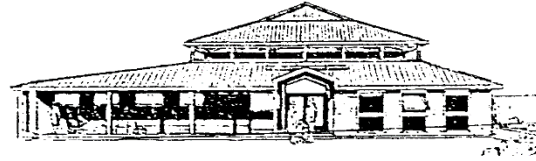


**EAST WORTHING  
COMMUNITY ASSOCIATION**

Registered Charity No. 276850



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***ANNUAL***

***REPORT***

***2020/2021***

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***INCORPORATING THE ANNUAL ACCOUNTS FOR YEAR  
ENDING 31<sup>ST</sup> JULY 2021***

## **East Worthing Community Association**

### **East Worthing Chair's Report to the Annual General Meeting held on 1<sup>st</sup> November 2021**

Ian started by welcoming everyone, asking if they could all hear as we were in the hall, thanking all for coming and commenting that it was a long time since we last met. The 43<sup>rd</sup> AGM since starting, looking back, one of the first meetings was at St Georges Hall, the Buy a Brick campaign, the charity shop in Brougham Road, gradually getting the money together with the council to build the centre. Ian said he had been involved since 1978/79.

Introducing Andrew, who said it is his 41<sup>st</sup> report and what a pleasure it is to be involved. Ian went on to thank the managers and all the groups, a team, not just the trustees. He also thanked Alan Jones as vice chair, explaining how Alan runs the panel meeting on the last Tuesday of every month at the centre. The next one is on Tuesday 30 November 2021 with Chris Tomlinson, the Managing Director of Rampion, all welcome.

Ian continued by introducing Pastor Gadalla from East Worthing Baptist Church, thanking him for his support and finishing by saying it was nice to see Francesca. Later on we will do the Election of Trustees, anyone that wants to be involved we would welcome that. Always a concern that there aren't enough young people, bit worrying, need them badly to continue. Ian went onto say that it had been an extremely difficult time at the community centre, having to shut down and then only offering a skeleton service. Sadly saying goodbye to Dave who was made redundant, he ran the daytime shift, and left us almost twelve months ago now. Paul and Michelle cover each other. Scamps Pre-School have a connection with the centre over many, many years, awarded time here. Another flag flyer for the community association, Ian said he is chairing the Community Centre Association meeting tomorrow.

One of the problems we all know about is regarding our neighbours, The Range. Going back to 2010, Ian explained as Chairman of the centre he had received correspondence from the planning department of Worthing Borough Council mentioning that the company wanted to put in a mezzanine floor in the building next door. The recommendation was welcomed to East Worthing providing Worthing Borough Council, who are the centre landlords, were aware of the impact on the community centre if a busy store opened next door and always provided rights to the car park. It took nine years to get this site, originally we wanted to be by the main road, a sign now indicates where we are. In 2010 a shared car park was good for both parties, people that came to the community centre shop at The Range.

Enquiries have been made over the last few weeks and the Director of Worthing Borough Council has found archive material from 1983 and an agreement showing rights to the car park. We need the car park to survive, not attractive parking in the roads and walking quarter of a mile! The Range said happy to share car park after discussion with the council and Ian's letters. Now eleven years on and a change of management of the car park and parking for over 3 hours incurs a £100 fine. No conclusion from the council.

Ian said his groups are meeting earlier. It has been a difficult year and we have done extremely well in running the community centre. People continue to stay loyal to the centre. The parking is a mega issue that we are dealing with at the moment, going through the process of who owns the

land? The past Threadneedle connection leads to the Channel Islands. Cars are in there at night, lights are on. The boss of the store is expected to double profits to make up for the expenditure on the refurbishment.

**Ian Richardson, Chairman  
East Worthing Community Association  
November 2021**

### **Centre Manager's Report**

Michelle read the report, which covered the last two years, now pleased that 95% of the groups had returned, including a few new ones. Touching on some members we have sadly lost over the last twenty four months. Then thanking Andrew for his work on keeping management jobs going, but sadly having to see Dave leave the centre. The report included how the centre operated during the lockdown and which groups continued to meet within the government guidelines. The centre now has the facility for card payments. It has seen some major improvements with the soft play surface completed round the building and an updated security system. An opportunity for questions was given.

