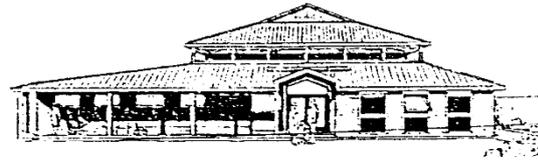


**EAST WORTHING  
COMMUNITY ASSOCIATION**

Registered Charity No. 276850



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***ANNUAL***

***REPORT***

***2021/2022***

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***INCORPORATING THE ANNUAL ACCOUNTS FOR YEAR  
ENDING 31<sup>ST</sup> JULY 2022***

## **East Worthing Community Association**

### **East Worthing Chair's Report to the Annual General Meeting held on 21<sup>st</sup> November 2022**

Began with welcoming all attendees and thanked the Volunteers, Members, Supporters, Councillors, two Centre managers, the team of Charity trustees and Holding trustees. Special thanks go to Hon Treasurer Andrew Gardiner for his continued excellent financial expertise particularly when we are being challenged by continued increase with the bills to operate the Community Centre here.

Reminded everyone the importance of the value role of Community Centres. This is the 44th EWCA AGM. Later Hon Treasurer Andrew will be speaking about an inflationary increase here to help keep pace with the necessary managers salaries and importantly covering the rises of heating lighting utilities in the Centre.

The Chair spoke about his concerns about how difficult it is to attract new and retaining Charity trustees in future years. The responsibilities are many and can be seen as uninviting, unrewarding for volunteers wanting to be involved.

Our neighbour Worthing Range Store in October 2021 creation £100 Car Parking fines has caused our Centre harm not attending with a loss of business since it's introduction particularly with meetings and parties in the evenings and weekends.

On happier note he was delighted the Centre had recently invested in buying a new Computer System.

**Ian Richardson, Chairman**  
**East Worthing Community Association**  
**November 2022**

## **Centre Manager's Report**

### **21<sup>st</sup> November 2022**

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

Thank you all for coming.

It is so good to be busy and see the centre thriving once more. New groups that have started in the last year include Dog Tales which is a training class for scent detention in pet dogs. With two sessions on a Tuesday evening held over a six week course, this has proved popular and a different activity for the centre to offer. An evening yoga class started in February and the Monday morning Pilates class became established. Springtime saw the start of a Life Drawing class, monthly on a Sunday.

A stamp fair started in the hall on a Sunday, every two months, which is becoming known locally. The centre has always welcomed the U3A organisation and the vast collection of classes they offer, one such is the new Painting for Pleasure which meet fortnightly in the coffee lounge.

Recently a craft group has started on a Thursday evening, a lady is involved who used to run a slimming class here several years ago, always nice for people to come back and to be remembered!

The office pc was upgraded this month, the old one had started to freeze, it was wearing out and needed updating. We didn't want it to let us down.

Ongoing maintenance includes the council replacing broken fence panels at the back of Room Three, they had become unsafe with the pre-school playing out there.

Paul and Dave have regularly been cutting down the trees round the centre, including round the street light on the corner of our land approaching the centre, which was also obscuring the EWCA sign. Better lighting is needed down the lane approaching the centre from the east, but this is not our responsibility.

In the summer the ongoing leak and terrible damp patches in the toilets and cleaning cupboard were finally looked at by the council. They tried to establish where the leak was coming from, with investigations behind one of the ladies and gents toilets and took away the panel in the cleaning cupboard in an attempt for it to dry out.

The thermostat in the coffee lounge was replaced along with the valve and another part which was faulty, in readiness for the winter months.

The electric contract has been changed but unfortunately it will still double in price, following on from the gas being switched at the beginning of the year. Long term we need to reduce expenditure by not having the heating on all day and possibly the water tank as well and try to cut costs where we can. The council came to do an energy assessment to apply for funding to undertake the Heat Decarbonisation Plan with a view to getting funding towards carbon reduction. Initiatives such as looking at the possibility of a ground source heat tank and replacement of lights to LED.

The local elections were held at the centre during May and although not madly busy, there was a steady stream of people throughout the day. Despite the fact that there was only 39% turnout, over 2400 people voted here!

