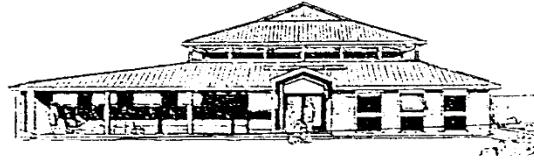


**EAST WORTHING
COMMUNITY ASSOCIATION**

Registered Charity No. 276850



ANNUAL

REPORT

2019/2020

***INCORPORATING THE ANNUAL ACCOUNTS FOR YEAR
ENDING 31ST JULY 2020***

East Worthing Community Association

East Worthing Chair's Reflection

The Forty-Second Annual General Meeting of the Association which would normally have taken place in November 2020 has not yet been held.

This has been the most difficult time experienced since the Community Centre opened in April 1987. However between lock-downs the Centre has operated with various well-being health groups and the Scamps pre-school.

The government furlough scheme has been a lifeline to our two Centre Manager's. Although sadly during last year we had to say goodbye to our third team member David Armstrong who, as a result of the pandemic, where changes to our normal operation became severely reduced, opted for a voluntary redundancy package.

We all look forward to the day, hopefully soon, when the Community Centre can fully operate again at 2019 levels. My grateful thanks go to the East Worthing Centre Managers' Michelle Smith and Paul Brooker who have continued to make our building Covid-19 safe while maintaining giving the attendees a first rate service.

I will close with our sincere thanks and appreciation to the Associations' Hon Treasurer Andrew Gardiner for his financial expertise during these troubled times.

Of note EWCA trustees have met regularly with the managers many times via Zoom and all have done a great job supporting and advising throughout.

During this horrible event I have made many visits to the East Worthing Community Centre, as required, overseeing and assisting when and if the need arises.

Ian Richardson, Chairman

East Worthing Community Association

May 2021

East Worthing Community Association (for A G M)

Manager's Review of 2019/21

The Covid 19 pandemic has certainly been a challenge for the survival of the East Worthing Community Centre. From a complete shut down over the spring of 2020, to a partial opening for Scamps Pre-School and various support groups during the summer and winter lockdown, the centre has now come through the other side and looking forward to welcoming all the groups back next month.

Until then, there are a few meetings that can run to the rule of 6, so this will be the first step for regular groups returning. Unfortunately, some will not return, but these were generally groups with older members where numbers had dropped off before the start of 2020, this sadly includes the East Worthing Stamp Club. It is encouraging to have some party bookings for August.

Staffing levels had to be reduced during the pandemic and David Armstrong, who worked for eleven years at the centre, took voluntary redundancy. The remaining staff have been supported by the government job retention scheme.

Diana Woolls sadly passed away just before Christmas. She was an active member of the centre, running the Wednesday evening bridge club for many years and being a trustee on the committee. A donation was sent to Turning Tides in her memory, on the suggestion of her son. The late Anthony Cater left a legacy of £500 to the centre, he was an active member of the Association in the 1990's.

A better piano (than the existing one) was kindly donated to the centre and Dave from Sama Karate found a home for the old one. It has been moved into the foyer where it is more accessible for anyone to have a little play!

Iceland have been incorporated into The Range store which potentially could make the shared car park busier. The store has been extended to include a small garden centre as well, good to bring people to the area but not if it impinges on the parking space needed for community centre users.

Looking back over the last year or so, the centre has had some major improvements including the continuation of the soft play surface round the east side of the building. This was completed with funding from West Sussex County Council, (via Spacehive). Also an update to the security system when it was taken over by APS, which includes an app so the management can check on the building when it is closed. A new contract to maintain the water hygiene services including testing for Legionella was taken out with TSS to cover an annual inspection.

New groups due to start this year include the U3A band, and U3A watercolour class, Hartbeeps, a multi-sensory music based class for pre-schoolers and Aspens, a children's support group.

Most recently, the local elections saw close to 1500 people vote at the centre, with covid safety precautions in place.

