

# **ST STEPHEN'S COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 29 FEBRUARY 2016**

The trustees present their report and the unaudited financial statements of the company for the year ended 29 February 2016.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	St Stephen's Community Association
<b>Charity registration number</b>	253170
<b>Principal office</b>	Tenterden Drive Canterbury Kent CT2 7BN

#### **The trustees**

The trustees who served the company during the period were as follows:

S Shipton  
B Harris  
J Pooley  
A Gough  
A Zinzan  
G White

<b>Independent examiner</b>	Richard Stewart FCA Camburgh House 27 New Dover Road Canterbury Kent CT1 3DN
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<b>Bankers</b>	Lloyds TSB Plc 49 High Street Canterbury Kent CT1 2SE
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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The governing document is the charity's constitution which was originally agreed on 6th July 1981, and was amended on 26th April 2013.

The Management Committee consists of at least six members who are elected at the Annual General Meeting. They have the power to appoint a Chairman, Secretary, Treasurer and other officers as they deem necessary. Trustees are appointed by the Executive Committee, and the number of trustees shall not be less than 2 or more than 5.

The major risks to which the charity is exposed have been reviewed, and systems have been put in place to mitigate this risk.

# ST STEPHEN'S COMMUNITY ASSOCIATION

## TRUSTEES ANNUAL REPORT *(continued)*

**YEAR ENDED 29 FEBRUARY 2016**

### OBJECTIVES AND ACTIVITIES

St Stephen's Community Association is a charity to promote the benefit of the inhabitants of St Stephens and the neighbourhood by associating with the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation to improve the condition of life for the said inhabitants.

The charity's aims are also to improve the quality of life for the residents of St Stephen's ward in Canterbury and to provide a local community building that can act as a focus for developing services and activities for local residents.

To help meet this aim, the charity has established a Community Centre for activities in furtherance to those outlined above.

St Stephen's Community Association is a non-political, non-religious, unincorporated association.

### ACHIEVEMENTS AND PERFORMANCE

A great deal was achieved in the last year regarding the condition of the building. We purchased a new boiler at a cost of £7,300 which provides heating for the entire building, therefore removing the need for two boilers. We have already seen a difference in the cost of our heating bills. A door was installed between the association kitchen and the bar club to enable us to provide a more efficient service for hall hire parties with a bar, and to save carrying glasses between bars.

After contacting Canterbury city council regarding the broken path around the side of the building we found we were responsible for its repairs because the paving slabs continually break we had them removed and a concrete path laid for safety. Volunteers from the bar club and association had a painting evening and decorated the main hall. Many thanks to all concerned.

### FINANCIAL REVIEW

A summary of the financial performance of the charity for the year ended 28 February 2016 is detailed below.

	2016	2015
	£	£
Income	43,989	47,387
Charitable Expenses	(46,274)	(44,629)
Administration Expenses	(834)	(752)
Surplus/(Deficit) for the year	<u>(3,119)</u>	<u>2,006</u>

Funding is received through Grants from KCC Members Grants and CCC Grants, both of which are included as restricted funds received. Additionally, the Hall at the Community Association is let to various parties for income, which is the charity's main source of income besides any grants received and donations from the Bar Club. All these funds are used to keep operations going through the year to help the charity achieve its aims.

Sufficient levels of reserve funds are maintained each year, with large items of expenditure usually paid from the grants in compliance with the restrictions.

# **ST STEPHEN'S COMMUNITY ASSOCIATION**

## **TRUSTEES ANNUAL REPORT *(continued)***

### **YEAR ENDED 29 FEBRUARY 2016**

#### **PLANS FOR FUTURE PERIODS**

The charity will continue its operations to benefit St Stephens ward and continue provide facilities and services in the interest of social welfare in the forthcoming year.

As we spent a large amount of money on maintenance last year we are hoping to keep costs lower this coming year. the estimates are in for the building alterations and we are now looking for grants to cover the cost. We will also hold quiz nights on a regular basis throughout the year to raise funds, as the trial quiz night was a success, and looking for other ways to raise money. The association hall is one we can be proud of and many hall hires are coming to us via our Facebook page which has photographs of the hall, due to many halls no longer in use this puts us in a much stronger position. we look forward to the coming year.