Dave who used to work in the daytime and now covers Paul and Michelle when they are off, very sadly and suddenly lost his wife at the beginning of the year from pancreatic cancer. The centre supported a fundraiser to create awareness and raise money for the cause by backing Michelle to cycle 240 miles in May! Centre users generously donating over £100 to the final total. A similar amount was collected more recently when Michelle cycled in the Off Road London to Brighton event, raising funds for the British Heart Foundation. Epilepsy Action which is supported by one of the Stitch & Sew ladies, raised over £100 from a raffle with many of the gifts donated from centre groups. For the centre, over £200 was collected from a table top sale offering a variety of goods belonging to Ian's late mother. In these difficult times it is heart-warming for charities to be so well supported by people using the centre.

We were thrilled that Scamps Pre-School received a Good rating by Ofsted when they visited last month. The bar has been raised considerably since Scamps Pre-School were awarded Excellent at the last inspection in 2016, with the guidance being changed since September 2021.

Rocsters have booked in a jive dance evening for New Year's Eve to welcome in 2023, this has been a good night in the past.

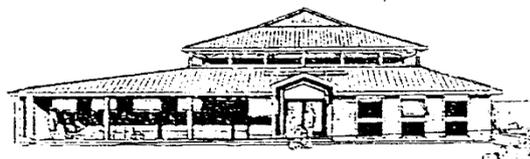
We welcomed once again the recent Indian religious celebrations, always a colourful full-on evening, this being the fifth or sixth year they have used the hall over several days in October.

It was good to see Downsbrook School back for the first time in three years for their wartime evacuation experience, the kids dress up for the occasion and listen to a speaker from the era, while enjoying hot chocolate!

The drink prices were put up by 10p, the first increase for several years and still exceptional value at 80p!

# EAST WORTHING COMMUNITY ASSOCIATION

Registered Charity No. 276850



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

### **REPORT OF TREASURER**

#### **ANNUAL GENERAL MEETING – 21<sup>st</sup> NOVEMBER 2022**

## **1. INTRODUCTION**

- 1.1 I have pleasure in presenting my 42<sup>nd</sup> Treasurer's Report and the Annual Accounts for 2021/2022 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 2022. 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 £2,667 was received in relation to the Coronavirus Business Support Grant in 2021/22 compared to £6,000 received by the Community Centre when the Centre was starting to recover as the Coronavirus restrictions began to be lifted.
- 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 end of the furlough scheme. For 18 months in total, the Job Retention Scheme Grant (Furlough) has supported our employees, this required the completion of a complex monthly grant application at the appropriate time.

## **2. STATEMENT OF ACCOUNTS 2021/2022**

- 2.1 The following paragraphs give a brief explanation of each account for the year 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022.

<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 £3,076.12 in the tax year ending 31<sup>st</sup> March 2022.

## 2. STATEMENT OF ACCOUNTS 2021/22 (continued)

- 2.2 **Community Centre Account (Page 4) (continued)** — The accounts also show the grants received under the JRS scheme of £1,837.03 representing a contribution of around 4% towards the employees pay for the period. From 1st July 2021 the Government JRS Grant reduced to 70% and this reduced further to 60% in August and September 2021. The scheme closed at the end of September 2021. Since then the paybill has been increasing 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 increased by £14,653 over the year. Much of this increase has resulted from the reduced credit from the JRS Grant (£15,834) supporting pay and a slight increase in the overall operational costs due to the re-opening of the Centre, and an adjustment for the previous years PRS / PPL licence fees for the previous year.

It is very pleasing to note the receipts derived from Centre bookings fees, showed a significant increase (£34,849) following the gradual re-opening of the Community Centre following the closure due to the Coronavirus Pandemic. The net surplus from the Coffee Lounge also shows a significant increase compared to the previous year (£1,386). It is almost impossible to draw any meaningful comparisons as the activity levels have been quite different, but there is strong evidence from the increased receipts that the Centre is bouncing back to more normal levels of activity and usage. However, the accounts show that the Centre was entitled to a grant of £2,667 from the Government to support the Centre during its period of closure in 2021.

