

Southmead Community Association

Legal and Administrative Information

Southmead Community Association is a Registered Charity, Number 201099. The Association is a Community Centre with the following objects:-

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood without distinction of sex, sexual orientation, 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 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.
- (b) To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

Registered office

Southmead Community Centre
248 Greystoke Avenue
Southmead
Bristol BS10 6BQ

Officers and Trustees

Chair – Mr Brian Scrase
Mrs Jan Stenner (resigned from October 2021)
Mr David Bellamy (resigned as Trustee but still Treasurer from October 2021)
Mrs Sue Levick (resigned as trustee but still secretary from October 2021)
Mrs Sandra Bellamy (resigned as trustee from October 2021)
Trustee – Ms Bron Kucharski (resigned October 2021)
Trustee – Mr Ronald Chaplin (resigned March 2021)
Mrs C Hughes (resigned as Trustee from October 2021)
Trustee - Mrs Joan Bennett
Trustee – Graham Leighton (from October 2021)
Committee Member – Jacqueline Dillon (from October 2021)

The AGM in October 2021 again confirmed the charity's wish to become a Charitable Incorporated Organisation and many trustees have remained as advisors to the board to ensure a smooth transition and to train new trustees.

Bankers:

Lloyds TSB
High Street
Westbury on Trym
Bristol, BS9 3BY

Registered Independent Examiner:

Dick Maule FCA
The Cross House
South Woodchester,
GL5 5EL

Trustee's Annual Report

Report text for Annual Accounts for the year ended 31st December 2021

The Trustees are pleased to present their report, together with the financial statements of the charity, for the year ended 31st December 2021. The financial statements have been prepared in accordance with current statutory requirements, the Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Legal and Administrative information, set out on page 1, forms part of this report.

1 Principal Activity (Objectives of the Charity)

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood without distinction of sex, sexual orientation, 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 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.
- (b) To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in cooperation with any local authority or person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

Our Mission

Southmead Community Association works with and offers support to the local community, to bring about positive social and economic change in Southmead by providing affordable opportunities to develop skills and self-confidence of the local people.

Southmead Community Centre is a place for people to meet, socialise and interact with one another through community engagement and inclusion. As an organisation we are committed to fulfilling the needs of the community providing direct help, advice and support to everyone. The Centre is run by the people, for the people, uniting the community through provision of educational, recreation and leisure time facilities. As an organisation we promote diversity and equality of opportunity in everything that we do.

2 Trustees and General Committee

Members and Honorary Officers are elected to the General Committee at the Annual General Meeting and serve for one year only unless re-elected the following year.

3 Review of the Year 2021

- 3.1 The Coronavirus pandemic forced the charity to close its doors once again for several months in 2021 in line with the government lockdown directives.
- 3.2 The Trustees made the decision in January 2020 to make the post of Centre Manager redundant due to the lack of funding previously available from the City Council. The trustees did, of necessity, manage the centre on a voluntary basis through the year liaising with the various groups and welcoming them back into the centre when national guidance allowed. The many Covid regulations required the centre to observe strict health rules to protect the users and these were incorporated of necessity into new contracts for the group organisers. Staff who were entitled to be put on furlough status continued to be paid in this way and the treasurer applied to HMRC for the necessary funding to pay them which was a great help, not only to them, but to the finances of the charity.
- 3.3 In March 2020 the trustees were made aware of and encouraged to apply for funding available nationally. This funding was announced by the Chancellor and made available to any business in the hospitality industry and was based on the rateable value of its premises. The Association was successful in obtaining an initial grant due to its liquor licence and premises used for the benefit of its private membership and its availability for community use for celebration parties, weddings and wakes and weekly community lunch club. Further grants were made available during 2021. The attached accounts of the Association show the positive effect of receiving further grant relief. The Charity also benefited from discretionary rate relief from Bristol City Council on top of the normal 80% available to charities.
- 3.4 The fire that broke out in the cellar cooling system in August 2020 which apart from items in the separate liquor store, also wrote off the entire cellar stock and destroyed the lighting and beer distribution apparatus. The cellar area remained unusable for the whole of the year as the insurance company contractor didn't start the clean-up operation until December 2021. This meant that the bar could only rely on selling bottled and canned drinks. It was reassuring to the Trustees that the membership has been fully supportive of the bar without the draught beers and lager. Only time will tell if party organisers will favour using the centre without the draught ale facility when the pandemic restrictions are ended. What is clear to the trustees, however, is that the cooling system used a great deal of electricity (running 24/7) and its absence has been reflected in much cheaper electricity bills during 2021 over and above the lockdown savings.
- 3.5 The effect of the various lockdowns on most groups using the Centre has been devastating and only two groups were able to use it within government guidelines at the start of the year. These were Slimming World and a Taekwondo class for primary school children. After the end of the second lockdown and the gradual easing of restrictions, other groups returned to the centre together with some new ones such as Tang Soo Do and various skittle groups. A grant from John James allowed for