Signed on behalf of the trustees

MISS A ZINZAN  
Chairperson

MRS S SHIPTON  
Treasurer

29 April 2016

**ST STEPHEN'S COMMUNITY ASSOCIATION**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST**  
**STEPHEN'S COMMUNITY ASSOCIATION**  
**YEAR ENDED 29 FEBRUARY 2016**

I report on the accounts of the company for the year ended 29 February 2016 which are set out on pages 6 to 11.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The company's trustees are responsible for the preparation of the accounts. The company's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**ST STEPHEN'S COMMUNITY ASSOCIATION**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST**  
**STEPHEN'S COMMUNITY ASSOCIATION** *(continued)*

**YEAR ENDED 29 FEBRUARY 2016**

Richard Stewart FCA  
Independent examiner

Camburgh House  
27 New Dover Road  
Canterbury  
Kent  
CT1 3DN

29 April 2016

# ST STEPHEN'S COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 29 FEBRUARY 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	12,000	11,316	23,316	24,400
Incoming resources from charitable activities	3	19,954	—	19,954	22,519
Other incoming resources	4	719	—	719	468
<b>TOTAL INCOMING RESOURCES</b>		<b>32,673</b>	<b>11,316</b>	<b>43,989</b>	<b>47,387</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5/6	(36,270)	(10,004)	(46,274)	(44,629)
Governance costs	7	(834)	—	(834)	(752)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(37,104)</b>	<b>(10,004)</b>	<b>(47,108)</b>	<b>(45,381)</b>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>					
	8	(4,431)	1,312	(3,119)	2,006
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		60,866	3,575	64,441	62,435
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>56,435</b>	<b>4,887</b>	<b>61,322</b>	<b>64,441</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 8 to 11 form part of these financial statements.

# ST STEPHEN'S COMMUNITY ASSOCIATION

## BALANCE SHEET

29 FEBRUARY 2016

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>			
Tangible assets	10	28,103	30,475
<b>CURRENT ASSETS</b>			
Debtors	11	8,214	10,798
Cash at bank		26,445	24,430
		<u>34,659</u>	<u>35,228</u>
<b>CREDITORS: Amounts falling due within one year</b>	12	<u>(1,440)</u>	<u>(1,262)</u>
<b>NET CURRENT ASSETS</b>		<b>33,219</b>	<b>33,966</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>61,322</b></u>	<u><b>64,441</b></u>
<b>NET ASSETS</b>		<u><b>61,322</b></u>	<u><b>64,441</b></u>
<b>FUNDS</b>			
Restricted income funds	13	4,887	3,575
Unrestricted income funds	14	56,435	60,866
<b>TOTAL FUNDS</b>		<u><b>61,322</b></u>	<u><b>64,441</b></u>

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These financial statements were approved by the members of the committee and authorised for issue on the 29 April 2016 and are signed on their behalf by:

S Shipton

A Zinzan

The notes on pages 8 to 11 form part of these financial statements.

# ST STEPHEN'S COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 29 FEBRUARY 2016

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### Grants

Grants will be recognised on an accruals basis.

#### Fixed assets

All fixed assets are initially recorded at cost.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	15% Straight line
Fixtures & Fittings	-	50% Straight line
Leasehold Property	-	over the term of the lease

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Grants receivable</b>				
CCC Grant	–	9,816	9,816	10,800
KCC Grant	–	1,500	1,500	1,600
<b>Other income</b>				
Contributions from Bar Club	12,000	–	12,000	12,000
	<u>12,000</u>	<u>11,316</u>	<u>23,316</u>	<u>24,400</u>

### 3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Letting receipts	19,954	19,954	22,519

### 4. OTHER INCOMING RESOURCES

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Other income	719	719	468

# ST STEPHEN'S COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 29 FEBRUARY 2016

### 5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Education and social welfare	<u>36,270</u>	<u>10,004</u>	<u>46,274</u>	<u>44,629</u>

### 6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Total Funds 2016 £	Total Funds 2015 £
Education and social welfare	<u>46,274</u>	<u>46,274</u>	<u>44,629</u>

### 7. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Independent examiners fees	<u>834</u>	<u>834</u>	<u>752</u>

### 8. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2016 £	2015 £
Depreciation	3,105	2,335
Independent examiners fees	<u>834</u>	<u>752</u>

### 9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2016 £	2015 £
Wages and salaries	10,887	11,548
Social security costs	—	—
	<u>10,887</u>	<u>11,548</u>

#### Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2016 No	2015 No
Number of administrative staff	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

# ST STEPHEN'S COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 29 FEBRUARY 2016

### 10. TANGIBLE FIXED ASSETS

	Equipment £	Fixtures & Fittings £	Leasehold Property £	Total £
<b>COST</b>				
At 1 March 2015	7,985	3,858	42,831	54,674
Additions	733	—	—	733
<b>At 29 February 2016</b>	<b>8,718</b>	<b>3,858</b>	<b>42,831</b>	<b>55,407</b>
<b>DEPRECIATION</b>				
At 1 March 2015	4,084	2,453	17,662	24,199
Charge for the year	1,236	1,405	464	3,105
<b>At 29 February 2016</b>	<b>5,320</b>	<b>3,858</b>	<b>18,126</b>	<b>27,304</b>
<b>NET BOOK VALUE</b>				
<b>At 29 February 2016</b>	<b>3,398</b>	<b>—</b>	<b>24,705</b>	<b>28,103</b>
At 28 February 2015	3,901	1,405	25,169	30,475