Michelle Smith
Centre Manager
May 2021

EAST WORTHING COMMUNITY ASSOCIATION
(Registered Charity No. 276850)

REPORT OF TREASURER

ANNUAL GENERAL MEETING – November 2020 (postponed - to be held during 2021)

1. INTRODUCTION

- 1.1 I have pleasure in presenting my 40th Treasurer's Report and the Annual Accounts for 2019/2020 for the East Worthing Community Association.
- 1.2 This has been a particularly busy time for me. April and May are traditionally busy with the preparation of the annual tax return for the previous year due in April, and the completion of the Annual Report for the previous year, plus the submission of the Annual Return to the Charity Commissioners which is due by the end of May 2021. The Trustees will be pleased to note that these were all completed and submitted on time.
- 1.3 In addition, a considerable amount of time has been spent in researching and communicating with the Chairman and Trustees on the government grants which the Association and the Centre were entitled to due to the effects of the Coronavirus Pandemic. Once these were identified, time was spent in making the applications and ensuring that the monies were received in the bank account when due. The calculation of the average pay for the last tax year, which was to be used as the basis of the monthly payment following the decision to furlough the three employees, and then completing the grant application each month was particularly complex. The Job Retention Scheme (JRS) Grant has to be applied for each month a payment is made to the furloughed employees. JRS Grants totalling £11,964.58 have now been applied for in the months covered by this report and paid into the Centre Bank Accounts. A further £13,916.83 has been claimed in support of the Centre Employees from August 2020 up to the end of April 2021.

2. STATEMENT OF ACCOUNTS 2019/2020

- 2.1 The following paragraphs give a brief explanation of each account for the year 1st August 2019 to 31st July 2020.

Page 6	Community Centre Account
Page 7	Community Centre Equipment and Centre Reserve
Page 8	General Income and Expenditure Account and General Reserve
Page 9	Balance Sheet
Page 10	Independent Examiner's Report.

- 2.2 **Community Centre Account (Page 6)** – The largest single cost of running the Centre continues to be employment costs of the staff at the centre, which accounts for over 72% of the total Centre expenditure. A welcome contribution towards reducing the cost of employment is from the Government's Scheme to relieve small employers of the burden of paying Employer's National Insurance contributions. This has saved the Centre £2,667.33 in the tax year ending 31st March 2020.

Expenditure on running the Centre has increased by £1,984 over the year or 3.1%. Much of this increase has resulted from an increase in pay for the Managers and Centre Assistant.

It is disappointing to report that the receipts derived from Centre bookings fees, showed a significant drop following the closure of the Centre in March 2020 due to the Coronavirus Pandemic. However, the accounts show that the Centre was entitled to a grant of £10,000 from the Government to support the Centre during its period of closure. A further £6,000 was received from the Government in March 2020 to support the Centre during lockdown.

STATEMENT OF ACCOUNTS 2019/20 (continued)

The overall effect of the increase in expenditure and the reduction in receipts, offset by the receipt of Government Grants during the year, has resulted in the Centre producing a deficit of £1,196.17. This compares with the previous year's trading surplus of £2,867, excluding repairs and maintenance. This result is very concerning when the Centre should be producing surpluses to maintain its viability for the future.

As I have stated on many previous occasions, we must never be complacent. The Centre is an ageing asset, with more and more items requiring maintaining, updating and even replacement. The cumulative effect of this needs to be managed and will continue to command the Management Committee's attention over the coming months and years. The Management Committee spends much time in discussing options for investment in the Centre to maintain or improve on its present standard of operation and condition.

- 2.3 Community Centre Equipment Account (Page 7)** - This account refers to the purchase of equipment which is financed over a period of time by an annual depreciation charge to the Centre Account. The Centre spent £1,596.84 during 2019/2020.
- 2.4 Centre Reserve (page 7)** - the costs of routine maintenance and planned maintenance works are charged to this account. These totalled £2,360.75 in 2019/20. One-off costs of £5,054.40 for the resurfacing of the rear courtyard was incurred during the year met by a grant from West Sussex County Council (£4,809). The Centre Reserve now has a balance of £21,496 going forward into 2020/21. I have previously suggested that the Centre really needs to produce an operating surplus of between £4,000 and £5,000 each year to build up sufficient reserves to meet cyclical maintenance liabilities when they fall due. This year we have fallen well below this target.
- 2.5 Community Association's General Income and Expenditure Account (Page 8)** - this account includes all transactions relating to the general running of the Association.
- 2.6 The General Reserve (Page 8)** - the contribution from the Association's Income and Expenditure Account is carried here. The reserve includes the profit on investments for the year from the annual revaluation of the Association's investments (£3,130.92).
- 2.7 Balance Sheet (Page 9)** - this is a statement of the closing balances of the Association's assets and liabilities as at 31st July 2020.
- 2.8 Post Balance Sheet Events** - I reported in paragraph 2.6 above the profit from the revaluation of the Association's Investments held by COIF (Charities Official Investment Fund) as at 31st July 2020. This is a much better position than expected as the value during the year was influenced by the trading conditions in the world and home financial markets. The value of the investments as at 30th April 2021 is £106,353.29, which shows an increase in value of £13,043.19 from the July valuation as shown in the Balance Sheet and Accounts.