Christmas hampers to be distributed to the local community but the usual Christmas parties could not be held.

- 3.6 New procedures have been introduced to protect users of the centre. Strict cleaning procedures are in place and most users are not allowed to use the kitchen in order to protect kitchen volunteers. With the closure of the Youth Centre in 2022 it is hoped some of their groups will want to come to the Community Centre. These are unprecedented times for the country and particularly for the volunteer trustees most of whom are in their 70s and are anxious to attract and recruit fresh trustees from the community to ensure that the Centre continues to provide this much needed and much appreciated community asset in Southmead which is an area of social deprivation.
- 3.7 Despite being a difficult year for everyone the Trustees would like to thank all employees and volunteers for their continuing commitment, enthusiasm and support during 2021 and very much welcome any new volunteers in 2022. The help from volunteers is key to the overall success of the Centre, and without them, the many activities would not be possible. The Trustees are most grateful for their ongoing contribution to the success and financial viability of the Centre. Welcome back meetings were held in 2021 with the community and their positive feedback and their eagerness to return when restrictions were lifted has been an encouragement to the present trustees and advisors to the board and given much hope for the future of the Centre as a new C.I.O.

4 How our activities deliver public benefit

- 4.1. Our service delivery is available to all Southmead residents and those in the surrounding areas who have enjoyed attending the Community Centre over the years and appreciate the various services on offer by volunteers and professionals alike. Services are delivered in line with our principle objective without distinction of sex, sexual orientation, ethnic origin or of political, religious or other opinions.
- 4.2. Every effort is made to network with other service providers in the area including the local authority, voluntary and other organisations in a common effort to identify and provide facilities needed in Southmead with the common interest of improving the quality of life for the local community.

5 Future Developments

Priorities for the year ahead:

1. Stay committed to our organisation's aims and objectives to continue to make a difference to people's lives within our community and safeguard the charity and its trustees by becoming a charitable incorporated organisation.
2. Continue to safeguard the financial viability of the organisation by securing increased activity and financial support from funders. To operate safely within any ongoing national health restrictions

3. To continue to develop future ideas and proposals for the future redevelopment of the Centre on the “Greystoke Strip” by fully utilising the information and conclusions provided by the feasibility study in seeking to provide a new Community Centre in the very heart of Southmead.
4. To continue to empower local people with decision making and ownership of the Centre. Working to increase training opportunities for future employment as well as increasing volunteer opportunities within the community.
5. To continue to identify gaps in services within Southmead and develop the Centre to meet the needs and expectations of the community by improving our services and facilities the best we can.

6. Risk Assessment

The Executive Committee has conducted a review of the major risks to which the charity is exposed as part of its business plan and satisfied insurers that systems have been established to mitigate any risks. Assessment is reviewed on a continuous basis and section leaders reminded of their responsibilities.

7 Reserves Policy

The charity’s policy on unrestricted reserves is to maintain equivalent cash balances:

- To cover three month’s budgeted recurrent expenditures.
- To cover planned capital expenditure for the upcoming year.

The level of reserves is monitored and reviewed by the Trustees on a quarterly basis. As highlighted in 3.2 of this report the reserves were impacted by the lack of funding for a professional manager in post at the centre. Whilst the reserves are now very healthy (thanks to Covid funding), the Trustees will during 2022, continue to carry out the necessary management roles on a voluntary basis and explore different staffing options to ensure the Centre is run efficiently as it gets back on its feet. This will be reviewed at each monthly Trustees’ meeting.

