

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

Trustees' Annual Report for 2016

Legal and Administrative Information

Charity Trustees

The Community Association is administered by a Council of Managing Trustees, who are all unpaid, comprising of representatives of Association Sections, Affiliated Group members, local statutory authorities and Association members.

As at 31st December 2016 the Managing Trustees were:

Officers:

President:

Secretary: Myra Hurley

Treasurer: Trevor Quantrill

Chairman: Jeremy Illic

Vice-Chairman: David Foster

Other Trustees:

Mr R Savin, Mr D Gibson, Mr D Langford, Mr G Johnson, Mrs J Hyde, Mr P Webb, Mr B Hudson, Mrs F Poulsen, Mr M Appleyard, Mrs S Wagner, Mrs C Hayes, Mrs S Smith, Mrs L Hutton, Mrs B Penfold, Mr G Bourne, Mrs C Houchin, Ms S Hammerlindl, Mrs P Semon, Mr C Jackson, Mr P Robins, Mr J Marsh, Mrs H Illic, Ms H Rathbone, Mrs V Clarke, Mr S Hyde, Mr M Judge, Dr D Fergusson, Ms J Cottrell, Mr Stacey, Ms K Larkin, Ms A Arton, Mrs B Stewart, Mr B Allen, Mr R Crouch, Mr R Wort, Mr K Tomkins, Mr G Parker, Mrs L Robinson, Mrs L Manning, Mr C Gwilliam, Mrs S Little

The Managing Trustees meet quarterly. Routine matters are delegated to the Executive Committee which meets monthly (except August and December) and consists of the Officers and up to 18 other Council members.

Address

Bourne End Community Centre, Wakeman Road, Bourne End, Bucks SL8 5SX

Independent Examiners

R J Fordham & Co, 9 Wootton Road, Henley-on-Thames, Oxon, RG9 1QD

Bankers

The Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Status and Administration

The Association is registered in England and Wales with the Charity Commission (No 300236) and governed by constitution which was last amended on 14th April 2003.

The Association owns The Community Centre Ltd, with the shares issued in the company held in trust for the Association by Mr D Foster and Mr J Illic. This company operates the trading activities of the Association, chiefly a licensed bar.

The Community Centre

The Association manages Bourne End Community Centre which was opened in 1967. The Centre building and land is leased from Buckinghamshire County Council on a 99 year lease at a peppercorn rent. This property is held in trust by the Official Custodian for Charities.

The Association has 3 employees - one full-time and another part time both working in the Centre Office providing administrative and facilities support and a part-time janitor who works three mornings a week. Additional cleaning is provided through an agency contract. The Association depends upon the continuing support of volunteers from all parts of the community for all mother support and management.

The Association's aim has always been to provide first class facilities at affordable prices for voluntary organisations serving the local community. Today our halls and meeting rooms are filled with the sound of music, drama, sport, exercise and historical research – undertaken by groups from pre-school age to 'seniors'. We are also delighted to continue to play host to Headway, the charity helping those who have suffered brain injury.

Charitable Objectives

The objects of the Association are to:

- (a) promote the benefit of the inhabitants of Bourne End & Wooburn and the neighbourhood together defined by Wooburn Parish (hereinafter called "the area of benefit") 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) establish, or secure the establishment of, a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- (c) promote such other charitable purposes as may from time to time be determined.

Review of Activities and Achievements

Projects and Maintenance 2016

In May 2016 we installed a new boiler for the front part of the building.

We undertook a fire risk assessment survey of the building and various recommendations were made as a result. Following these the recommendations we have installed a Euro Wicket Door into the existing roller shutter door for the scene dock, reduced/removed stored flammable materials, improved signage in the Centre, designated smoking areas, moved the waste bins and fitted 6 Dorguard retainers, which will ensure that fire-doors to the kitchen, kitchenette and chair store automatically close when the fire alarms are sounded. Our fire alarms have been

reconfigured so that if one is activated it will automatically set off the other and so providing a much better audible warning to people throughout the Centre as well as improving the operation of the Dorguards.

During a regular clear out of the scene dock woodworm was found and consequently we have had treated the affected area and also had some floorboards replaced.

Maintenance of Garden

The garden in front of the Centre is being kept in good order by Kevin Riddle. Headway is maintaining the raised garden which is by the external entrance to the Eghams Room. We thank both of them for making the Centre front look very colourful.

Activities 2016

There were regular weekly and monthly events throughout the year including table top sales, jazz, dance classes, chess, short mat bowls, Petanque, darts, badminton, scrabble, flower arranging, bingo, centreTalks and crib. Special fund raising events and private hirings for parties, weddings and other celebrations were also held at the Centre. Whether it was a regular club meeting or a special occasion we were very pleased that those involved chose to use the facilities at the Centre.

