

Milton Village

Community Association

Report of the Trustees & Financial Statements

**For Year ended
31st March 2020**

Registered Charity No. 1003706

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

The trustees present their report with the financial statements of the charity for the year ended 31st March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1003706

Address

Milton Village Hall
182 Milton Road
Southsea
Hants
PO4 8PR

Contact Details

Telephone: 02392 873788

Email: miltonvillagehall@gmail.com

Website: www.miltonvillagehall.co.uk

Trustees

Chair: Jill Scott
Vice-Chair: Bridget Tregoning
Secretary: Christine Hollis
Treasurer: Alan Gibbs
Valerie Peach
Helen Woodcock
Jill Archer
Steven MacFarlane
Cllr Ben Dowling
Bridget Tregoning
Leslie Evers
Sue Heather

Staff

Centre Manager:	Allison Udy
Clerical Assistant:	Kimberly Barrett
Cleaner (Weekdays):	Tracey Barton
Cleaner (Weekends):	Amy Barrow

Independent Examiner

Mr M Green CPFA
23 Glasgow Road
Southsea
Hants
PO9 8HR

Bank

Lloyds Bank
PO Box 99
BX1 1LT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Background

Under the management of Milton Village Community Association, Milton Village Hall (the old library) opened as a community centre in 1993, having previously occupied a school hut in the grounds of Meon schools. The Association ran over both sites for some years until the preschool (Jack & Jill) at the Meon Road site began outgrowing the hall. It was agreed that the Community Association would relinquish Meon Road site to Jack & Jill Preschool for sole use and we would concentrate on extending and developing Milton Village Hall which was finally accomplished in 2012 when we celebrated the opening of an additional new hall, revamped foyer & entrance together with a wonderful new coffee shop, Pure Ground, run under licence by Langstone Church (www.pureground.co.uk)

Governing Document

The charity is controlled by its governing document, a constitution registered with the Charity Commission

Structure and Management

Although the building belongs to Portsmouth City Council, the Association is an independent community association and leases the building under a peppercorn rent. A Service Level Agreement is in place between Portsmouth City Council and the Association and states the terms and conditions of operation and who is responsible for what – for example the council maintain the building structure and provide support and advice to staff and volunteers and the Association maintains the interior and agrees to provide a broad and balanced programme to users.

The Association is managed by a volunteer management committee (trustees) that meets once a month and responsibilities include the health & safety of users, maintenance of the interior of the building, hiring policies, programme of activities, employment of staff and managing the finances. Trustees are elected following nomination and approval at the Annual General Meeting. A trustee induction pack has been produced and training is made available. At the present time, the Committee has 12 individuals made up of individual members and appointed representatives, and is not currently seeking additional trustees.

The Association currently employs a Centre Manager for 30 hours a week who is responsible for the day to day running of the centre together with a part-time clerical assistant (9 hours) and two cleaners, one Monday to Friday and one at the weekends. The Association pays these staff, not Portsmouth City Council. Committee members and volunteers also help in the office and around the centre.

The Centre Office opens 9.30am to 12.30pm Monday to Friday. However, our toilets are public toilets under the council's Community Toilet scheme and these are open to the public during Pure Ground Coffee Shop opening hours - Monday to Saturday 9am to 4.30pm.

OBJECTIVES AND ACTIVITIES

Public Benefit

The objects of the Association in accordance with the Constitution are:

- (a) to promote the benefit of the inhabitants of Milton and Neighbourhood (area of benefit) without distinction of sex, sexual orientation, age, 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 the interests of social welfare for recreations 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(s) and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

The Association is non-party in politics and non-sectarian in religion.

