

**South Norwood and Woodside  
Community Association**

(A company limited by guarantee)

**Report of the Trustees and Unaudited Financial  
Statements**

**Year ended 31 March 2021**

**Company no: 7258983**

**Charity no. 1142735**



DSK Partners LLP  
Chartered Accountants  
75 Park Lane  
Croydon  
Surrey  
CR9 1XS

South Norwood & Woodside Community Association  
Company Number 7258983  
Charity Number 1142735

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South Norwood & Woodside Community Association  
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## **COMPANY INFORMATION**

### **COMPANY REGISTRATION NUMBER**

7258983

### **CHARITY REGISTRATION NUMBER**

1142735

### **TRUSTEES**

Robert Elliott  
Joanna Freeman  
Simon Hall  
Patricia Hay-Justice  
Allison Howe

### **REGISTERED OFFICE**

South Norwood Methodist Church  
Suffolk Road,  
South Norwood  
SE25 6EG

### **BANKERS**

Unity Bank PLC  
Nine Brindleyplace  
Birmingham  
B1 2HB

Cashplus  
One London Wall  
London  
EC2Y 5EB

### **Independent examiner**

DSK Partners LLP  
75 Park Lane  
Croydon  
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## REPORT OF THE TRUSTEES

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 2019).

### Governing Document

The organisation is constituted as a company limited by guarantee ("SNWCA") and is therefore governed by a Memorandum and Articles of Association.

### Trustees and Officers

The Trustees are as follows:

Robert Elliott	Chair
Joanna Freeman	
Simon Hall (appointed 25 January 2021)	
Allison Howe	
Patricia Hay-Justice	

### Objectives and Activities

The objects are as follows:

- To promote the benefits of the inhabitants of South Norwood and Woodside and the neighbourhood without distinction of sex or of political, religious or any other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to 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.
- To establish or to secure the establishment of a Community Centre and to maintain and manage, and 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 in furtherance of the above objects.

### Public Benefit & Review of Activities

In a usual year, these objectives are pursued by maintaining a Pop-In in focused on providing neighborhood care principally for older persons but also for persons with learning disabilities. The following activities are run from there: -

- a) A Pop-In / Day Centre where drinks and snacks are available.
- b) A Lunch Club for older people on three days per week.
- c) An activity centre and lunch for adults with learning disabilities.
- d) Transport services with wheelchair access, notably for older/ housebound/ disabled people to a supermarket in a minibus on three days per week and older/ housebound disabled people to and from the centre.
- e) Activities for users of the Centre, including exercise classes, bingo and excursions

During the year ended 31 March 2021, there were no centre-based activities, because of the Covid-19 pandemic. SNWCA adapted its operations in order to continue delivering for its users and delivering the public benefit in accordance with its objectives.



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## **Review of Operations**

SNWCA has maintained active throughout the year, whilst adapting to the Covid-19 pandemic. Its main activities in the year were:

- telephone and, where appropriate, doorstep face-to-face support for users.
- a shopping service (initially fulfilling orders and then transporting users).
- meals to users' homes, through donations from a range of organisations, notably South Norwood Community Kitchen.
- telephone support to its volunteers.
- advice and help to users.
- Christmas meal and gifts to users (delivered to their homes).

There were no charges made for these services, given the circumstances.

We are very grateful for the volunteers who continued to support SNWCA even during Covid-19.

Since April 2021, SNWCA has been gradually resuming its activities, in a Covid-19-safe way and intends to increase its activities, especially as restrictions are lifted.

South Norwood Methodist Church, where we are usually based, has been closed (either entirely, or to groups that bring in users) throughout the year and continues to be. We are grateful that they are only charging a nominal rent, given the only facilities available to us are a small office and storage.

Since reopening, we have been operating from Spurgeons College, who are currently providing facilities at no cost, for which we are most grateful.

During the year, one member of staff was furloughed for nearly four months and, when the flexible furlough came in, both members of staff were partially furloughed. The staff were paid in full, even though only 80% was being paid by HMRC.

## **Main Grants, Commissioned Services and Donations**

SNWCA has had funding from Croydon Council for many years. The current funding agreement is a three-year agreement which commenced on 1 April 2020. The value of this is £29,750 per annum. However, in the year ended 31 March 2021, this was reduced by £5,366, as Croydon Council clawed back over 50% of the amounts received from HMRC in respect of the Covid Job Retention Scheme ("CJRS"). We appreciate this support.

SNWCA received CJRS grants totaling £10,063 from HMRC. As stated above, 54% of this was clawed back by Croydon Council.

