity

The objects of the Association are;

- (1) To relieve poverty, sickness and old age in the community by the undertaking or co-ordination of voluntary work and the provision of advice.
- (2) To promote and organise co-operation in the achievement of the above purpose and to that end bring together representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purpose within Biggin Hill and District.

Activities, achievements and performance

These are set out in the Chairman's Report annexed to and forming part of these financial statements.

Public benefit statement

The Trustees and the Management Committee have taken into account guidance from the Charity Commission in deciding what activities the Association has undertaken.

Financial review of the year

The financial statements show a deficit for the year £13,764 (2019 surplus £34,986). The Unrestricted activities resulted in a deficit of £14,397 (2019 surplus £32,113) after crediting a surplus of £1,525 (2019 £1,925) from the various activities groups. The Restricted activities resulted in a surplus of £633 (2019 surplus £2,873). The income arose from donations to fund the fitting of Tracker to the minibus.. The outgoings related to the Outreach Worker Scheme. There was no income or expenditure on the Home Visiting Scheme during the year.

We were fortunate to receive a legacy of £8,000 which reduced the loss on our Day Centre and Lunch Club activities. We continued to press the local authority to provide Day Centre places and they made more introductions than in previous years.. We had some success in filling private places but there were still vacancies when we had to suspend all of our operations early in March 2020 as a result of the Covid 19 restrictions. However, we did manage to continue the Friday shopping scheme in a reduced form. Our Day Centre manager is maintaining contact with our members and assisting them with welfare problems.

Future developments

It is the intention of the Management Committee to continue the good work through the Resource Centre and the other schemes in which it is involved, also to promote further activities within its objects where funding can be obtained.

BIGGIN HILL COMMUNITY CARE ASSOCIATION

TRUSTEES ANNUAL REPORT (continued)

FOR THE YEAR ENDED 31st MARCH 2020

Future developments (continued)

The London Community Foundation grant received in the previous year to assist us in developing our services by funding introductory places to the Day Centre and Lunch Club and outings for our members could not be used before we were forced to suspend activities because of Covid 19. The grantors were approached and with their agreement the greater part of the fund has been used to provide care packages for our members.

The Committee have decided to continue the Wednesday Luncheon Club when it is again possible and to support it from our charitable reserves where necessary. It is also necessary to support the costs of running the minibus as many private members of the Day Centre do not use it. The Committee are also committed to the Friday shopping scheme. While this scheme is supported by donations any deficit will also be met from our charitable reserves.

The Art and Singing Groups continued throughout the past year until they were forced to close by Covid 19 restrictions and the members contributions are an additional but welcome source of income.

Fixed assets

There were no changes in fixed assets during the year under review. We disposed of the old minibus for only a small sum as a result of problems caused by new emission controls in the London area.

Reserves policy

The reserves of the Association are detailed in the notes to the financial statements. It is the policy of the Association to keep sufficient reserves in hand to enable the activities carried out to continue for at least three months, also to wind up the affairs of the Association, if necessary, if no further income is received. It is also the policy to have reserves for specific purposes or projects e.g. the eventual replacement of assets and other specific matters.

The balance of the Outreach Worker fund will be used to advertise our services when we are able to resume our Day Centre, Lunch Club and other activities after Covid 19 restrictions are lifted.

There has been no activity in the Home Visiting scheme during the year.

Our minibus was stolen during the year and was recovered but damaged. The insurance claim covered the cost of recovery and damage but it was decided to fit Tracker. An appeal to cover the cost produced £890. The bus is only used occasionally at the moment and is kept in secure storage. The Tracker will be fitted before the minibus is again in regular use.

No claim arose against the R G Hill Legacy and we became absolutely entitled to that fund after 28th August 2019. It has now been transferred to the General Reserve.

BIGGIN HILL COMMUNITY CARE ASSOCIATION

TRUSTEES ANNUAL REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2020

Investment policy

The Management Committee considers that the most appropriate policy for investing funds is in interest bearing bank deposit accounts. Our bankers were unable to offer us a satisfactory rate and the bulk of our funds have been placed with other bankers in a special Charity Account which paid interest of 0.75% in the past year, but now reduced to 0.15%, this is still higher than our main banker's rate. The account is flexible and there are no restrictions on withdrawals.

Risk management

The Management Committee have examined the major strategic, business and operational risks which the Association faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.


Statement of Trustees Responsibilities

The Trustees are required to prepare financial statements for each year that give a true and fair view of the financial activities of the Association and of its financial position at the end of that year. In preparing these 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 the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and Statements of Recommended Practice, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Association will continue in existence.

The Trustees are 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 Companies Act 2006. They are responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees and Management Committee on 19th November 2020 and signed on their behalf by.


J W H Martin F.C.A.
Trustee and Treasurer.

ACCOUNTANTS' REPORT
TO THE TRUSTEES OF BIGGIN HILL COMMUNITY CARE ASSOCIATION
FOR THE YEAR ENDED 31ST MARCH 2020

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company for the year ended 31st March 2020 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.


This report is made to the company's Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's Trustees, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the Balance Sheet as at 31st March 2020 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.


