

St Stephen's Community Association

Trustees' Annual Report

Year ended 28 February 2018

The trustees present their report and the unaudited financial statements of the charity for the year ended 28 February 2018.

Reference and administrative details

Registered charity name St Stephen's Community Association

Charity registration number 253170

Principal office St Stephens Community Centre
Tenterden Drive
Hales Place
Canterbury
CT2 7BN

The trustees

S Shipton

B Harris

A Gough

R Gough

A Zinzan

~~G White~~

T Terry

J Pooley

(Retired 4 May 2017)

Independent examiner BURGESS HODGSON LLP
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

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.

Public Benefit

In setting the activities and purposes of the Association the Trustees have taken regard to the Charity Commission's guidance on Public Benefit.

St Stephen's Community Association

Trustees' Annual Report *(continued)*

Year ended 28 February 2018

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

Our applications for grants to Canterbury City Council as well as Serco were unsuccessful this year so our income from regular hall hires has been very important, Redeemed Church of God, University of 3rd age, Kat club, and Riverside children's centre, are all regular weekly users along with some groups which are two weekly or monthly. We are now advertising on social media to let people know what we offer for parties also what hours we offer for parties and also what hours we now have free for more regular bookings. The Bar Club has made donations towards some of our bills and this has been most helpful. Due to groups remembering to turn the heating off when they leave the building we have managed to keep gas costs to a minimum, but Southern Water made an error in the previous years charge and sent a bill for £933 to rectify. We are looking at costs for the coming year to see where we can cut costs and will again try for grants. We did not do a Christmas fair this year but did a coffee morning with crafts for sale and did a large raffle which was successful, so we will be following up the same this year. Due to the support we received from groups we are going to try a summer raffle this year to raise extra funds. We look forward to the new year with more fundraising ideas.

Financial review

A summary of the financial performance of the charity for the year ended 28 February 2018 is detailed below.

	2018	2017
	£	£
Income	34,788	32,178
Charitable Expenses	38,933	39,755
Administration Expenses	852	834
Surplus/(Deficit) for the year	(4,997)	(8,411)

The Hall at the Community Association is let to various parties, which is the charity's main source of income aside from donations from the Bar Club. Additionally, funding is received through Grants from KCC Members Grants and CCC Grants, both of which are included as restricted funds received. 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, the charity opened an additional bank account in 2017 to hold reserves to cover expenses for 3 months. Large items of expenditure are usually paid from the grants in compliance with the restrictions.

St Stephen's Community Association

Trustees' Annual Report *(continued)*

Year ended 28 February 2018

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.

Due to not being able to obtain grants for the general running costs of the office and the insurance we have seen our bank balance reduce this year. The bar club have given us donations and help pay for repairs. This coming year we intend on doing an open day in the summer to raise funds and also have quiz nights planned for a regular basis. This coming year we have 3 new regular bookings; a drama class, a Zumba class and a tribal dance group, which will help funds. Sure Start stay & play will continue this year and still use their building for this financial year. They have approached us to inform us that they may have to let us have the building after this time, so that we can plan how we can use it for the best result. They will keep us informed.

The trustees' annual report was approved on 1 June 2018 and signed on behalf of the board of trustees by:



S Shipton
Trustee

A Zinzan
Trustee



St Stephen's Community Association

Independent Examiner's Report to the Trustees of St Stephen's Community Association

Year ended 28 February 2018

I report to the trustees on my examination of the financial statements of St Stephen's Community Association ('the charity') for the year ended 28 February 2018.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

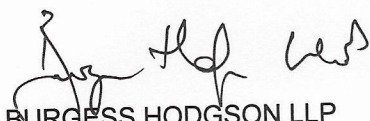
I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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 financial statements do not accord with those records; or
3. the financial statements 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.


BURGESS HODGSON LLP
Independent Examiner

Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

1 June 2018

St Stephen's Community Association

Statement of Financial Activities

Year ended 28 February 2018

			2018		2017
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	4	13,138	1,500	14,638	12,900
Charitable activities	5	19,360	—	19,360	18,541
Investment income	6	56	—	56	56
Other income	7	734	—	734	681
Total income		<u>33,288</u>	<u>1,500</u>	<u>34,788</u>	<u>32,178</u>
Expenditure					
Expenditure on charitable activities	8,9	38,674	923	39,597	40,589
Other expenditure	10	188	—	188	—
Total expenditure		<u>38,862</u>	<u>923</u>	<u>39,785</u>	<u>40,589</u>
Net expenditure and net movement in funds		<u>(5,574)</u>	<u>577</u>	<u>(4,997)</u>	<u>(8,411)</u>
Reconciliation of funds					
Total funds brought forward		49,475	3,436	52,911	61,322
Total funds carried forward		<u>43,901</u>	<u>4,013</u>	<u>47,914</u>	<u>52,911</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 8 to 13 form part of these financial statements.

St Stephen's Community Association

Statement of Financial Position

28 February 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	15	26,770	27,412
Current assets			
Debtors	16	3,110	4,159
Cash at bank and in hand		20,351	24,316
		<u>23,461</u>	<u>28,475</u>
Creditors: amounts falling due within one year	17	<u>2,317</u>	<u>2,976</u>
Net current assets		21,144	25,499
Total assets less current liabilities		47,914	52,911
Net assets		<u>47,914</u>	<u>52,911</u>
Funds of the charity			
Restricted funds		4,013	3,436
Unrestricted funds		43,901	49,475
Total charity funds	18	<u>47,914</u>	<u>52,911</u>

These financial statements were approved by the board of trustees and authorised for issue on 1 June 2018, and are signed on behalf of the board by:



S Shipton
Trustee

A Zinzan
Trustee



The notes on pages 8 to 13 form part of these financial statements.