**EAST WORTHING COMMUNITY ASSOCIATION**  
**(Registered Charity No. 276850)**

**REPORT OF TREASURER**

**ANNUAL GENERAL MEETING - 1<sup>ST</sup> NOVEMBER 2021**

**1. INTRODUCTION**

- 1.1 I have pleasure in presenting my 41<sup>st</sup> Treasurer's Report and the Annual Accounts for 2020/2021 for the East Worthing Community Association.
- 1.2 This is always a particularly busy time of year for me. April and May are traditionally busy with the preparation of the annual tax return for the previous year due in April, the completion of the Annual Report for the Community Association for the previous year, plus the submission of the Annual Return to the Charity Commissioners which was due by the end of May 2021. The Trustees were pleased to note that these were all completed and submitted on time.
- 1.3 During the year 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. It will be noted that E6,000 was received in relation to the Coronavirus Business Support Grant in 2020/21 compared to E 10,000 received initially by the Community Centre when the Centre was closed when the Pandemic took hold.
- 1.4 The calculation of the average pay for the tax year 2019/20, continued to be used as the basis of the monthly payment following the decision to furlough Centre Employees. The Job Retention Scheme (JRS) Grant had to be applied for each month a payment was made to the furloughed employees. For 18 months in total, the JRS Grant has supported our employees, this required the completion of a complex monthly grant application at the appropriate time.

**2. STATEMENT OF ACCOUNTS 2020/2021**

- 2.1 The following paragraphs give a brief explanation of each account for the year 1<sup>st</sup> August 2020 to 31<sup>st</sup> July 2021.

<b>Page 4</b>	Community Centre Account
<b>Page 5</b>	Community Centre Equipment and Centre Reserve
<b>Page 6</b>	General Income and Expenditure Account and General Reserve
<b>Page 7</b>	Balance Sheet
<b>Page 8 – 9</b>	Independent Examiner's Report.

- 2.2 **Community Centre Account (Page 4)** — The largest single cost of running the Centre continues to be the employment costs of the staff at the centre. As stated previously, for the whole of this period, this has been based on an average monthly amount calculated on 2019/20 pay. A welcome contribution towards reducing the cost of employment was the continuation of the Government's Scheme to relieve small employers of the burden of paying Employer's National Insurance contributions. This has saved the Centre £2,222.52 in the tax year ending 31<sup>st</sup> March 2021.

As we know the Community Centre closed on the 20<sup>th</sup> March 2020 and the three members of staff were furloughed under the Government's Job Retention Scheme from 1<sup>st</sup> April 2020. This has continued for the whole of this accounting period from August 2020. The costs of making David Armstrong redundant in December 2020 are included in these accounts.

## 2. STATEMENT OF ACCOUNTS 2020/21 (continued)

2.2 **Community Centre Account (Page 4) (continued)** — The accounts also show the cumulative grants received under the JRS scheme of £17,671.10 representing a contribution of around 40% towards the employees pay for the period, with the Trustees having decided to increase each employee's pay to 100% each month. From 1st July the Government JRS Grant reduced to 70% and this reduced to 60% in August and September 2021. The scheme closed at the end of September 2021. More pay is now being "earned" as the two Managers are slowly increasing their hours as the time the centre is used is slowly returning to a higher level.

Expenditure on running the Centre has reduced by £11,358 over the year. Much of this reduction has resulted from an increase in the JRS Grant supporting pay and a reduction in overall operational costs due to the closure of the Centre.

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. The net surplus from the Coffee Lounge also shows a significant reduction compared to the previous year. It is almost impossible to draw any meaningful comparisons as the activity levels have been quite different. 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 in 2020. A further £6,000 was received from the Government in March 2021 to support the Centre during the latest lockdown.

The overall effect of the reduction 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 £13,110.26. This compares with the previous year's trading loss of £1,196, excluding repairs and maintenance. This result is very concerning when the Centre should be producing surpluses to maintain its viability for the future.

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 5)** - 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 made no equipment purchases during 2020/2021.

2.4 **Centre Reserve (page 5)** - the costs of routine maintenance and planned maintenance works are charged to this account. These totalled £573.00 in 2020/21. One-off costs of £779.94 were incurred in the resurfacing of the play area for the playgroup, a grant of £750 was received towards this project. The Centre Reserve now has a balance of £7196.32, down from £21,496 in 2019/20. 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 significantly below this target.

2.5 **Community Association's General Income and Expenditure Account (Page 6)** - this account includes all transactions relating to the general running of the Association. In 2020/21 there has been no major expenditure and few receipts from Affiliation Fees to date. The legacy received from the late Antony Cater is shown here (£500).