Performance & Achievements

- The centre's groups and hirers began to reduce in late February with the onset of covid-19 and the centre first closed for lockdown on 23rd March 2020.
- Although popular with plenty of activities, the centre still battles against high utility costs. In February, PCC were arranging to take over the management of our utilities and transfer to their suppliers but covid struck and this has still not been completed but is being chased.
- Staff illness and the onset of covid prevented the last 2-3 months of group invoicing to be completed and no private hire, usually a substantial source of revenue, has taken place since February 2020.
- We successfully acquired a grant to help with access and make more use of the rear garden in late 2019. After delays with covid, we are pleased to confirm the work has now been carried out and we look forward to being able to make more use of the garden when the centre reopens.
- Our trips and holidays programme continued to flourish and was well supported by members and guests until covid struck. Only one trip has ran since February 2020 with many being cancelled and refunds issued. A few trips were carried over to 2021 and we are planning new trips and centre events to hopefully start again later in 2021 which the members are keen to have to look forward to!
- Pure Ground Coffee Shop has increased in popularity and revenue has improved with the arrival of superb new manager, Claire, in summer 2019. Unfortunately, covid stopped the progress in its tracks but even under lockdown and the restraints imposed, it has been able to run at break even or with a small profit thanks to grants, a very loyal customer base and its hard-working team!

APPRECIATION & THANKS

Thanks goes to all the many people who support our centre with special thanks to:

- Staff for their on-going hard work
- Chris Richards (PCC) and Cllr Ben Dowling for all their advice and support
- All the volunteers, including committee members and especially the officers, who help to run this centre for all to enjoy

Milton Village Community Association

Registered Charity 1003706

Financial Report 2019/20

Introduction

The Association runs many activities which are either based at the Milton Village Hall or are trips to a variety of destinations.

In the following paragraphs the previous year's figures are in brackets for comparison

The Hall based activities

These are accounted for within the Main bank account of the Association

The fee income from hirers and memberships are used to pay for the various running costs of the hall which also includes staff costs.

The Association made a deficit in the year of £10.1k (£3.4k deficit) which reduces the total accumulated funds at the end of the year for the main account to £15k (£26k). A transfer of £10k was made from the Deposit Account to the Main Account at the year-end leaving a balance in the Deposit Account of £1k (£11k)

The principal reason for the deficit is the enforced shut down due to Covid -19 which took place towards the end of 2019/20. This has caused a major disruption to the Centres activities and consequently to the underlying finances. There are some Government Grants which the Centre is receiving but these are not designed to fully reimburse the centre to its previous income levels

The excursions or trips

These are accounted for within the Social bank account of the Association

The Association made a deficit in the year of £2.7k (£2.2k deficit). This was after the sum of £5k (£4k) was transferred to the Main Account as part of the Social Accounts contribution towards the general finances of the Centre. The balance of the Social Account reduced to £20k (£22k). This balance is being used in 2020/21 to make refunds for trips booked but subsequently cancelled, where it is appropriate to do so. The Social Account is currently inactive as all trips are currently cancelled due to Covid -19 restrictions.

Independent Examination

The above accounts have been independently examined or audited, and the certificate to confirm this is attached.

Conclusion

The finances of the Association have reduced from £47.9k as at March 2019 to £34.9k as at March 2020; a reduction of £13k.

The Covid-19 restrictions have continued to a greater or lesser extent during 2020/21, with a consequent adverse effect of the Centres finances.

The Centre continues to receive Government Grants for furlough and business support, but these do not fully replace the income flows that the Centre previously benefited from.

At the time of writing it is not clear when the Centre will fully re-open, and what position the finances will be in by then.

Thanks are due to Portsmouth City Council for its continued support of the Association; and my personal thanks go to Allison; her staff; Jill and my fellow Committee members for all their help and support during the year

Alan Gibbs

Honorary Treasurer MVCA

Milton Village Community Association
Income and Expenditure Account for the year ended 31 March 2020

