

Registered Charity Number 291079

St John's Arts and Recreation Association

Trustees' Report and Financial Statement

For the Year Ended 31st July 2021

St John's Arts and Recreation Association
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For the Year Ended 31st July 2021

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Trustees' Annual Report

St John's Arts and Recreation Association

Registered charity number 291079

For the financial year beginning: 1st August 2020

For the financial year ending: 31st July 2021

Charity principal address: St John's Walk
Market Street
Old Harlow
Essex
CM17 0AJ

Charity Trustees (Management Committee)

	<u>Office Held</u>	<u>Appointing Body</u>
Elizabeth Cox	Chairman	
<vacant>	Deputy Chairman	
John Bilton	Secretary (acting)	
John Bilton	Treasurer	Harlow Chorus
Marlies Heinecke		
Sue Livings (Councillor)		Harlow Council
Jo West		
(Jane Quinton	ARC Manager	Non-voting member of staff)
(Krizim Feltham	Deputy to JQ	Non-voting member of staff)

Description of the Charity's trusts

Governing Document

The St. John's Arts and Recreation Association was founded on the 25th June 1983. The Association has a Constitution which provides for the conduct of its affairs and under this the Association is directed and managed by a committee, the members of which are to be regarded under the Charities Act 1993 as the Trustees of the Association.

Objects of the Charity

The Association is established firstly to promote the community life of the inhabitants of Old Harlow by providing communal facilities for the advancement of education and for the purpose of the arts, recreation and leisure-time activities and, secondly, to run the St. John's Arts and Recreation Centre.

Advisors

The Association's Bankers are Barclays and the Saffron Building Society

The Association's Independent Examiner is DJP Accountants

The Association's Surveyor and Architect is Malcolm Quinton RIBA

The Association's Custodian Trustees are Jo Verrells, Shenagh Waddoup and Elizabeth Cox.

Activities and Achievements

St. John's Arts and Recreation Centre provides a meeting place for numerous local groups, offering exercise, dancing, singing, family history, gardening and art appreciation activities for the very young through to the elderly. In addition, the ARA has promoted a wide range of its

own activities: many are music based and have included several events aimed at entertaining children during school holidays. When not in use by regular groups, the building has been available for private hire and has been well used at weekends for parties, family occasions and occasional wedding receptions.

Significant Events

During the year, we were sorry to note the passing of two of our stalwart supporters. **Graham Pitt** was involved (with his late wife, Mary) with the development of the ARC from the outset and both served on the committee for many years, as well as volunteering for many jobs. We shall miss them both. We were delighted to receive a legacy from Graham's estate and also donations from his family, for the purposes of ARC maintenance. These gifts are reported elsewhere and have already been allocated for essential work on fire doors and roofing repairs. **Stan Newens** was one of our custodian trustees and a long-time supporter of the ARC and its many activities.

Lockdowns and other Covid-19 restrictions were a continuing feature of 2020 and 2021. Although many groups are planning a normal range of activities from September 2021, we have lost Tumble Tots, Keep Fit 50+ and JB Floristry. Other groups, such as Woolly Wonders, Tai Chi and Yoga (Veronica), are not currently operating. Many groups have suffered a reduction in membership and will need to attract new members in order to retain their long-term viability. Fortunately, new housing developments in the area could provide a possible increase in membership, as well as new activities.

A further consequence of the lockdowns has been the departure of both the Manager of the Centre, **Jane Quinton**, and her deputy, **Krizim Feltham**. Jane has been central to the development of the ARC from the outset and we are pleased that she will continue to serve as a committee member and to provide catering, gardening and other support on an occasional basis. Krizim and her family have moved out of the Harlow area, for family reasons. We would like to offer a vote of thanks to both Jane and Krizim for all of the hard work and dedication they have provided in running the Centre.

At the moment the Hon. Treasurer is running the Centre, until such time as finances allow for the recruitment of a new Manager/Administrator.

Financial Summary

Further financial details are provided later in this report. As at 31st July 2021, there was a surplus of £22,473 in unrestricted income compared to a deficit of £3,650 in 2019/2020.

Financial year	2019/2020	2020/2021	Difference between the two years
Total unrestricted income	£55,823	£66,888	£11,065
Total unrestricted expenditure	£59,473	£44,415	(£15,058)
Surplus (deficit shown in brackets)	(£3,650)	£22,473	£26,123

Income

Membership fees

At a previous AGM it was agreed that membership fees would be £8 (single and family membership are now the same), plus £10 for Music Extra (optional). Regular (non-commercial) groups could affiliate to the ARA and the affiliated group fee was set at £65 per annum.