St Stephen's Community Association

Statement of Cash Flows

Year ended 28 February 2018

	2018 £	2017 £
Cash flows from operating activities		
Net expenditure	(4,997)	(8,411)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	1,428	1,758
Other interest receivable and similar income	(56)	(56)
Loss on disposal of tangible fixed assets	188	—
Accrued (income)/expenses	(659)	1,536
<i>Changes in:</i>		
Trade and other debtors	1,049	4,055
Cash generated from operations	(3,047)	(1,118)
Interest received	56	56
Net cash used in operating activities	(2,991)	(1,062)
Cash flows from investing activities		
Purchase of tangible assets	(974)	(1,067)
Net cash used in investing activities	(974)	(1,067)
Net decrease in cash and cash equivalents	(3,965)	(2,129)
Cash and cash equivalents at beginning of year	24,316	26,445
Cash and cash equivalents at end of year	20,351	24,316

The notes on pages 8 to 13 form part of these financial statements.

St Stephen's Community Association

Notes to the Financial Statements

Year ended 28 February 2018

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is St Stephens Community Centre, Tenterden Drive, Hales Place, Canterbury, CT2 7BN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention, and the requirements of, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities effective 1 January 2015).

Going concern

The accounts have been prepared on a going concern basis. The Trustees continue to monitor the charity's ability to continue as a going concern based on the bank balances held and applications to local authorities for additional funding.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2018

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

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

Leasehold Property	- Over the term of the lease.
Fixtures & Fittings	- 50% straight line
Equipment	- 15% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

St Stephen's Community Association

Notes to the Financial Statements (continued)

Year ended 28 February 2018

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Grants			
KCC Grant	—	1,500	1,500
Other donations and legacies			
Contributions from Bar Club	13,138	—	13,138
	<u>13,138</u>	<u>1,500</u>	<u>14,638</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Grants			
KCC Grant	—	900	900
Other donations and legacies			
Contributions from Bar Club	12,000	—	12,000
	<u>12,000</u>	<u>900</u>	<u>12,900</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Letting receipts	<u>19,360</u>	<u>19,360</u>	<u>18,541</u>	<u>18,541</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Bank interest receivable	<u>56</u>	<u>56</u>	<u>56</u>	<u>56</u>

7. Other income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Other income	<u>734</u>	<u>734</u>	<u>681</u>	<u>681</u>

St Stephen's Community Association

Notes to the Financial Statements (continued)

Year ended 28 February 2018

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Education and social welfare	37,822	923	38,745
Support costs	852	—	852
	<u>38,674</u>	<u>923</u>	<u>39,597</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Education and social welfare	37,404	2,351	39,755
Support costs	834	—	834
	<u>38,238</u>	<u>2,351</u>	<u>40,589</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2018 £	Total fund 2017 £
Education and social welfare	38,745	—	38,745	39,755
Governance costs	—	852	852	834
	<u>38,745</u>	<u>852</u>	<u>39,597</u>	<u>40,589</u>

10. Other expenditure

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Loss on disposal of tangible fixed assets held for charity's own use	188	188	—	—

11. Net expenditure

Net expenditure is stated after charging/(crediting):

	2018 £	2017 £
Depreciation of tangible fixed assets	1,428	1,758
Loss on disposal of tangible fixed assets	188	—
Fees payable for the Independent Examination of the financial statements	<u>852</u>	<u>834</u>

12. Independent examination fees

	2018 £	2017 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>852</u>	<u>834</u>

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2018

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018	2017
	£	£
Wages and salaries	<u>13,716</u>	<u>13,322</u>

The average head count of employees during the year was 3 (2017: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2018	2017
	No.	No.
Number of administrative staff	<u>3</u>	<u>3</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

14. Trustee remuneration and expenses

No Trustees received remuneration during the year.

15. Tangible fixed assets

	Land and buildings £	Fixtures and fittings £	Equipment £	Total £
Cost				
At 1 March 2017	42,831	3,858	9,785	56,474
Additions	—	—	974	974
Disposals	—	—	(1,727)	(1,727)
At 28 February 2018	<u>42,831</u>	<u>3,858</u>	<u>9,032</u>	<u>55,721</u>
Depreciation				
At 1 March 2017	18,581	3,858	6,623	29,062
Charge for the year	447	—	981	1,428
Disposals	—	—	(1,539)	(1,539)
At 28 February 2018	<u>19,028</u>	<u>3,858</u>	<u>6,065</u>	<u>28,951</u>
Carrying amount				
At 28 February 2018	<u>23,803</u>	<u>—</u>	<u>2,967</u>	<u>26,770</u>
At 28 February 2017	<u>24,250</u>	<u>—</u>	<u>3,162</u>	<u>27,412</u>

16. Debtors

	2018	2017
	£	£
Prepayments and accrued income	1,940	1,644
Contributions owed by Bar Club	1,000	2,311
Other debtors	170	204
	<u>3,110</u>	<u>4,159</u>

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2018

17. Creditors: amounts falling due within one year

	2018	2017
	£	£
Accruals and deferred income	<u>2,317</u>	<u>2,976</u>

18. Analysis of charitable funds

Unrestricted funds

	At 1 March 2017	Income	Expenditure	At 28 February 2018
	£	£	£	£
General funds	<u>49,475</u>	<u>33,288</u>	<u>(38,862)</u>	<u>43,901</u>

Restricted funds

	At 1 March 2017	Income	Expenditure	At 28 February 2018
	£	£	£	£
Restricted Funds	<u>3,436</u>	<u>1,500</u>	<u>(923)</u>	<u>4,013</u>

The club has received restricted grants from Kent County Council during the year totalling £1,500 (2017: £900).

19. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Tangible fixed assets	<u>25,107</u>	<u>1,663</u>	<u>26,770</u>	<u>27,412</u>