

West Heath Community Association

# West Heath Community Association

**West Heath Community Centre**  
**Hampstead House**  
**Condoover Road**  
**West Heath**  
**Birmingham B31 3QY**  
**Tel: 0121 475 2833**  
**Email:**  
**hampsteadhouse@freeuk.com**

Affiliated to  
National Federation of Community Organisations  
and Birmingham Voluntary Services Council

Registered Charity Number: 1124993  
Registered Company No: 6570815

SUPPORTED BY



## West Heath Community Association

**Registered Company No: 6570815**

**Registered Charity: 1124993**

### Report and Financial Statements

**For the Financial Year Ending 31 March 2017**

# **West Heath Community Association**

## **Report and Accounts – 31 March 2017**

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## **Legal and Administrative Information – 31 March 2017**

### **Trustees and Management Board**

Trustees and Directors and the Management Board who served during the year and up to the date of this Report, are shown below.

#### **Trustees & Directors**

Michael Bennett  
Ian Burch  
Christine Dale  
Jacqueline Dando  
Barry Griffin  
Marie Henry  
Martyn Ingram  
Debbie Johnson  
David Murphy  
Janice Perry  
Michael Perry  
Graham Routley

#### **Registered Office**

West Heath Community Centre  
Hampstead House  
Condoval Road  
West Heath  
Birmingham B31 3QY

#### **Banks**

Barclays Bank Plc  
Northfield Branch  
Northfield  
Birmingham B31

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

#### **Independent Examiner**

Linda Oakes

## **Report of the Trustees and Directors for the Year End 31 March 2017**

The Trustees and Directors present their Report, together with financial statements of West Heath Community Association for the year ending 31 March 2017. The financial statements are set out on the following pages. For the year ending 31 March 2017, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### **Directors' responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts;
- These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

### **Principal Activities**

The principal activity of the Association is to promote the well-being of the community and residents in West Heath for which purposes as may, by law, be deemed charitable. To associate local authorities, voluntary organisations and residents in common effort to advance education, to further health, to provide recreation and to foster a community spirit.

### **Financial Report for the Year to 31<sup>st</sup> March 2017.**

The Association suffered a significant loss across all 3 areas, i.e. Playgroup, Day Centre and Hampstead House. Due to early implementation of reduced costs and improved income the situation was controlled and the Association was left with sufficient reserves at year end.

As a result of this financial strategy in mid-2016-17 the finances of the Association now are in a healthier state, despite the overall poor year they faced in 2016/17. The Playgroup has now closed and the staff made redundant.

The results of its operations during the year are reflected in the financial statements.

### **Future Developments**

The continued implementation by the Trustees and Directors of the financial strategy and business plan agreed in 2016.

The above report was approved by the Trustees and Directors and was signed on its behalf by:

**Michael Bennett**  
**Chair**  
**Director & Trustee**  
**Date:**

**Michael Perry**  
**Treasurer**  
**Director & Trustee**  
**Date:**

## **Independent Examiner's Report to the Directors and Trustees of West Heath Community Association**

I report on the financial statements of the Charity for the year ended 31 March 2017 which are set on the following pages.

### **Respective Responsibilities of the Trustees and Examiners**

- The charity's trustees and directors are responsible for the preparation of the accounts. The Charity's trustees and directors consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. For the year ending 31 March 2017, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.
- Under section 133 Account and Statements, an option for lower-income charities, the charity trustees have, in respect of this year, elected to prepare—  
(a) a receipts and payments account, and  
(b) a statement of assets and liabilities,  
instead of a statement of accounts under section 132(1).

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission 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 charity 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 the 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:
  - a) to keep accounting records in accordance with section 130 of the Charities Act and;
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

**Linda Oakes, Independent Examiner - 26 September 2017**

## **Notes to the Financial Statements for the Year Ending March 2017**

### **1 Incoming Resources and Charitable Expenditure**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs to the category.

Bank interest is shown on the basis of amounts receivable in the year.

### **2. Breakdown of Divisions within West Heath Community Association**

The Association had 3 areas or Divisions during the year. These were Hampstead House, West Heath Playgroup and West Heath Day Centre. All 3 Divisions are shown with their own Income & Expenditure and Balance Sheet. However, these are all amalgamated into a Combined Income & Expenditure and Balance Sheet, as shown on page 12.