2.6 **The General Reserve (Page 6)** - 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 Associations investments (£18,439.21).

- 2.7 **Balance Sheet (Page 7)** - this is a statement of the closing balances of the Association's assets and liabilities as at 31<sup>st</sup> July 2021.
- 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 31<sup>st</sup> July 2021. 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 31<sup>st</sup> July 2021 is £111,728.55, which shows a reduction in value of £20.76 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 pages 8 - 9.

### **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 - 1<sup>st</sup> November 2021**

**EAST WORTHING COMMUNITY CENTRE**

**ACCOUNT FOR YEAR 1ST AUGUST 2020 TO 31ST JULY 2021**

2019/2020

£	<b>EXPENDITURE</b>	£ p	£ p
47,283	Salaries & Overheads - Manager & Assistants		44,762.45
-11,965	HM Government Job Retention Scheme Grant		-17,671.10
1,000	Accountancy/Payroll Expenses		1,000.00
3,968	Premises - Electricity		3,812.54
1,874	Gas		2,799.02
1,285	Cleaning		535.08
432	Business Rates		0.00
257	Waste Collection		326.82
797	Water Rates		500.70
2,543	Insurance		2,770.91
0	Security		0.00
0	Routine Maintenance - charged to Centre Reserve		0.00
731	Telephones - Rental/Calls		776.49
1,508	Entertainment Licences		60.00
684	Office Expenses		574.22
1,214	Miscellaneous		586.67
-18	Photocopier		-6.80
135	Depreciation Equipment 16/17		135.00
747	Equipment 17/18		747.00
156	Equipment 18/19		156.00
385	Equipment 19/20		381.00
<b><u>£53,017</u></b>	<b>TOTAL EXPENDITURE</b>		<b><u>£42,245.99</u></b>
	<b>INCOME</b>		
40,808	Booking Fees		22,196.34
- 665	Less: Write off of 7 Bookings Invoices from 2017/18		0.00
174	Miscellaneous Income		67.96
10,000	HM Government Coronavirus Business Support Grant		6,000.00
1,504	Coffee Lounge * (net surplus)		284.76
<b><u>£51,821</u></b>	<b>TOTAL INCOME</b>		<b><u>£28,549.06</u></b>
<b><u>-£1,196</u></b>	<b>Surplus / (Deficit) for period transferred to Centre Reserve Account</b>		<b><u>-£13,696.93</u></b>
	<b>COFFEE LOUNGE TRADING STATEMENT</b>		
2,308	*Coffee Lounge: Gross Takings	350.27	
(804)	- provisions	(65.51)	-18.70%
<b><u>£1,504</u></b>	<b>Surplus for period</b>	<b><u>£284.76</u></b>	

## EAST WORTHING COMMUNITY CENTRE

### COMMUNITY CENTRE EQUIPMENT ACCOUNT FOR YEAR 1ST AUGUST 2020 TO 31ST JULY 2021

2019/20		£ p	£ p
£			
3,810	Purchase of equipment, crockery, staging, photocopier		3,984.00
<u>1,597</u>	Add: new purchases of equipment during year (listed)		<u>-</u>
5,407			3,984.00
	Less: Depreciation-		
	Equipment 16/17	135.00	
	Equipment 17/18	747.00	
	Equipment 18/19	156.00	
	Equipment 19/20	381.00	
<u>1,423</u>			<u>1,419.00</u>
<u>£3,984</u>			<u><u>£2,565.00</u></u>

### CENTRE RESERVE - YEAR 1ST AUGUST 2020 TO 31ST JULY 2021

£		£	£
25,299	Balance brought forward 1st August		21,496.39
<u>-1,196</u>	Contribution from / to ( ) Centre Account		<u>- 13,696.93</u>
24,103			7,799.46
559	Less: Routine Maintenance	-	*
<u>1,802</u>	Less: Planned Maintenance Works (listed)	<u>573.00</u>	<u>573.00</u> *
21,742	Surplus / (Deficit) for year		7,226.46
5,054	Resurfacing of Play Area for Playgroup	-	
<u>- 4,809</u>	Grant received from WSCC for Playgroup works	<u>-</u>	0.00
-	Resurfacing of Play Area for Playgroup	779.94	
<u>-</u>	Grant received from Worthing Community Grants	<u>- 750.00</u>	29.94
<u>£21,496</u>	Surplus / (Deficit) for year		<u><u>£7,196.52</u></u>
	<u>Planned Maintenance Works 2020/2021</u>		£
	Annual Maintenance for CCTV system		152.40
	Annual Maintenance for Fire Alarm system		<u>420.60</u>
			<u><u>£573.00</u></u>