The overall effect of the increase in expenditure and the increase in receipts, plus the receipt of further small amount of Government Grants during the year, has resulted in the Centre producing a welcome surplus of £4,888.19. This compares with the previous year's trading loss of £13,636, excluding repairs and maintenance. This result is to be welcomed as the Centre should now 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 2021/2022.
- 2.4 **Centre Reserve (page 5)** - the costs of routine maintenance and planned maintenance works are charged to this account. These totalled £726.47 in 2021/22. The Centre Reserve now has a balance of £11,358.24, up from £7,196 in 2020/21. I have previously suggested that the Centre really needs to produce an operating surplus of between £4,000 and £5,000 each year to build up sufficient reserves to meet cyclical maintenance liabilities when they fall due. This year we have begun to move towards this target once again.
- 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 2021/22 there has been no major expenditure and an increase in receipts from Affiliation Fees (£866.46).
- 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 (£1,892.36).
- 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 2022.

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 2022. This is a much better position than expected as the value of investments 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> October 2022 is £108,778.19, which shows a reduction in value of £2,971.12 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 - 21<sup>st</sup> November 2022**

**EAST WORTHING COMMUNITY CENTRE**

**ACCOUNT FOR YEAR 1ST AUGUST 2021 TO 31ST JULY 2022**

2020/2021

£	<b>EXPENDITURE</b>	£ p	£ p
44,762	Salaries & Overheads - Manager & Assistants		41,773.37
-17,671	HM Government Job Retention Scheme Grant		-1,837.03
1,000	Accountancy/Payroll Expenses		1,000.00
3,813	Premises - Electricity		4,505.97
2,799	Gas		287.26
683	Cleaning		1,024.55
0	Business Rates		395.02
327	Waste Collection		339.30
501	Water Rates		513.49
2,771	Insurance		3,148.39
0	Security		152.40
0	Routine Maintenance - charged to Centre Reserve		0.00
776	Telephones - Rental/Calls		838.43
60	Entertainment Licences		1,767.80
574	Office Expenses		724.19
195	Miscellaneous		533.54
-7	Photocopier		-21.10
135	Depreciation Equipment 16/17		135.00
747	Equipment 17/18		747.00
156	Equipment 18/19		156.00
381	Equipment 19/20		381.00
<b>£42,002</b>	<b>TOTAL EXPENDITURE</b>		<b>£56,564.58</b>
	<b>INCOME</b>		
22,196	Booking Fees		57,045.09
68	Miscellaneous Income		254.73
6,000	HM Government Coronavirus Business Support Grant		2,667.00
101	Coffee Lounge * (net surplus)		1,485.95
<b>£28,365</b>	<b>TOTAL INCOME</b>		<b>£61,452.77</b>
<b>-£13,636</b>	<b>Surplus / (Deficit) for period transferred to Centre Reserve Account</b>		<b>£4,888.19</b>
	<b>COFFEE LOUNGE TRADING STATEMENT</b>		
350	*Coffee Lounge: Gross Takings	2,005.15	
(249)	- provisions	(519.20)	-25.89%
<b>£101</b>	<b>Surplus for period</b>	<b>£1,485.95</b>	

## EAST WORTHING COMMUNITY CENTRE

### COMMUNITY CENTRE EQUIPMENT ACCOUNT FOR YEAR 1ST AUGUST 2022 TO 31ST JULY 2022

2021/22		£ p	£ p
£			
3,984	Purchase of equipment, crockery, staging, photocopier		2,565.00
<u>-</u>	Add: new purchases of equipment during year (listed)		<u>0.00</u>
3,984		✔	2,565.00
	Less: Depreciation-		
135	Equipment 16/17	135.00	
747	Equipment 17/18	747.00	
156	Equipment 18/19	156.00	
381	Equipment 19/20	381.00	
<u>-</u>			<u>1,419.00</u>
<u>£2,565</u>		✔	<u>£1,146.00</u>
£	<b>New purchases of equipment during year (listed)</b>		£
<u>0.00</u>			<u>£0.00</u>

### CENTRE RESERVE - YEAR 1ST AUGUST 2022 TO 31ST JULY 2022

£			£
21,496	Balance brought forward 1st August		7,196.52
<u>-13,636</u>	Contribution from / to ( ) Centre Account		<u>4,888.19</u>
7,860		✔	12,084.71
61	Less: Routine Maintenance	184.11	*
<u>573</u>	Less: Planned Maintenance Works (listed)	<u>542.36</u>	<u>726.47</u>
7,226	Surplus / (Deficit) for year	✔	11,358.24
780	Resurfacing of Play Area for Playgroup		0
<u>-750</u>	Grant received from WSCC for Playgroup works		<u>0</u>
<u>£7,196</u>	Surplus / (Deficit) for year	✔	<u>£11,358.24</u>
	<u>Planned Maintenance Works 2022/2023</u>		£
	Southern Fire Alarms Fire Alarm Maintenance		121.76
	Southern Fire Alarms Fire Alarm Maintenance 2022		420.60
			<u>£542.36</u>