# West Heath Community Association

WHCA - Hampstead House						
Income & Expenditure 2016 / 2017						
INCOME.			EXPENDITURE			
Room rents	£ 52,145.97		Staff costs			
Hall Bookings	£ 3,113.00	£ 55,258.97	House wages	£ 43,903.11		
			Tax & NI	£ 6,588.41	£ 50,491.52	
Grants		£ -				
	£ -		Running costs			
Donations	£ 910.17		Utilities	£ 9,087.95		
Fundraising	£ 3,568.56	£ 4,478.73	Rates	£ 1,944.00		
			Insurance	£ 2,059.10		
			Repairs / Maintenance	£ 5,588.98	£ 18,680.03	
Admin	£ 3,276.98					
	£ -	£ 3,276.98	Office costs			
			Stationery / supplies	£ 1,013.43		
Canteen	£ 320.34		Telephone	£ 786.05	£ 1,799.48	
Photocopiers	£ 69.50					
Asset sales	£ 148.65		Miscellaneous			
Misc	£ 1.10	£ 539.59	Cleaning / food	£ 1,927.72		
			General expenses	£ 312.74	£ 2,240.46	
Bank Interest		£ 26.29				
CAF cash FR		£ 19.70	Bank chs (CAF)		£ 5.00	
			<u>Day Centre</u>			
			Wages	£ 2,580.04		
			less Income	-£ 2,428.04	£ 152.00	
			<u>Playgroup</u>			
			Wages	£ 33,476.33		
			less Income	-£ 37,202.26	-£ 3,725.93	
<b>TOTAL</b>		<b>£ 63,600.26</b>			<b>£ 69,642.56</b>	
<b>Loss on Year</b>		<b>£ 6,042.30</b>				
	<b>Total</b>	<b>£ 69,642.56</b>		<b>Total</b>	<b>£ 69,642.56</b>	

## West Heath Community Association

Balance sheet as at 31st March 2017					
		£			£
Bal Bfwd	Barclays	£ 897.92	Bal Cfwd	Barclays	£ 1,825.17
	CAF Bank	£ 8,269.31		CAF Bank	£ 9,496.18
	CAF Gold	£27,617.80		CAF Gold	£ 3,000.00
	CAF grants	£ 33.37	(closed Dec2016)	CAF grants	£ -
Petty <b>cash</b>	Cash	£ 261.52		Cash	£ 363.58
	Total	£37,079.92			£14,684.93
Debtors 31/3/16		£ 4,126.00	Debtors 31/3/17		£ 3,310.43
less					
Loss on Year		£ 6,042.30			
less					
Transfer from Reserves		£17,168.26			
(Redundancies)					
	<b>Total</b>	<b>£17,995.36</b>		<b>Total</b>	<b>£17,995.36</b>



# West Heath Community Association

West Heath Playgroup					
Income & Expenditure 2016 / 2017					
INCOME.			EXPENDITURE		
Grants - BCC	£ 28,442.31		Staff costs		
less Funding repaid	-£ 894.96	£ 27,547.35	re Wages	£ 35,344.01	
			re Overtime	£ 1,618.58	
Fees			re Temp	£ 169.20	
re Playgroup	£ 4,965.00		(K Thomas)		
re Toddlers	£ 700.00		re E.Y. Temp	£ 363.01	£ 37,494.80
re Reg Fees	£ 27.00	£ 5,692.00			
			Running costs		
Donations			re Wages admin	£ 310.48	
re Photos	£ 88.52		re Rent	£ 4,286.51	
re Goods sold	£ 683.66	£ 772.18	re Insurance	£ 485.42	
			re Equipment	£ 950.43	
Fundraising			re Consumables	£ 576.65	£ 6,609.49
re Raffles		£ 296.83			
			Admin		
Misc			re Postage	£ 20.31	
S Watkins pension		£ 29.57	re Mobile phone	£ 480.06	
			re Photocopying	£ 23.08	
			re Printing	£ 174.56	
			re OFSTED	£ 35.00	
			re DBS checks	£ 39.00	
			re 1st Aid	£ 180.00	£ 952.01
			Travel		
			re S Watkins		£ 37.50
			Other costs		
			re Milk repaid	£ 5.46	
			re Fees repaid	£ 80.00	£ 85.46
			Misc		
			re S Watkins pension	£ 31.47	
			re Juggler	£ 130.00	
			re Other	£ 5.39	£ 166.86
TOTAL		£ 34,337.93	£ 45,346.12		
Loss on Year		£ 11,008.19			
	Total	£ 45,346.12		Total	£ 45,346.12