3. INDEPENDENT EXAMINATION OF ACCOUNTS

- 3.1** Under the Charities Act 2011 and the General Directions of the Charity Commissioners an Independent Examination of the Accounts has taken place. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. The Independent Examiners Report is shown on page 10.

4. EXPRESSION OF GRATITUDE

- 4.1** I would like to express my sincere thanks to all the staff and volunteers working at the Centre, and in particular to Michelle Smith and Paul Brooker who manage the day to day operations at the Centre.
- 4.2** My thanks are also due to the Independent Examiner, Nick Sarjeant, for examining the accounts within the timescale required.

ANDREW D. GARDINER - Hon. Treasurer - 21st May 2021

EAST WORTHING COMMUNITY CENTRE

ACCOUNT FOR YEAR 1ST AUGUST 2019 TO 31ST JULY 2020

2018/19

£	EXPENDITURE	£ p	£ p
42,680	Salaries & Overheads - Manager & Assistants		47,282.50
0	HM Government Job Retention Scheme Grant		-11,964.58
1,000	Accountancy/Payroll Expenses		1,000.00
4,266	Premises - Electricity		3,967.59
2,272	Gas		1,873.81
1,544	Cleaning		1,285.44
706	Business Rates		432.00
224	Waste Collection		257.40
1,299	Water Rates		797.27
3,152	Insurance		2,543.19
152	Security		0.00
0	Routine Maintenance - charged to Centre Reserve		0.00
755	Telephones - Rental/Calls		731.31
1,823	Entertainment Licences		1,508.20
960	Office Expenses		684.44
1,173	Miscellaneous		1,213.90
-49	Photocopier		-18.01
135	Depreciation Equipment 16/17		135.00
747	Equipment 17/18		747.00
156	Equipment 18/19		156.00
0	Equipment 19/20		384.84
<u>£62,998</u>	TOTAL EXPENDITURE		<u>£53,017.30</u>
	INCOME		
62,663	Booking Fees		40,808.32
0	Less: Write off of 7 Bookings Invoices from 2017/18		-664.82
350	Miscellaneous Income		173.72
0	HM Government Coronavirus Business Support Grant		10,000.00
2,851	Coffee Lounge * (net surplus)		1,503.91
<u>£65,865</u>	TOTAL INCOME		<u>£51,821.13</u>
<u>£2,867</u>	Surplus / (Deficit) for period transferred to Centre Reserve Account		<u>-£1,196.17</u>
	COFFEE LOUNGE TRADING STATEMENT		
4,121	*Coffee Lounge: Gross Takings	2,307.80	
(1,270)	- provisions	(803.89)	-34.83%
<u>£2,851</u>	Surplus for period	<u>£1,503.91</u>	

EAST WORTHING COMMUNITY CENTRE

**COMMUNITY CENTRE EQUIPMENT ACCOUNT
FOR YEAR MONTHS 1ST AUGUST 2019 TO 31ST JULY 2020**

2018/19		£ p	£ p
£			
4,068	Purchase of equipment, crockery, staging, photocopier		3,810.00
<u>780</u>	Add: new purchases of equipment during year (listed)		<u>1,596.84</u>
4,848			5,406.84
	Less: Depreciation-		
135	Equipment 16/17	135.00	
747	Equipment 17/18	747.00	
156	Equipment 18/19	156.00	
-	Equipment 19/20	384.84	
			<u>1,422.84</u>
<u>£3,810</u>			<u>£3,984.00</u>

New purchases of equipment during year (listed)

	£
Supply & Fit 4 vertical blinds (Rms 1&2)	336.00
Chairs for Room 3	792.00
Hand Sanitizers on stands for Centre	468.84
	<u>£1,596.84</u>

CENTRE RESERVE - ANNUAL ACCOUNT 1ST AUGUST 2019 TO 31ST JULY 2020

£		£
23,625	Balance brought forward 1st August	25,298.71
<u>2,867</u>	Contribution from / to () Centre Account	<u>(£1,196.17)</u>
26,492		24,102.54
497	Less: Routine Maintenance	558.83
696	Less: Planned Maintenance Works (listed)	1,801.92
<u>25,299</u>	Surplus / (Deficit) for year	<u>21,741.79</u>
0	Resurfacing of Play Area for Playgroup	5,054.40
	Grant received from WSCC for Playgroup v-	<u>4,809.00</u>
<u>£25,299</u>	Surplus / (Deficit) for year	<u>£21,496.39</u>