**EAST WORTHING COMMUNITY ASSOCIATION**

**GENERAL INCOME AND EXPENDITURE ACCOUNT**  
**FOR YEAR 1ST AUGUST 2021 TO 31ST JULY 2022**

2020/21		
£ p	INCOME	£ p
90	Membership and Affiliation Fees	866.46 *
500	Legacy / Donations	70.00
0	Interest on Investments	1.60 *
<b>£590</b>		<b>£938.06</b>
	<b>EXPENDITURE</b>	
0	Subscriptions	-
250	Miscellaneous	265.00 *
<b>£250</b>		<b>£265.00</b>
<b>£340</b>	<b>SURPLUS/(DEFICIT) FOR PERIOD CARRIED TO GENERAL</b>	<b>£673.06</b>
£ p		£ p
119,320	Balance brought forward 1st August	<b>£138,098.98</b>
18,439	Profit / (Loss) on Revaluation of Investments	1,892.36
340	Contribution/(Deficit) from General Account	673.06
<b>£138,099</b>	Balance carried forward	<b>£140,664.40</b>

EAST WORTHING COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31ST JULY 2022

2020/21 £		£ 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>	9,014.15
9,014			
577	Purchase & Installation of Storage Shed (net of grant)		577.00
<u>2,565</u>	Equipment		<u>1,146.00</u>
<b><u>£12,156</u></b>			<b><u>£10,737.15</u></b>
	<b>CURRENT ASSETS</b>		
111,749	**Investments	113,641.67	
4,882	Sundry Debtors	2,843.05	
230	Payments in Advance	99.09	
17,145	Bank Current Accounts	24,782.12	
<u>307</u>	Cash and Stock in Hand	<u>527.86</u>	141,893.79
<b>£134,313</b>			
	<b>LESS: CURRENT LIABILITIES</b>		
1,174	Sundry Creditors	608.29	
<u>-</u>	Receipts in Advance	<u>0.00</u>	<u>608.29</u>
1,174			
<b><u>£133,139</u></b>	<b>NET CURRENT ASSETS</b>		<b><u>£141,285.50</u></b>
<b><u>£145,296</u></b>			<b><u>£152,022.65</u></b>
	<b>REPRESENTED BY:</b>		
138,099	General Reserve		140,664.40
<u>7,197</u>	Centre Reserve		<u>11,358.24</u>
<b><u>£145,296</u></b>			<b><u>£ 152,022.64</u></b>

0.00

	2020/21 £ p	2021/22 £ p
Investment with Charities Official Investment Fund		
Valuation at close of business on 31st July 2022	106,353	113,641.67
Valuation at close of business on 31st July(Previous Year)	93,310	111,749.31
Less Cost Price of Investments sold	-	-
Change in value of investment in 2021/22	<u>13,043</u>	<u>£1,892.36</u>
Reconciliation of Shares sold:		
Profits taken on shares sold in 2021/22	0	-
Cost Price of Investments sold in 2021/22	<u>0</u>	<u>-</u>
	<u>0</u>	<u>£0.00</u>

Prepared by:

*A. D. Gardiner*

A. D. Gardiner, Hon. Treasurer

Audited by:

*N. Sarjeant*

N. Sarjeant



CHARITY COMMISSION  
FOR ENGLAND AND WALES

**Independent examiner's report on the  
accounts**

**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** Charity Name  
EAST WORTHING COMMUNITY ASSOCIATION

**On accounts for the year  
ended** 31 JULY 2022 **Charity no  
(if any)** 276850

**Set out on pages** 1, 2, 3+4

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

**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. Sarjeant **Date:** 15/11/2022

**Name:** NICK SARJEANT

**Relevant professional  
qualification(s) or body** RETIRED MEMBER ASSOCIATION OF ACCOUNTING TECHNICIANS  
INSTITUTE OF INTERNAL AUDITORS

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE IDENTIFIED.