**EAST WORTHING COMMUNITY ASSOCIATION**

**GENERAL INCOME AND EXPENDITURE ACCOUNT**  
**FOR YEAR 1ST AUGUST 2020 TO 31ST JULY 2021**

2019/20

£ p	INCOME	£ p
847	Membership and Affiliation Fees	90.00
0	Legacy - Antony Cater dec'd	500.00
3	Interest on Investments	0.26
<b><u>£850</u></b>		<b><u>£590.26</u></b>
	EXPENDITURE	
0	Subscriptions	-
250	Miscellaneous	250.00
<b><u>£250</u></b>		<b><u>£250.00</u></b>
<b><u>£600</u></b>	<b>SURPLUS/(DEFICIT) FOR PERIOD CARRIED TO GENERAL RESERVE</b>	<b><u>£340.26</u></b>

**GENERAL RESERVE FOR YEAR 1ST AUGUST 2020 TO 30TH APRIL 2021**

£ p		£ p
115,589	Balance brought forward 1st August	<b>£119,319.51</b>
3,131	Profit / (Loss) on Revaluation of Investments	18,439.21
600	Contribution/(Deficit) from General Account	340.26
<b><u>£119,320</u></b>	Balance carried forward	<b><u>£138,098.98</u></b>


EAST WORTHING COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31ST JULY 2021

2019/20 £		£ p	£ p
	<b>FIXED ASSETS</b>		
14,014	Building Extension - Construction/Fees	14,014.15	
<u>5,000</u>	Less: Grant (W.B.C.)	<u>5,000.00</u>	9014.15
9,014			
577	Purchase & Installation of Storage Shed (net of grant)		577.00
<u>3,984</u>	Equipment		<u>2565.00</u>
<u>£13,575</u>			<u>£12,156.15</u>
	<b>CURRENT ASSETS</b>		
93,310	**Investments	111,749.31	
5,378	Sundry Debtors	4,881.79	
1,248	Payments in Advance	230.22	
32,667	Bank Current Accounts	17,144.75	
<u>763</u>	Cash and Stock in Hand	<u>307.19</u>	134,313.26
<u>133,366</u>			
	<b>LESS: CURRENT LIABILITIES</b>		
6,125	Sundry Creditors	1,173.91	
<u>-</u>	Receipts in Advance	<u>0.00</u>	<u>1,173.91</u>
<u>6,125</u>			
	<b>NET CURRENT ASSETS</b>		<u>£133,139.35</u>
<u>£127,241</u>			<u>£145,295.50</u>
	<b>REPRESENTED BY:</b>		
119,320	General Reserve		138,098.98
<u>21,496</u>	Centre Reserve		<u>7,196.52</u>
<u>£140,816</u>			<u>£ 145,295.50</u>

	2019/20 £ p	2020/21 £ p
Investment with Charities Official Investment Fund		
Valuation at close of business on 30th April 2021	93,310.10	111,749.31
Valuation at close of business on 31st July(Previous Year)	90,179.18	93,310.10
Less Cost Price of Investments sold	-	-
Change in value of investment in 2020/21	<u>£3,130.92</u>	<u>£18,439.21</u>
Reconciliation of Shares sold:		
Profits taken on shares sold in 2020/21	0	-
Cost Price of Investments sold in 2020/21	<u>0</u>	<u>-</u>
	0	£0.00

Prepared by:

  
A. D. Gardiner, Hon. Treasurer



Section A Independent Examiner's Report

Report to the trustees/ members of

EAST WORKING COMMUNITY ASSOCIATION CENTRE

On accounts for the year ended

31 July 2021

Charity no (if any)

276850

Set out on pages

1 to 4.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2021.

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

\* Please delete the words in the brackets if they do not apply.

Signed:

N. Sargent

Date:

31/10/2021

Name:

NICK SARGENT

Relevant professional qualification(s) or body

Former member - Chartered Member of Internal Auditors Association of Accounting Technicians