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Lees
Chartered Accountants
The Granary
Brewer Street
Bletchingley
Surrey
RH1 4QP

Dated: 

BIGGIN HILL COMMUNITY CARE ASSOCIATION

BALANCE SHEET

AT 31ST MARCH 2020

	<u>Note</u>	<u>2020</u>	<u>2019</u>
		<u>£</u>	<u>£</u>
<u>Tangible fixed assets</u>			
Tangible assets	2	38,908	43,984
<u>Current assets</u>			
Debtors and prepayments	3	12,962	18,066
Bank accounts		93,632	95,829
		<u>106,594</u>	<u>113,895</u>
<u>Creditors</u>			
Amounts falling due within one year	4	3,964	2,577
<u>Net current assets</u>		102,630	111,318
<u>Total assets less current liabilities</u>		<u>£141,538</u>	<u>£155,302</u>
<u>Capital funds</u>			
Restricted funds	5	9,758	9,125
Unrestricted funds	6	131,780	146,177
<u>Total funds</u>		<u>£141,538</u>	<u>£155,302</u>

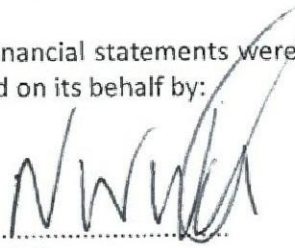
For the year ended 31st March 2020 the company was entitled to exemption under section 477 of the Companies Act 2006

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The trustees acknowledge their responsibility for:

- keeping accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year in accordance with sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Trustees on 17 December 2020 and were signed on its behalf by:


N W Walker

The annexed notes form part of these financial statements.

BIGGIN HILL COMMUNITY CARE ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2020

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior period total funds
	£	£	£	£	£
Income and endowments from:					
Donations and legacies	11,218	890	-	12,108	59,815
Charitable activities	48,064	-	-	48,064	46,700
Other trading activities	2,964	-	-	2,964	2,721
Investments	683	-	-	683	318
Other	661	-	-	661	6
Total	63,590	890	-	64,480	109,560
Expenditure on:					
Raising Funds	-	-	-	-	-
Charitable activities	72,739	-	-	72,739	65,045
Other	5,248	257	-	5,505	9,529
Total	77,987	257	-	78,244	74,574
Net income/(expenditure)	(14,397)	633	-	(13,764)	34,986
Transfers between funds					
	(14,397)	633	-	(13,764)	34,986
Other recognised gains/(losses):					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-
Gains/(losses) on investment assets	-	-	-	-	-
Actuarial gains/(losses) on defined benefit pension schemes	-	-	-	-	-
Net movement in funds:	(14,397)	633	-	(13,764)	34,986
Reconciliation of funds:					
Total funds brought forward	146,177	9,125	-	155,302	120,316
Total funds carried forward	131,780	9,758	-	141,538	155,302

BIGGIN HILL COMMUNITY CARE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

1. Accounting policies

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) (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 statement

The Company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

Incoming resources

Income from various sources is included when receivable.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of the resources.

Depreciation and diminution in value of assets

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Motor vehicles - 10% per annum of cost

Fund accounting

General funds are unrestricted funds that are available for use at the discretion of the trustees for particular purposes. The aim and use of each designated fund are set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund are set out in the notes to the financial statements.

BIGGIN HILL COMMUNITY CARE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2020

2. Tangible fixed assets

	<u>Motor Vehicles</u>
	<u>£</u>
Cost:	
At 1st April 2019	92,757
Additions	-
Disposals	(42,007)
	<hr/>
At 31st March 2020	50,750
	<hr/>
Depreciation:	
At 1st April 2019	48,773
Charge for the year	5,075
No longer required	(42,006)
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At 31st March 2020	11,842
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Net book value:	
At 31st March 2020	£38,908
	<hr/> <hr/>
At 31st March 2019	£ 43,984
	<hr/> <hr/>

3. Debtors and prepayments

Amounts falling due within one year:

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Prepayments and Accrued Income	<u>12,962</u>	<u>18,066</u>

4. Creditors

Amounts falling due within one year: -

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Creditors and accruals	<u>3,964</u>	<u>2,577</u>

BIGGIN HILL COMMUNITY CARE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2020

5. **Restricted Reserves**

	<u>Balance</u> <u>1st April 2019</u>	<u>Movements</u> <u>in/out</u>	<u>Transfers</u>	<u>Balance</u> <u>31st March 2020</u>
	£	£	£	£
London Community Foundation	2,995	-	-	2,995
Home visitor scheme	1,929	-	-	1,929
Outreach worker scheme	4,201	(257)	-	3,944
Trescker Fund	-	890	-	890
	<u>9,125</u>	<u>633</u>	<u>-</u>	<u>9,758</u>

6. **Unrestricted Reserves**

	<u>Balance</u> <u>1st April 2019</u>	<u>Movements</u> <u>in/out</u>	<u>Transfers</u>	<u>Balance</u> <u>31st March 2020</u>
	£	£	£	£
Designated Funds				
RG Hill bequest	55,000	-	(55,000)	-
Minibus sinking fund	43,983	(5,075)	-	38,908
Garden maintenance	204	(204)	-	-
Future projects Fund	11,674	1,525	-	13,199
May Dennis bequest	37,682	-	-	37,682
General Fund	(2,366)	(14,397)	58,754	41,991
	<u>146,177</u>	<u>(18,151)</u>	<u>3,754</u>	<u>131,780</u>