### 11. DEBTORS

	2016 £	2015 £
Contributions owed by Bar Club	2,696	4,924
Hall Hire	—	839
Other debtors	214	—
Prepayments and accrued income	5,304	5,035
	<b>8,214</b>	<b>10,798</b>

### 12. CREDITORS: Amounts falling due within one year

	2016 £	2015 £
Taxation and social security	—	34
Accruals	1,440	1,228
	<b>1,440</b>	<b>1,262</b>

### 13. RESTRICTED INCOME FUNDS

	Balance at 1 Mar 2015 £	Incoming resources £	Outgoing resources £	Balance at 29 Feb 2016 £
Restricted Funds	3,575	11,316	(10,004)	4,887

# ST STEPHEN'S COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 29 FEBRUARY 2016

### 13. RESTRICTED INCOME FUNDS *(continued)*

The restricted grants received from Canterbury City Council during the year total £9,816 (2015: £10,800), and has been used to cover general running costs including wages.

Additionally, the club has received restricted grants from Kent County Council during the year totalling £1,500 (2015: £1,600), used to cover the purchase of furniture and IT equipment.

### 14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Mar 2015	Incoming resources	Outgoing resources	Balance at 29 Feb 2016
	£	£	£	£
General Funds	<u>60,866</u>	<u>32,673</u>	<u>(37,104)</u>	<u>56,435</u>

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
<b>Restricted Income Funds:</b>			
Restricted Funds	1,969	2,918	4,887
<b>Unrestricted Income Funds</b>	<u>26,134</u>	<u>32,301</u>	<u>58,435</u>
<b>Total Funds</b>	<u>28,103</u>	<u>35,219</u>	<u>63,322</u>

**ST STEPHEN'S COMMUNITY ASSOCIATION**

**MANAGEMENT INFORMATION**

**YEAR ENDED 29 FEBRUARY 2016**

**The following page does not form part of the statutory financial statements which are the subject of the independent examiner's report on pages 4 to 5.**

**ST STEPHEN'S COMMUNITY ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 29 FEBRUARY 2016**

	2016 £	2015 £
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
CCC Grant	9,816	10,800
KCC Grant	1,500	1,600
Contributions from Bar Club	12,000	12,000
	<u>23,316</u>	<u>24,400</u>
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
Letting receipts	19,954	22,519
<b>OTHER INCOMING RESOURCES</b>		
Other income	719	468
<b>TOTAL INCOMING RESOURCES</b>	<u>43,989</u>	<u>47,387</u>
<b>RESOURCES EXPENDED</b>		
<b>CHARITABLE ACTIVITIES</b>		
Staff costs - Wages & Salaries	10,887	11,548
Establishment - Rent	—	1
Establishment - Rates & Water	2,273	953
Establishment - Light & heat	8,486	9,458
Establishment - Repairs & maintenance	15,074	12,811
Establishment - Insurance	3,325	4,991
Legal & professional - Other	1,008	332
Office expenses - Telephone	686	769
Office expenses - Other	701	345
Depreciation	3,105	2,335
Education and Social Welfare - advertising	—	358
Education and Social Welfare - contributions to bar club	460	520
Education and Social Welfare - sundry expenses	269	208
	<u>46,274</u>	<u>44,629</u>
<b>GOVERNANCE COSTS</b>		
Independent examiners fees	834	752
<b>TOTAL RESOURCES EXPENDED</b>	<u>47,108</u>	<u>45,381</u>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>	<u>(3,119)</u>	<u>2,006</u>

**ST STEPHEN'S COMMUNITY ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 29 FEBRUARY 2016**

	2016	2015
	£	£
<b>CHARITABLE ACTIVITIES</b>		
<b>Education and social welfare</b>		
<i>Activities undertaken directly</i>		
Staff costs - Wages & Salaries	10,887	11,548
Establishment - Rent	—	1
Establishment - Rates & Water	2,273	953
Establishment - Light & heat	8,486	9,458
Establishment - Repairs & maintenance	15,074	12,811
Establishment - Insurance	3,325	4,991
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Education and Social Welfare - contributions to bar club	460	520
Education and Social Welfare - sundry expenses	269	208
	<u>46,274</u>	<u>44,629</u>