8 Financial Statements

Charity law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable body and of the surplus or deficit for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards and statements of recommended practice without any material departures;
- prepared the financial statements on the going concern basis

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable body and to enable them to ensure that the financial statements comply with the relevant Acts.

They are also responsible for safeguarding the assets of the charitable body and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In determining how amounts are presented within items in the Statement of Financial Activities and the Balance Sheet, the Trustees have had regard to the substance of the reported transactions or arrangements, in accordance with generally accepted accounting principles or practice.

So far as the Trustees are aware at the time the report is approved:-
There is no relevant information of which the association's independent examiners are unaware and the Trustees have taken all prescribed steps to ensure awareness of all relevant information and to establish that the independent examiner is aware of the said information.

Trustees' Charity Report Certified by:-

.....
Bryan Scrase (Chair)

.....
David Bellamy (Treasurer)

Date:

Date:

Independent Examiner's report to the trustees of Southmead Community Association

I report on the accounts of the charity for the year ended 31st December 2021 which are set out on pages 8 to 14

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 charity's accounts carried out under section 145 of the 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

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records [; or
3. the accounts do 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.

Name : Dick Maule F.C.A.
Address : The Cross House, The High Street ,South Woodchester GL5 5EL
Date:

Southmead Community Association

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. December 2021

	Unrestricted Fund	Restricted Fund	Total	
	2021	2021	2021	2020
	£	£	£	£
Income from:				
Donations	1,013	-	1,013	317
Membership	1,028	-	1,028	146
Investment income				
Interest	3	-	3	9
Charitable activities				
Grants	34,388	-	34,388	31,791
Hall hire and activities	12,088	-	12,088	12,675
Rent	12,000	-	12,000	5,700
Other income	3,579	-	3,579	1,622
Total	<u>64,099</u>	<u>-</u>	<u>64,099</u>	<u>52,260</u>
Expenditure on:				
Charitable activities	<u>59,093</u>	<u>-</u>	<u>59,093</u>	<u>48,272</u>
Total	<u>59,093</u>	<u>-</u>	<u>59,093</u>	<u>48,272</u>
Net income/(expenditure)	5,006	-	5,006	3,988
Transfers between Funds	-	-	-	-
Total funds brought forward	<u>201,908</u>	<u>-</u>	<u>201,908</u>	<u>197,920</u>
Total funds carried forward	<u>206,914</u>	<u>-</u>	<u>206,914</u>	<u>201,908</u>

Southmead Community Association

Balance sheet as at 31st. December 2021

		2021		2020
	Notes	£	£	£
Fixed assets				
Tangible assets	2		177,485	<u>182,892</u>
Current assets				
Debtors	4	333		702
Cash on hand		648		183
Cash at bank		<u>33,529</u>		<u>18,900</u>
<i>Total current assets</i>		34,510		19,785
Liabilities				
Creditors: amounts falling due within 12 months	3	<u>(5,081)</u>		<u>(769)</u>
<i>Net Current assets</i>			<u>29,429</u>	<u>19,016</u>
Net assets			<u>206,914</u>	<u>201,908</u>
The funds of the charity:				
Unrestricted funds				
General funds	7		38,362	29,525
Designated funds			168,552	172,383
Restricted funds			<u>-</u>	<u>-</u>
Total charity funds			<u>206,914</u>	<u>201,908</u>

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Brian Scrase

Chair

.....

David Bellamy

Treasurer

Dated:

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2021

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) 2nd edition and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2021

(1) Principal Accounting Policies

(e) Fixed Assets

Fixed assets are written off over the expected useful life of the asset on the reducing balance basis at 15% per annum for equipment and 2% straight line for the building.