The Ros Harding Trust has been a generous funder of SNWCA for many years. In the year ended 31 March 2021, there was £3,000 of income recorded in terms of grants. In the year, an additional £5,500 was received which will be recognised as income in the year ending 31 March 2022. We appreciate their ongoing support.

Felicity Gallie, the daughter of a very long serving user, Linda Williams who passed away in 2019, very generously cleared the minibus finance lease liability, as a donation to SNWCA, in appreciation of the services and care her mother had received from SNWCA. This was a £9,650 donation. This was a fantastic contribution and we are incredibly grateful.

LV has been supporting SNWCA in many ways in the last few years. In 2020, they provided teas for the users and volunteers at Christmas, which were delivered to their homes.



### **Financial Performance**

Despite Covid-19 eliminating the income from users (2020 - £21,829), we had income of £47,827 (2020 - £68,980).

SNWCA costs reduced from £63,366 to £42,340. This was due to not having costs associated with the normal operations, the agreement reached with our landlord, reducing rent from £400 to £50 per month and very tight cost control. The majority of the costs in the year were employment costs.

In the year to 31 March 2021, SNWCA had a surplus of £5,487 (2020 - £5,614).

The net assets of SNWCA are £23,680, of which the majority is in cash or cash equivalents.

### **Going Concern Review**

The Trustees have assessed the viability of SNWCA.

They have reviewed the budget for the year ending 31 March 2022, which is currently forecasting a deficit and are considering the prospects for 2022/23, where Croydon Council has indicated it is likely to reduce the level of funding, notwithstanding that that year is covered by the current three year agreements. The trustees are actively looking at how to increase income and also reduce costs and will continue to do so on a regular basis.

Based on the information currently available to them, including the make-up of the balance sheet and the level of reserves, the Trustees are satisfied that the charity is a going concern.

### **Risk Management**

The Trustees have actively examined all major financial risks, as well as other operational and business risks faced by the charity. The Trustees previously identified that the charity is overly reliant on its core funding agreement with Croydon Council. To mitigate this risk, the Trustees have sought to broaden its funding base, although the pandemic has meant that, at least in the short term, the charity is more dependent than ever on the Croydon Council. Apart from this financial risk, the Trustees believe that they have established systems to alleviate the significant risks as far as is possible.

### **Reserves policy**

The Trustees have maintained the policy of having a designated reserve equivalent to the redundancy costs were all the staff to be made redundant and another designated reserve for two months fixed cash costs (salaries, rent, insurance).

### **Trustees' Responsibilities in relation to the financial statements**

The Trustees are required by company law to prepare financial statements for each financial year, which give a true and fair view of the financial activities of the company and its financial position at the end of the year. In preparing those statements the Trustees are required to:

- a) select suitable accounting policies and apply them consistently
- b) make judgments and estimates that are reasonable and prudent
- c) 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.
- d) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in operation.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the company and enable them to ensure that the financial statements comply with S419(2) of the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

South Norwood & Woodside Community Association  
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**Approval**

This report was approved by the Board of Trustees and signed on its behalf.

**Signed for and on behalf of the Trustees**



*Robert Elliott, Chair*

*15<sup>th</sup> December 2021*



South Norwood & Woodside Community Association  
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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SOUTH NORWOOD AND WOODSIDE COMMUNITY ASSOCIATION ('THE COMPANY')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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



Romit Basu FCA  
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Date: 15<sup>th</sup> December 2021



**Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 March 2021**

	Notes	2021 Unrestricted and Total £	2020 Total £
<b>INCOMING RESOURCES</b>			
<b>Resources from generated funds</b>			
General donations and gifts	3	9,980	877
Fundraising		-	2,780
<b>Activities for generating funds:</b>			
Investment income		-	94
<b>Resources from charitable activities</b>			
Grants, Commissioned Services and Similar	4	37,847	41,400
Other Income		-	21,829
<b>Resources from asset transactions</b>			
Profit on disposal of minibus		-	2,000
<b>Total Incoming Resources</b>		<b>47,827</b>	<b>68,980</b>
<b>RESOURCES EXPENDED</b>			
<b>Cost of generating funds:</b>			
Charitable activities		40,422	62,281
Governance costs		1,483	937
Interest on hire purchase and finance leases agreements		435	148
<b>Total Outgoing Resources</b>	5,6	<b>42,340</b>	<b>63,366</b>
Net movement in Funds		5,487	5,614
Funds brought forward		18,193	12,579
<b>Funds carried forward</b>	14	<b>23,680</b>	<b>18,193</b>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