Planned Maintenance Works 2019/2020

	£
40% Cont towards Supply & Install new fan and Pressure guage	253.08
40% Cont towards Annual Gas Safety Inspection in March 2019	185.42
Annual Maintenance for CCTV system	152.40
Cleaning of Coffee Lounge Chairs	125.00
Annual Maintenance for Fire Alarm system	420.60
Share of Annual Gas Safety Supply	185.42
Water Hygiene Checks	480.00
	<u>£1,801.92</u>

EAST WORTHING COMMUNITY ASSOCIATION

GENERAL INCOME AND EXPENDITURE ACCOUNT
FOR YEAR FROM 1ST AUGUST 2019 TO 31ST JULY 2020

2018/19

£ p	INCOME	£ p
884	Membership and Affiliation Fees	847.00 *
0	Donations	0.00
4	Interest on Investments	2.91 *
<hr/> £888		<hr/> £849.91
	 EXPENDITURE	
0	Subscriptions	-
240	Miscellaneous	250.00 *
<hr/> £240		<hr/> £250.00
<hr/> £648	SURPLUS/(DEFICIT) FOR PERIOD CARRIED TO GENERAL	<hr/> £599.91

GENERAL RESERVE FOR YEAR 1ST AUGUST 2019 TO 31ST JULY 2020

£ p		£ p
104,556	Balance brought forward 1st August	115,588.68
10,385	Profit / (Loss) on Revaluation of Investments	3,130.92
-	Write-off of Shed disposed of in year	-
648	Contribution/(Deficit) from General Account	599.91
<hr/> £115,589	Balance carried forward	<hr/> 119,319.51

EAST WORTHING COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31ST JULY 2020

2018/19 £		£ p	£ p
	FIXED ASSETS		
14,014	Building Extension - Construction/Fees	14,014.15	
5,000	Less: Grant (W.B.C.)	5,000.00	9014.15
<u>9,014</u>			
577	Purchase & Installation of Storage Shed (net of grant)		577.00
3,810	Equipment		3984.00
<u>£13,401</u>			<u>£13,575.15</u>
	CURRENT ASSETS		
90,179	**Investments	93,310.10	
6,547	Sundry Debtors	5,377.66	
4,011	Payments in Advance	1,247.59	
26,753	Bank Current Accounts	32,666.69	
1,061	Cash and Stock in Hand	763.49	133,365.53
<u>128,551</u>			
	LESS: CURRENT LIABILITIES		
1,065	Sundry Creditors	6,124.78	
-	Receipts in Advance	0.00	6,124.78
<u>1,065</u>			
<u>£127,486</u>	NET CURRENT ASSETS		<u>£127,240.75</u>
<u>£140,887</u>			<u>£140,815.90</u>
	REPRESENTED BY:		
115,589	General Reserve		119,319.51
25,299	Centre Reserve		21,496.39
<u>£140,887</u>			<u>£ 140,815.90</u>

	2018/19 £ p	2019/20 £ p
Investment with Charities Official Investment Fund		
Valuation at close of business on 31st July 2020	90,179	93,310.10
Valuation at close of business on 31st July(Previous Year)	79,794	90,179.18
Less Cost Price of Investments sold	0	-
Change in value of investment in 2019/20	<u>£10,385</u>	<u>£3,130.92</u>
Reconciliation of Shares sold:		
Profits taken on shares sold in 2019/20	0	-
Cost Price of Investments sold in 2019/20	0	-
	<u>0</u>	<u>£0.00</u>

Prepared by: *A. D. Gardiner*
Hon. Treasurer

Audited by: N. Sarjeant



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

East Worthing Community Association

On accounts for the year
ended

31st July 2020

Charity no
(if any)

276850

Set out on pages

6 to 9

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 of the Charities Act 2011 (the Charities Act) and 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 Commission (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 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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 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: *N. Sarjeant*

Date: *11/10/2020*

Name: N. Sarjeant

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

*Former Member – Chartered Institute of Internal Auditors
Association of Accounting Technicians*

Address: 21 Graham Road, Worthing, BN11 1TL