In the year just ended (2020/2021), there were no changes to membership fees.

Regular Hire by affiliated groups

The hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area. Regular groups can benefit from discounts by affiliation to the ARA.

The groups affiliated to the ARA (i.e. having voting rights at an AGM) during the year were:

Essex Society for Family History
The Arts Society, Harlow
Oddfellows

Tai Ch'i
Harlow Chorus

Regular Hire by non-affiliated groups and other users

As with the rates for affiliated groups, the general hire rates are reviewed from time to time and are kept in line with hire charges for similar facilities in the area.

Smaller groups are encouraged to use the privacy of the Vestry Room, so that the entire Refectory can be used as a communal area. Some arts/crafts groups prefer to hire the rear section of the Refectory because its additional top lighting and non-carpeted floor are felt to be more suited to their activities.

Non-affiliated groups that met regularly were:

Art-A-Peel	Serendipity Art Class with Alan Burgess
Ballet First with Teresa Crumb	Hartbeeps (mother & baby)
Danny's Guitar Group	Susans's Sewing Group
Family History Group (ARC)	Woolly Wonders (knitting group)
Kumon Maths & English after school study	Yoga (two groups)

Occasional users were:

New Edition Singers	U3A Antiques and Collectables
Jeanne Mann Quartet	U3A Art and Design
Harlow Brass Band	Harlow Symphony Orchestra
Harlow Civic Society	Moir's Reading Group

Private Hire and Occasional Group Hire

Regular annual bookings of both the Main Hall and Vestry Room are normally received from the Old Harlovians (our building used to be their College Chapel) and the Caledonian Society for their Burns Supper. Other regular users normally hold additional events, such as quiz nights, during the year – often for their own fund raising efforts. With Covid-19 restrictions and lockdowns, many such events were either cancelled or postponed, resulting in a significant loss in income. A few private hire events (parties and one-off bookings) took place during the year.

Events mounted at the ARA's risk

The Lunchtime Concerts on Fridays continue to be a major draw and remain the most popular events that we have, as well as covering their costs. We held just two, abbreviated concert series in the year. Many musicians appearing at these recitals (either individually or in a group) have received support from the Tollinton fund (see later). The ARA also advertises other public concerts at the ARC. Sadly, John Petters was not able to hold his regular monthly Jazz sessions because of Covid-19 restrictions.

Classes

There are now no classes for which the ARA pays the tutor. Although Serendipity operates as a class, each member pays a termly subscription to the ARC just for use of the building.

Recordings

No recording sessions took place in the year.

Deposits

As well as our day-to-day current account banking with Barclays, we have £40,035 on 90-day deposit with Saffron Building Society and a further £15,947 in an instant access account. We have managed to augment these deposit accounts, as they will be required to cover the ARC maintenance in hand.

Fund Raising

Thanks are in order for our volunteers, who have continued to support the ARC in so many ways. Many individuals have also helped by Gift-Aiding their subscriptions, by donations and by the GASDS scheme, whereby we can reclaim small donations (e.g. those made at Lunchtime Concerts). In a year when most activities ceased and fund raising in the ARC was forbidden, £45 was still raised.

Grants and Donations

We are grateful to members who have given donations to the ARC. Gift Aid & GASDS reclaims have added £1,758 to their donations. Government/Council grants amounted to £18,193 from the COVID small business support scheme and £12,406 from the HMRC furlough scheme: i.e. £30,599 in total.

Expenditure

This year has seen a significant decrease in expenditure compared with last year, mainly from a reduction in staffing costs.

Catering expenditure

Catering income and expenditure were negligible for the year.

Staff costs

The ARA now employs John Steer as a Caretaker/Gardener and Dave Hewitt as a Cleaner; all roles are part-time. Repair and maintenance work is done by volunteers, local contractors and handymen. All other work is done by volunteers, at present.

Rates (Business)

As a charity we are liable for a lower Business Rate to Harlow Council.

Water, Light and Heat

We continue to monitor gas, electricity and water usage closely and the meters are read monthly.

Insurance

Our insurers are Ansvar (via Norris & Fisher), who are specialists in community centre insurance. There were no insurance claims made during the year.

Advertising

We continue to produce the usual brochures, newsletters, posters and flyers. We endeavour to keep the ARC website current. We also have Facebook and Twitter accounts, to help inform more people of our facilities.

Capital Expenditure

None.