The annual children's Christmas party was held in January 2016, and this was a great success.

At the end of 2016 Mo Hazael, who had been organising the monthly centreJazz sessions for 12 years, decided to stand down and hand over that responsibility to others. We thank her for her hard work in making it the success it has become.

The annual Christmas carol concert had a capacity audience and the choir was ably accompanied by a small brass ensemble.

The Events Committee organised, as well as other events, an evening with the Jersey Guys, which are a tribute to the Jersey Boys and the music of Frankie Valli and the Four Seasons. This was a very successful evening and was sold out well in advance of the event. Similar events are being planned for 2017.

Sections and Affiliated Groups

The Association has eight Sections and thirty-two Affiliated Groups, which all benefit from a reduced charge for hiring our rooms and halls.

The Sections have had a good year and most made good use of the facilities. The Chess, Darts and Petanque sections took part in local leagues with varying degrees of success. The Short Mat Bowls section has continued to play friendly matches with local clubs. Forum Players staged a very successful pantomime production, called Dick Whittington, in January.

Centre Bar

The Centre Bar under its steward John Randall and his staff continued to provide a welcoming atmosphere for Association members and visitors. Improved bar sales lead to an increased contribution to the Association of £26,000 compared with £22,000 in 2015.

Managing Trustees

The Community Association is run by the Charity Managing Trustees made up of nominated representatives from the Sections, Affiliated Groups, Statutory Authorities and of individual members.

We thank all our Trustees who have attended Council meetings during the year. We are grateful for their support.

Target Magazine

During 2016 Target recorded a surplus of £3,667, a slight increase over the previous year. Given the challenges faced in the advertising market and competition from social media this is a good performance. Without the considerable effort made by Barrie Penfold and her team of volunteers this valuable contribution to the Community Association funds would not be available and we thank them all.

Financial Review

2016 showed a surplus of £1,826. This compares favourably with 2015 as the previous year surplus of £26,990 included a legacy of some £40,000. Also through constant continuing scrutiny our costs were reduced by nearly £10,000 compared to 2015.

Cash balances at year end are £128,000, with the majority invested in short term deposits.

Reserves Policy

Our existing policy is to hold between six and twelve months annual expenditure as a "real reserve". We define "real reserves" as net current assets; this differs from the General Reserve appearing on our Balance Sheet by excluding capitalised expenditure on the fabric of the building and on fixtures and fittings, which would be effectively worthless should they need to be sold. Our real reserves, boosted by the legacy, represent about 18 months of annual expenditure, if depreciation is not included, at the end of 2016.

Our thanks

Our thanks to everyone who is involved in the Executive committee particularly our Chairman, Jeremy Ilic, Vice Chairman, David Foster, Treasurer, Trevor Quantrill, and all the members of the Events, Stage, House, Marketing and Finance sub-committees. Our thanks also to our staff, both full and part time, who provide such excellent support for all who use the Centre.

Future

Both cash and net current assets have increased during 2016 and the reserves of the Association are healthy. However with inflationary pressures in the general economy it is important that costs are kept under control and people continue to use the facilities that are available here at the Community Centre.

We need to attract new members and would encourage all users to become members of the Association. We also ask existing members to encourage friends and neighbours to join us at the Community Centre.

There is always a need for volunteers to join us and become actively involved in the running of the Association as without a band of willing volunteers the Community Centre would not exist.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

We report on the financial statements of the trust for the year ended 31 December 2016, which are set out on pages 2 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity'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 our responsibility to examine the financial statements (under section 145 of the 2011 Act); to follow procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act) and; to state whether particular matters have come to our attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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 our examination, no matter has come to our attention:

- i) which gives us reasonable cause to believe that in material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act and to prepare the financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

R J Fordham & Co Ltd
Certified Practising Accountants
Delegate House
30a Hart Street
Henley-on-Thames
Oxon RG9 2AL

Dated: 2 May 2017

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

BALANCE SHEET
31 DECEMBER 2016

	NOTE	2016		2015	
		£	£	£	£
FIXED ASSETS:					
Tangible assets	2		97,838		116,980
CURRENT ASSETS:					
Debtors and prepayments	3	41,400		33,914	
Deposit account		98,971		98,406	
Bank current account		29,209		10,515	
Cash in hand		421		391	
		<u>170,001</u>		<u>143,226</u>	
CREDITORS: Amounts					
falling due within one year					
Creditors and accruals	4	14,633		9,738	
Balances held for sections	5	<u>8,200</u>		<u>7,288</u>	
		22,833		17,026	
NET CURRENT ASSETS			<u>147,168</u>		<u>126,200</u>
			<u>£245,006</u>		<u>£243,180</u>
RESERVES:					
General reserve	6		<u>£245,006</u>		<u>£243,180</u>