**Statement of changes in resources applied for fixed assets for charity use for the year ended 31 March 2021**

	2021 Unrestricted and Total £	2020 Total £
<b>Net movement in funds for the year</b>	5,487	5,614
Depreciation	2,824	2,579
Resources used for acquisitions of tangible fixed assets	(1,224)	(12,894)
<b>Net movement in funds available for future activities</b>	<b>7,087</b>	<b>(4,701)</b>

**Statement of Financial Position as at 31 March 2021**

	Note	2021		2020	
		£	£	£	£
<b>Fixed Assets</b>					
Investments	7	4,000		4,000	
Tangible Assets	8	8,715		10,315	
		<u>12,715</u>		<u>14,315</u>	
<b>Current Assets</b>					
Debtors	9	3,229	9,964		
Cash in bank and at hand		<u>16,423</u>	<u>15,452</u>		
		19,652	25,416		
<b>Creditors: amounts falling due within one year</b>	10	<u>(8,687)</u>	<u>(13,126)</u>		
<b>Net current assets</b>		<b>10,965</b>		<b>12,290</b>	
<b>Creditors: amounts falling due after more than one year</b>	11	-		<b>(8,412)</b>	
<b>Net Assets</b>		<b><u>23,680</u></b>		<b><u>18,193</u></b>	
<b>Funds:</b>					
Unrestricted Funds		23,680		18,193	
Restricted Funds		-		-	
<b>Net Assets</b>	14	<b><u>23,680</u></b>		<b><u>18,193</u></b>	

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021. The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2016.

The Trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with section 386 and 387 of the Companies Act 2016; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of its surplus or deficit for each financial year in accordance with the requirements of Section 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 charitable company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies. The financial statements were approved by the Board of Trustees on 15<sup>th</sup> December 2021 and were signed on its behalf by:



Robert Elliott  
Trustee



**Notes forming part of the financial statements for the year ended 31 March 2021**

**1. Accounting policies**

**1.1 Basis of preparation**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in Pound sterling (£) which is also the functional currency of the company and rounded to the nearest pound.

**1.2 Going concern**

Since 31 December 2019, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, businesses are being forced to cease or limit operations for long or indefinite periods of time. In the UK this began on 23rd March 2020. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Governments and central banks have responded with monetary and fiscal interventions to stabilise economic condition. The charity is likely to be affected in the form of loss of income, however it will benefit from savings in costs and therefore this will not significantly impact the charity's financial position.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the charity for future periods.

After making appropriate enquiries, the board of trustees has a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**1.3 Company status**

SNWCA is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member.

**1.4 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers.

**1.5 Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

**1.6 Deferred Income**

In accordance with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are



subject to conditions which are still to be met are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts.

## **1.7 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. These funds are held to finance both working capital and capital investment.

Designated funds are unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each such fund is 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, where permitted by the relevant agreements. The aim and use of each such fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

## **1.8 Tangible fixed assets**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives.

Minibus	20% straight line basis
Equipment	25% straight line basis
Computers	25% straight line basis

Where assets are acquired under a finance lease or hire purchase agreement, the depreciation rate will be increased if required to ensure that the assets are fully depreciated at the end of the lease period.

At each statement of financial position date, the company reviews the carrying amount of its tangible fixed assets to determine whether there is any indication that any items have suffered an impairment loss. If any such indication exists, the recoverable amount of an asset is estimated in order to determine the extent of the impairment loss, if any. Where it is not possible to estimate the recoverable amount of the asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs. However, consumables and similar that may or may be usable for more than one year are taken direct to the Income and Expenditure Account.

## **1.9 Hire purchase and finance lease agreements**

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the profit and loss account on an accruals basis.

### **1.10 Taxation**

The charitable company is exempt from corporation tax on all its charitable activities.

### **1.11 Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

## **2. Investment income**

This is made up of interest receivable from the charity's bank accounts and investments.

**Notes forming part of the financial statements for the year ended 31 March 2021 (cont.)**

**3. Donations**

This includes a very generous one-off donation of £9,650 from Ms F Gallie, the daughter of a user who passed away in 2019.