Maintenance/Repair Expenditure

The maintenance work required has risen this year, although these significant costs won't be reflected until next year's accounts are prepared.

Miscellaneous Expenses

Our annual PRS levy is based on turnover and represents the cheapest way of covering the performing rights costs.

Accountancy

DJP (previously known as Douglas Jones) Accountants are our accountants. In addition to the fee for the annual independent examination of our accounts, we pay them to carry out payroll and pension responsibilities for us. During the year, they have also helped in claiming the government repayments via the furlough scheme.

Restricted income

There are three types of restricted income:—

1. Grants awarded for specific types of expenditure only. See the “Grants” paragraph in the “Income Received” section of the financial statement for details of any new income received in the year.

2. Tollinton Fund

The ARC receives donations in memory of the late Dr Tollinton, to promote music making by young professional musicians, and to promote concerts and workshops aimed at young people, providing the performances are at the ARC. This fund continues to be actively supported.

3. Donations to support lunchtime concerts over and above the support which can be offered from the Tollington fund.

In Conclusion

The Association owes much to the previous and current ARC staff for their ongoing care of St. John's ARC and its users:

- Jane Quinton, Manager
- Krizim Feltham, Deputy / Marketing Manager / Book Keeper
- John Steer, Gardener / Caretaker
- Dave Hewitt, Cleaner

Voluntary Help

The Association is very aware that running costs would be much higher if not for the many hours of voluntary work contributed by members of the Association. In addition to the ongoing work carried out by all the Trustees, special thanks are due to John Bilton for all the research and negotiating he carries out as Treasurer and to Elizabeth Cox for her role in co-ordinating the Committee.

It would be invidious to try and identify all of the voluntary help which the ARC receives, especially in a year when it has not been possible for the volunteers to assist in their usual ways, but we would nevertheless like to mention Jo Verrells for co-ordinating the work of the Volunteers Group and taking the events sub-committee minutes, Sylvia Evans for gardening, preparing local history walks/events and with fund raising, Derek and Evelyn Salisbury, Mike

and Lorraine Buckley, Jean Wright, Jo West, Jo Verrells, Danny Ansell and Mary Wiltshire for helping with the many odd jobs and with serving refreshments at concerts (where this has been possible).

We are also fortunate to have the active support of Councillor Sue Livings: with her numerous contacts, interest in the arts and help at events, her efforts are much appreciated. Finally, many thanks must go to Marlies Heinecke for organising and publicising the many Music Extra / Friday Lunchtime Concerts, for booking the musicians and for her tireless work in connection with the Tollinton Fund.

We wish to thank again our Custodian Trustees: Elizabeth Cox, Jo Verrells and Shenagh Waddoup – who join the chairman in this role.

Approved by the Management Committee as the Trustees on:

.....
John Bilton

.....
Elizabeth Cox

Independent examiner's report

Independent examiner's report to the Trustees of St John's Arts and Recreation Association.

I report on the accounts of the trust for the year ended 31st July 2021 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s43 (2) of the Charity's Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s43 (7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

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 consideration of any unusual items or disclosures in the accounts, and the seeking of 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 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 s41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Douglas Jones Phillips Ltd
33 High Street
Old Harlow
Essex
CM17 0DN

Date:

St John's Art and Recreation Association

Statement of Financial Activities For the Year Ended 31st July 2021

	Unrestricted Funds £	Restricted Funds £	Total £	Total 2020 £
Incoming resources				
Membership fees	594	-	594	482
Affiliated hire	2,859	-	2,859	4,318
Non-affiliated hire	11,193	-	11,193	11,949
Private hire	835	-	835	7,168
Classes	415	-	415	3,590
Catering	-	-	-	3,377
Events	300	-	300	358
Valuation of Artwork	-	-	-	-
Donations & fundraising	15,911	910	16,821	5,093
Grants	30,599	-	30,599	16,864
Miscellaneous	<u>4,182</u>	<u>-</u>	<u>4,182</u>	<u>2,624</u>
Total incoming resources	66,888	910	67,798	55,823
Resources expended				
Catering Costs	135	-	135	469
Floristry Costs	-	-	-	675
Admin employee costs	15,939	-	15,939	19,791
Gardening costs	5,710	-	5,710	7,279
Rates	60	-	60	255
Water Rates	366	-	366	1,147
Telephone	1,228	-	1,228	1,212
Post, stationery & publicity	611	-	611	2,116
Repairs and renewals	1,515	-	1,515	3,679
Caretaking	5,020	-	5,020	3,251
Light & heat	3,232	-	3,232	5,648
Insurance	2,760	-	2,760	2,725
Legal & professional fees	-	-	-	1,110
Cleaning	3,275	-	3,275	5,497
Miscellaneous expenses	-	-	-	68
Accountancy	3,182	-	3,182	3,378
Event Costs	711	890	1,601	1,369
Depreciation	<u>671</u>	<u>625</u>	<u>1,296</u>	<u>1,327</u>
Total resources expended	44,415	1,515	45,930	60,996
Net incoming resources for the year	22,473	(605)	21,868	(5,173)
Funds brought forward	<u>71,144</u>	<u>6,091</u>	<u>77,235</u>	<u>82,408</u>
Funds carried forward	<u>93,617</u>	<u>5,486</u>	<u>99,103</u>	<u>77,235</u>