Signed on behalf of the Association


Jeremy Ilic (May 9, 2017, 12:41pm)

J.M. Ilic – Chairman

Dated: 2 May 2017

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2016

	NOTE	2016 £	2015 £
Income:			
Room hire		59,620	58,476
The Community Centre Ltd		26,000	22,000
Membership and affiliation fees		1,867	2,329
Target magazine surplus	7	3,667	3,411
Fund raising (net of costs)		3,885	4,169
Donations		949	1,192
Bank interest		675	595
Solar generated electricity		4,315	4,005
Legacy		823	40,313
		<u>101,801</u>	<u>136,490</u>
Expenditure:			
Employment costs	12	34,077	36,415
Property costs			
Business rates		1,426	1,500
Repairs & maintenance		8,182	12,366
Electricity & gas		9,895	10,672
Water		1,019	1,745
Insurance		2,871	4,189
Cleaning & waste removal		11,903	10,109
Security		971	1,225
		<u>36,267</u>	<u>41,806</u>
Administration costs			
Stationery & computer facilities		-	2,164
Postage & photocopier		1,364	1,594
Telephone & internet access		202	194
Sundries		1,538	802
		<u>3,104</u>	<u>4,754</u>
Licences & affiliation fees		2,094	1,883
Independent examination		865	970
Bad and doubtful debts		-	94
		<u>76,407</u>	<u>85,922</u>
Depreciation:			
Improvements to leasehold buildings		8,358	8,358
Fixtures & fittings		15,210	15,212
		<u>23,568</u>	<u>23,570</u>
		<u>99,975</u>	<u>109,492</u>
Excess of Income over Expenditure		<u>£1,826</u>	<u>£ 26,998</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016

	Unrestricted Funds	2016 Restricted Funds	Total	2015 Total
	£	£	£	£
<u>INCOMING RESOURCES</u>				
Voluntary Income				
Legacy	823		823	40,313
Individual subscriptions	907		907	1,279
Affiliation fees	960		960	1,050
Donations	949		949	1,192
	3,639		3,639	43,834
Investment Income				
Solar generated electricity	4,315		4,315	4,005
Interest from deposits	675		675	595
Commission	-		-	-
	4,990		4,990	4,600
Charitable Activities				
Room hire	85,620		85,620	80,476
Target magazine	31,962	1,507	33,469	32,002
Events	6,019		6,019	6,856
	123,601	1,507	125,108	119,334
<u>TOTAL OF INCOMING RESOURCES</u>				
	£132,230	£1,507	£133,737	£167,768

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016

		2016		2015	
	NOTE	Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
<u>RESOURCES EXPENDED</u>	8				
Voluntary Income					
Subscriptions		682		682	728
Investment Income					
Solar generated electricity		3,291		3,291	3,291
Charitable Activities					
Room hire		91,389		91,389	100,368
Target magazine		29,318	1,507	30,825	29,813
Events		3,155		3,155	3,779
		123,862	1,507	125,369	133,960
Governance Costs		2,569		2,569	2,791
<u>TOTAL RESOURCES EXPENDED</u>		£ 130,404	£1,507	£131,911	£140,770
NET RESOURCES EXPENDED		1,826	-	1,826	26,998
TOTAL FUNDS BROUGHT FORWARD		243,180	-	243,180	216,182
<u>TOTAL FUNDS CARRIED FORWARD</u>		£245,006	£ -	£245,006	£243,180

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES

a) Accounting convention

The financial statements have been prepared on an accruals basis (subject to c and d below) under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities – The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the Statement of Recommended Practice – Accounting and Reporting by Charities SORP (FRS 102).

b) Tangible fixed assets

All assets acquired for less than £100 are written off immediately. Otherwise depreciation is provided, after taking into account any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Equipment, fixtures & fittings	10% - 33.3%	straight line
Building improvements	2% - 10%	straight line

c) Legacies

Legacies are accounted for when received rather than when the Association becomes aware of them.

d) Fund Structure

With the exception of donations to defray the cost of producing “Target” magazine and towards the cost of specific items of expenditure, all income of the Association is deemed part of the General Fund.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