Incoming Resources	Notes	31/03/19	31/03/19	31/03/20	31/03/20
Main Account					
Rental Income		33,959.59		38,848.20	
Membership Fees		4,060.00		3,137.50	
Sundry		256.74		0.00	
Net Social Account Transfers		0.00		0.00	
PG Service Charge & Donation		5,880.00		4,410.00	
Public Toilet Income from PCC		500.00		500.00	
Portsmouth Lottery		156.00		60.50	
Bank Interest		5.42		5.37	
Grants & Fund Raising		90.33		0.00	
Social Account					
Trip Income		139,207.61		130,177.00	
Total Income			184,115.69		177,138.57
Resources Expended					
Main Account					
Salaries etc		32,860.46		34,160.36	
Premises Costs					
Electricity		9,826.26		13,005.87	
Gas		306.00		480.00	
Services		125.00		222.00	
Southern Water		1,032.02		554.22	
Portsmouth Water		153.12		148.09	
PCC Rates		631.04		645.12	
Refuse & Cleaning costs					
Waste & Nappy Unit		2,926.04		3,341.80	
Cleaning materials		630.14		1,079.22	
Office Costs					
Broadband		571.92		808.99	
Postage		200.00		61.00	
Petty Cash		97.97		200.00	
Stationery /Publicity		627.78		1,035.94	
Photocopying		444.28		581.74	
Insurance		724.22		696.17	
Repairs & Renewals		365.15		467.50	
Miscellaneous		838.02		934.64	
Kitchen & Premises refurbishment		0.00		3,729.96	
Social Account					
Trip Expenditure		136,468.98		126,914.04	
Net Social Account Transfers		0.00		0.00	
Bank Charges etc		916.02		1,007.06	
Total Expenditure			189,744.42		190,073.72
Surplus/(Deficit) for the year			-5,628.73		-12,935.15

Milton Village Community Association
Balance Sheet as at 31 March 2020

	Notes	31/03/19	31/03/19	31/03/20	31/03/20
Non current assets			0.00		0.00
			0.00		0.00
Current assets					
Bank	2	61,613.85		61,214.63	
Petty Cash		3.25		3.25	
Debtors and Prepayments		8,436.00		24,663.00	
Accruals		0.00		0.00	
		70,053.10		85,880.88	
Current Liabilities					
Creditors		5,451.52		2,975.45	
Accruals		0.00		0.00	
Third Party income		0.00		0.00	
Receipts in advance		16,713.00		47,952.00	
		22,164.52		50,927.45	
Current Assets less Current Liabilities			47,888.58		34,953.43
Total Assets			47,888.58		34,953.43
Financed By:					
Unrestricted funds					
Accumulated Fund Main Account	3		29,072.82		25,621.48
Surplus/(deficit)	3		-3,451.34		-10,191.05
Balance C/F	3		25,621.48		15,430.43
Accumulated Fund Social Account	3		24,444.49		22,267.10
Surplus/(deficit)	3		-2,177.39		-2,744.10
Balance C/F	3		22,267.10		19,523.00
Total			47,888.58		34,953.43
			0.00		0.00

Milton Village Community Association
Notes to the Accounts

1 Accounting policies

These accounts have been prepared in accordance with the Statement of recommended practice (SORP) for Charities and the Charities Act 2011.

2 Finances	31/03/19	31/03/20
Lloyds Bank Main Account	20,274.09	17,596.18
Lloyds Bank Deposit Account	10,795.66	806.45
Lloyds Bank Social Account	30,544.10	42,812.00
	<u>61,613.85</u>	<u>61,214.63</u>
	0.00	0.00

3 Statement of Movement in Reserves

	Main	Social	Total
Balance as at 1/4/19	29,072.82	24,444.49	53,517.31
Surplus/(deficit) for the year	<u>-3,451.34</u>	<u>-2,177.39</u>	<u>-5,628.73</u>
Balance as at 31/3/19	25,621.48	22,267.10	47,888.58
			0.00
Balance as at 1/4/20	25,621.48	22,267.10	47,888.58
Surplus/(deficit) for the year	<u>-10,191.05</u>	<u>-2,744.10</u>	<u>-12,935.15</u>
Balance as at 31/3/20	15,430.43	19,523.00	34,953.43
	0.00	0.00	0.00



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Milton Village Community Association

**On accounts for the year
ended**

31st March 2020

**Charity no
(if any)**

1003706

Set out on pages

I report on the accounts of the Community Association for the year ended 31st March 2020, which are set out in the Annual Report Pack

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 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 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:

2020
30/11/2019

Name:

Matthew Green

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

Chartered Institute of Public Finance and Accountancy

Address:

23, Glasgow Road

Portsmouth

PO4 8HR

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.