**4. Grants and Commissioned Services**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
London Borough of Croydon	24,384	32,000
Ros Harding Trust	3,000	5,000
Grants from Croydon Councillors' ward budgets	400	2,500
Liverpool Victoria	-	1,900
HMRC CJRS	10,063	-
	<u>37,847</u>	<u>41,400</u>

**Notes forming part of the financial statements for the year ended 31 March 2021 (cont.)**

**5. Charitable expenditure including management and administration**

	<b>2021</b>	<b>2020</b>
	<b>Unrestricted &amp; Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Staff Costs	32,404	32,410
Direct Charitable Operating Costs	4,688	18,334
Support costs: Premises Costs	705	5,060
Support costs: Administrative Costs	2,625	5,194
Fundraising Costs	-	1,283
Governance Costs	1,483	937
Finance Costs	435	148
	<b>42,340</b>	<b>63,366</b>

Other direct costs include:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Independent Examiners' fees (including VAT)	942	925
Depreciation of assets held under hire purchase and finance lease agreements	2,824	2,579
Operating lease rentals – Land and Buildings	600	3,600

**6. Staff and trustee remuneration**

**6.1 Staff costs**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	31,824	31,824
Employer Pension costs	580	586
	<b>32,404</b>	<b>32,410</b>

There were no employees whose emoluments as defined for taxation purposes amounted to over £60,000 in either year.

The average number of full-time equivalent employees was 1.6 (2020 – 1.6), all working on charitable activities and general management.

**6.2 Trustees' remuneration**

The trustees neither received nor waived any emoluments for services as trustees during the year (2020: Nil).



**Notes forming part of the financial statements for the year ended 31 March 2021 (cont.)**

**7. Investments**

	<b>2021</b>	<b>2020</b>
	£	£
National Savings Income Bonds	4,000	4,000

**8. Tangible fixed assets**

	<b>Computer</b>	<b>Minibus</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
As at 1 April 2020	476	12,894	13,370
Additions		1,224	1,224
<b>As at 31 March 2021</b>	<b>476</b>	<b>14,118</b>	<b>14,594</b>
<b>Depreciation</b>			
As at 1 April 2020	476	2,579	3,055
Depreciation charge for the year		2,824	2,824
<b>As at 31 March 2021</b>	<b>476</b>	<b>5,403</b>	<b>5,879</b>
<b>Net Book Value</b>			
As at 31 March 2021	-	8,715	8,715
As at 31 March 2020	-	10,315	10,315

Included within the net book value assets, £nil (2020 - £10,315) is relating to assets held under hire purchase agreements.

As at 31 March 2021, finance lease commitments contracted but not provided for in the financial statements total £nil (2020 - £3,851).

**9. Debtors**

	<b>2021</b>	<b>2020</b>
	£	£
Sundry Debtors	2,310	9,914
Prepayments and accrued income	919	50
	<b>3,229</b>	<b>9,964</b>

**10. Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	£	£
Sundry Creditors	-	7,203
Obligations under finance leases	-	1,503
Accruals and deferred income	8,687	4,420
	<b>8,687</b>	<b>13,126</b>

**Notes forming part of the financial statements for the year ended 31 March 2021 (cont.)**

**11. Creditors: amounts falling due after more than one year**

	2021	2020
	£	£
Obligations under finance leases	-	8,412
	<u>-</u>	<u>8,412</u>

**12. Capital commitments**

The capital commitments are £nil (2020 - £9,915).

**13. Operating Lease Commitments**

There are operating lease commitments of £4,800 per annum for land & buildings on a rolling tenancy, although this is currently reduced to £600 per annum because of the impact of Covid-19.

**14. Funds**

	As at 1 April 2020	Income	Expenditure	Transfers	As at 31 March 2021
	£	£	£	£	£
<b>Unrestricted Funds</b>					
Redundancy Reserve	10,584	-	-	918	11,502
Operational Reserve	6,400	-	-	200	6,600
<b>Total designated funds</b>	<u>16,984</u>	<u>-</u>	<u>-</u>	<u>1,118</u>	<u>18,102</u>
<b>General Reserve</b>	1,209	47,827	(42,340)	(1,118)	5,578
<b>Total unrestricted funds</b>	<u><b>18,193</b></u>	<u><b>47,827</b></u>	<u><b>(42,339)</b></u>	<u><b>-</b></u>	<u><b>23,680</b></u>

The redundancy reserve is the total amount payable if all staff were made redundant. The operational reserve is two months' fixed cash costs (principally salaries, rent, insurance, telephone, printer).

**15. Contingent Liabilities**

The trustees are not aware of any contingent liabilities.

**16. Related party transactions**

The trustees neither received nor waived any emoluments for services as trustees during the period. The only related party transactions were reimbursements of expenses incurred on behalf of SNWCA.

As at the year end, the company owed £nil (2020 – £7,203) to Simon Hall, for expenses paid on the company's behalf.

**17. Ultimate Controlling Party**

SNWCA does not consider it has an ultimate controlling party.