The notes on page 8-9 form part of these accounts

St John's Arts and Recreation Association

Balance Sheet

For the Year Ended 31st July 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	Total 2020 £
Tangible Fixed Assets	2	7,974	4,277	12,251	13,547
Current Assets					
Debtors and Prepayments		2,168	-	2,168	-
Bank Deposit Account		55,982	-	55,982	45,598
Investment Bond		-	-	-	-
Cash at Bank and in Hand		<u>28,804</u>	<u>1,557</u>	<u>30,361</u>	<u>20,183</u>
		<u>86,954</u>	<u>1,557</u>	<u>88,511</u>	<u>65,781</u>
Current Liabilities					
Sundry Creditors and Accruals		1,931	-	1,931	2,093
Piano Fund Accounts		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>1,931</u>	<u>-</u>	<u>1,931</u>	<u>2,093</u>
Net Current Assets		<u>85,023</u>	<u>1,557</u>	<u>86,580</u>	<u>63,688</u>
Net Assets		<u>£92,997</u>	<u>£5,834</u>	<u>£98,831</u>	<u>£77,235</u>
Represented by;					
General Fund					
Balance as at 1 st August 2020		71,144	6,091	77,235	82,408
Net Incoming/(Outgoing)					
For the year		22,473	(605)	21,868	(5,173)
Balance as at 31st July 2021		<u>£93,617</u>	<u>£5,486</u>	<u>£99,103</u>	<u>£77,235</u>

Approved by the management Committee as the Trustees on:

John Bilton

Elizabeth Cox.

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2021

1. Accounting Policies

1.1 Accounting Convention and Standards

These financial statements have been prepared under the historical cost convention in accordance with Statement of Recommended Practice No 2 – Accounting for Charities.

2.1 Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets over their expected lives. The rates generally applicable are:

Piano	30 years
Other Equipment	20% Straight Line

2. Tangible Fixed Assets

Cost	Piano £	Other Equipment £	Sculpture & Artwork £	Total £
As at 1 st August 2020	10,675	47,350	6,282	64,307
Additions	---	---	---	---
Disposals	---	---	---	---
As at 31 st July 2021	<u>10,675</u>	<u>47,350</u>	<u>6,282</u>	<u>64,307</u>
Depreciation				
As at 1 st August 2020	9,586	41,174	---	50,760
Eliminated on Disposal	---	---	---	---
Charged for the year	<u>355</u>	<u>941</u>	---	<u>1,296</u>
As at 31 st July 2021	<u>9,941</u>	<u>42,115</u>	---	<u>52,056</u>
Net Book Value				
As at 31 st July 2021	<u>£734</u>	<u>£5,235</u>	<u>£6,282</u>	<u>£12,251</u>
As at 31 st July 2020	<u>£1,089</u>	<u>£6,176</u>	<u>£6,282</u>	<u>£13,547</u>

St John's Arts and Recreation Association

Notes to the Financial Statements

For the Year Ended 31st July 2021

3. General Fund

There is a restricted reserve in the general fund of **£5,834**

This balance can be summarised as follows:-

£1,297 is made up from the balance of charitable donations in memory of the late Dr Tollinton and is used to promote music by and for young people at the ARC.

£260 is made up from the balance of charitable donations to support lunchtime concerts, not as part of the Tollington Fund

£nil is the balance of funds held from the Tobin Music Trust Ltd which was taken over in the year, these funds are specifically for local musicians.

£3,750 is the net book value of flooring and a sound system purchased in earlier years for which the grants were received specifically for.

£527 is the net book value of an Angela Godfrey Sculpture that monies were specifically donated for in earlier years.

The rest of the fund is to be used in accordance with the association's constitution.