(2) Tangible Assets

	Building £	Equipment £	Total £
Cost:			
balance brought forward	191,537	106,485	298,022
additions in the year	-	-	-
	<u>191,537</u>	<u>106,485</u>	<u>298,022</u>
Depreciation			
balance brought forward	19,154	95,977	115,130
charge for the year	3,831	1,576	5,407
	<u>22,984</u>	<u>97,553</u>	<u>120,537</u>
Net book value at 31st. December 2021	<u>168,552</u>	<u>8,932</u>	<u>177,485</u>
Net book value at 31st. December 2020	<u>172,383</u>	<u>10,508</u>	<u>182,892</u>

(3) Creditors and accruals

Creditors: amounts falling due within 12 months

	2021 £	2020 £
Sundry creditors	<u>5,081</u>	<u>769</u>
	<u>5,081</u>	<u>769</u>

(4) Debtors and prepayments

Sundry debtors	<u>333</u>	<u>702</u>
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(5) Employee information

Number of employees	Average monthly head count	2021 2	2020 3
No employee received emoluments of more than £60,000.			

Salaries and wages	£ 12,154	£ 17,592
Social security costs	-	-
	<u>12,154</u>	<u>17,592</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2021

(6) Expenditure

	Charitable activities	Charitable activities
	2021	2020
	£	£
Salaries	12,154	17,592
Activities	749	596
Rates and water	985	2,389
Repairs and renewals	11,709	5,787
Telephone	1,442	1,451
Performing rights	1,337	1,550
Cleaning and laundry	2,064	2,260
Stationery, postage and photocopying	-	151
Light and heat	5,354	6,230
Consultancy fees	14,685	1,785
Insurance	1,591	1,271
Bank charges	-	-
Depreciation	5,407	5,685
Reporting accountant's fee	750	750
Miscellaneous expenses	-	-
Computer and software	468	483
Equipment hire and maintenance	397	290
	<u>59,093</u>	<u>48,272</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2021

(7) Movements in funds

	Balance 1st. January				Balance 31st. Dec.
	2021	Income	Expenditure	Transfers	2021
	£	£	£	£	£
Unrestricted funds					
Designated Fund	172,383	-	-	(3,831)	168,552
General Fund	<u>29,525</u>	<u>64,099</u>	<u>(59,093)</u>	<u>3,831</u>	<u>38,362</u>
	<u>201,908</u>	<u>64,099</u>	<u>(59,093)</u>	<u>-</u>	<u>206,914</u>

Designated Fund: an amount has been set aside to reflect the amount of reserves tied up in the original costs of building the centre.

	Balance 1st. January				Balance 31st. Dec.
	2020	Income	Expenditure	Transfers	2020
	£	£	£	£	£
Unrestricted funds					
Designated Fund	176,214	-	-	(3,831)	172,383
General Fund	<u>21,706</u>	<u>52,260</u>	<u>(48,272)</u>	<u>3,831</u>	<u>29,525</u>
	<u>197,920</u>	<u>52,260</u>	<u>(48,272)</u>	<u>-</u>	<u>201,908</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2021

(8) Analysis of prior year funds

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. December 2020

	Unrestricted Fund	Restricted Fund	Total	
	2020	2020	2020	2019
	£	£	£	£
Income from:				
Donations	317	-	317	2,778
Membership	146	-	146	1,537
Investment income				
Interest	9	-	9	-
Charitable activities				
Grants	31,791	-	31,791	800
Hall hire and activities	12,675	-	12,675	49,186
Rent	5,700	-	5,700	23,500
Other income	<u>1,622</u>	<u>-</u>	<u>1,622</u>	<u>-</u>
Total	<u>52,260</u>	<u>-</u>	<u>52,260</u>	<u>77,801</u>
Expenditure on:				
Charitable activities	<u>48,272</u>	<u>-</u>	<u>48,272</u>	<u>75,736</u>
Total	<u>48,272</u>	<u>-</u>	<u>48,272</u>	<u>75,736</u>
Net income/(expenditure)	3,988	-	3,988	2,064
Transfers between Funds	-	-	-	-
Total funds brought forward	<u>197,920</u>	<u>-</u>	<u>197,920</u>	<u>195,855</u>
Total funds carried forward	<u>201,908</u>	<u>-</u>	<u>201,908</u>	<u>197,920</u>