2. TANGIBLE FIXED ASSETS

	Leasehold Property	Equipment Fixtures & Fittings	Totals
	£	£	£
COST:			
At 1 January 2016	147,842	154,798	302,640
Additions	<u>-</u>	<u>4,425</u>	<u>4,425</u>
At 31 December 2016	<u>147,842</u>	<u>159,223</u>	<u>307,065</u>
DEPRECIATION:			
At 1 January 2016	79,712	105,948	185,660
Charge for year	<u>8,357</u>	<u>15,210</u>	<u>23,567</u>
At 31 December 2016	<u>79,712</u>	<u>121,158</u>	<u>209,227</u>
NET BOOK VALUE:			
At 31 December 2016	<u>59,773</u>	<u>38,065</u>	<u>97,838</u>
At 31 December 2015	<u>68,130</u>	<u>48,850</u>	<u>116,980</u>

3 DEBTORS AND PREPAYMENTS

	2016 £	2015 £
Trade Debtors		
The Community Centre Ltd	31,200	22,000
Sections	727	870
VAT	-	886
Others	<u>6,057</u>	<u>7,599</u>
	37,984	31,355
Prepayments	<u>3,416</u>	<u>2,559</u>
	<u>41,400</u>	<u>33,914</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

4. CREDITORS AND ACCRUALS

	2016	2015
	£	£
Customer deposits & advertisements in advance	5,542	6,097
Trade creditors	1,175	204
Social security & other taxes	326	338
Sundry creditors and accruals	3,341	3,099
VAT	<u>4,249</u>	<u>-</u>
	<u>14,633</u>	<u>9,738</u>

5. BALANCES HELD BY THE ASSOCIATION SECTIONS

	2016	2015
	£	£
Angling	315	106
Chess	71	65
Darts	26	26
Forum Players	2,148	1,956
Musical Players	2,822	3,056
Short Mat Bowls	2,697	1,921
Wedmorn Badminton	121	161
Balances per accounts	<u>8,200</u>	<u>7,288</u>
Lettings included in debtors and prepayments	(727)	(870)
Total funds attributable to sections	<u>7,473</u>	<u>6,418</u>

6. GENERAL RESERVE - UNRESTRICTED

	2016	2015
	£	£
Balance as at 1 January 2016	243,180	216,182
Surplus for the year	<u>1,826</u>	<u>26,998</u>
Balance as at 31 December 2016	<u>245,006</u>	<u>243,180</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

7. TARGET MAGAZINE SURPLUS

	2016	2015
	£	£
Advertisements etc	31,962	29,580
Editor's remuneration	15,799	10,800
Printing, scanning etc	13,336	17,340
Editorial expenses	667	450
Donations	<u>(1,507)</u>	<u>(2,421)</u>
Net costs	<u>28,296</u>	<u>26,169</u>
Surplus for the year	<u>3,667</u>	<u>3,411</u>

8. RESOURCES EXPENDED

	2016	2015
	£	£
<u>Subscriptions</u>		
Support costs	<u>682</u>	<u>728</u>
<u>Investment Income</u>		
Production costs	<u>3,291</u>	<u>3,291</u>
<u>Room hire</u>		
Property costs	56,544	64,515
Support costs	32,751	33,970
Licences	<u>2,094</u>	<u>1,883</u>
	<u>91,389</u>	<u>100,368</u>
<u>Target magazine</u>		
Production costs	29,803	28,627
Support costs	1,022	1,092
Bad and doubtful debts	<u>-</u>	<u>94</u>
	<u>30,825</u>	<u>29,813</u>
<u>Events</u>		
Staging costs	2,133	2,687
Support costs	<u>1,022</u>	<u>1,092</u>
	<u>3,155</u>	<u>3,779</u>
<u>Governance</u>		
Independent examination	865	970
Support costs	<u>1,704</u>	<u>1,821</u>
	<u>2,569</u>	<u>2,791</u>

Support costs chiefly represent employment costs which have been allocated on the basis of time spent by the Centre Manager.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

9. RELATED PARTY TRANSACTIONS

Apart from the payment of any travel expenses to trustees as disclosed elsewhere the only related party transactions were with The Community Centre Ltd. The company, which operates the trading activities of the Association, has a share capital of £2 which is held in trust for the Association by Messrs J.M. Ilic and D.G. Foster. In 2016 the company had revenue of £137,855 (2015 - £130,127) and made a loss after tax of £1,440 (2015 - loss £1,202) after paying the Association an agreed Occupation Licence of £26,000 (2015 – £22,000) as shown in the accounts. At 31 December 2016 the company owed the Association £31,200 (2015 - £22,000).

10. TRUSTEE REMUNERATION

No trustee received any remuneration during the year 2016 or 2015.

11. TRUSTEE EXPENSES

No trustee received any expenses during the year 2016 or 2015.

12. STAFF COSTS

	2016 £	2015 £
Gross pay	32,569	34,652
Employer's National Insurance	1,508	1,763
	<hr/>	<hr/>
	34,077	36,415
Number of full-time equivalent employees	2	2



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Parties involved with this document

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