# West Heath Community Association

West Heath Playgroup						
Balance sheet as at 31st March 2017						
Bal Bfwd	(Bank)	£ 11,801.01		Bal Cfwd	(bank)	£ 842.82
Petty cash		£ 50.00				
		£ 11,851.01				
less						
Loss on Year		£ 11,008.19				
		<b>£ 842.82</b>				<b>£ 842.82</b>

FINAL

# West Heath Community Association

WHCA Day Centre						
Income & Expenditure 2016 / 2017						
INCOME.			EXPENDITURE			
Grants						
Wm Dudley Trust Grant	£ 500.00		Staff costs			
Other	£ -	£ 500.00	re Wages	£ 2,428.04		
General Income						
Meals	£ 11,907.00					
Taxi	£ 463.00					£ 2,428.04
	£ -	£ 12,370.00				
			Running costs			
Donations			re Wages admin	£ 2,926.50		
Handsworth Golf Club	£ 1,000.00		re Rent	£ 6,439.68		
Other	£ 10.50	£ 1,010.50	re Taxi	£ 3,921.00		
			re Food	£ 1,176.67		
				£ -		£ 14,463.85
Fundraising		£ 255.96				
			Admin			
			re Gen Expenses	£ 107.49		
Misc		£ -	re Adjustment	-£ 0.25		
						£ 107.24
TOTAL		£ 14,136.46				£ 16,999.13
Loss on Year		£ 2,862.67				
	Total	£ 16,999.13		Total		£ 16,999.13
Balance sheet as at 31st March 2017						
Bal Bfwd	(Bank)	£ 5,751.93	Bal Cfwd	(Bank)	£ 3,071.42	
	(Cash)	£ 274.23		(Cash)	£ 92.07	
		£ 6,026.16			£ 3,163.49	
less						
Loss on Year		£ -				
		£ 6,026.16			£ 3,163.49	

# West Heath Community Association

WHCA - combined					
Income & Expenditure 2016 / 2017					
INCOME.			EXPENDITURE		
Hampstead House		£ 63,600.26	Hampstead House		£ 69,642.56
	(2016 £66607)			(2016 £71094)	
Playgroup		£ 34,337.93	Playgroup		£ 45,346.12
	(2016 £44489)			(2016 £48439)	
Day Centre		£ 14,136.46	Day Centre		£ 16,999.13
	(2016 £14139)			(2016 £17615)	
<b>TOTAL</b>		<b>£ 112,074.65</b>			<b>£ 131,987.81</b>
	(2016 £125235)			(2016 £137148)	
<b>Loss on Year</b>		<b>£ 19,913.16</b>			
	(2016 Loss £11913)				
Balance sheet as at 31st March 2017					
B/fwd 2015/16			C/fwd to 2017/18		
HH Barclays	£ 897.92		HH Barclays	£ 1,825.17	
HH CAF Bank	£ 8,269.31		HH CAF Bank	£ 9,496.18	
HH CAF Gold	£ 27,617.80		HH CAF Gold	£ 3,000.00	
HH CAF grants	£ 33.37		HH CAF grants		
HH Cash	£ 261.52	£ 37,079.92	HH Cash	£ 363.58	£ 14,684.93
Playgroup Bank	£ 11,801.01		Playgroup Bank	£ 842.82	
Playgroup cash	£ 50.00	£ 11,851.01	Playgroup cash	£ -	£ 842.82
Day Centre Bank	£ 5,751.93		Day Centre Bank	£ 3,071.42	
Day Centre cash	£ 274.23	£ 6,026.16	Day Centre cash	£ 92.07	£ 3,163.49
	Total	£ 54,957.09	Total		£ 18,691.24
Debtors		£ 4,126.00	Debtors		£ 3,310.43
less					
Losses for Year	£ 6,042.30				
	£ 11,008.19				
	£ 2,862.67	£ 19,913.16			
less					
Transfer from Reserves		£ 17,168.26			
(Redundancies)					
<b>TOTAL</b>		<b>£ 22,001.67</b>	<b>TOTAL</b>		<b>£ 22,001.67</b>