

# Southmead Community Association

## Legal and Administrative Information

Southmead Community Association is a Registered Charity, Number 201099. The Association is a Community Centre with the following objects:-

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood 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) To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co operation with any local authority or person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

### Registered office

Southmead Community Centre  
248 Greystoke Avenue  
Southmead  
Bristol BS10 6BQ

### Officers and Trustees

Chair - Mrs Cherilyn Hughes  
Vice Chair - Mrs Jan Stenner  
Treasurer Mr David Bellamy  
Secretary - Mrs Sue Levick  
Events Co-ordinator - Mrs Sandra Bellamy  
Trustee – Bron Kucharski  
Trustee – Ron Chaplin  
Trustee – David Shearman  
Trustee - Mr Steve Thomas  
Trustee - Mrs Linda Barlow  
Centre Manager – Ms Judith Gardiner

### Bankers:

Lloyds TSB  
High Street  
Westbury on Trym  
Bristol BS9 3BY

### Registered Independent Examiner:

Dick Maule FCA  
12 Picton Street  
Bristol  
BS6 5QA

# Trustee's Annual Report

## Report text for Annual Accounts for the year ended 31<sup>st</sup> December 2017

The Trustees are pleased to present their report, together with the financial statements of the charity, for the year ended 31<sup>st</sup> December 2017. The financial statements have been prepared in accordance with current statutory requirements, the Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Legal and Administrative information, set out on page 1, forms part of this report.

### **1 Principal Activity (Objects of the Charity)**

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood 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) To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in cooperation with any local authority or person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

### **Our Mission**

Southmead Community Association works with and offers support to the local community, to bring about positive social and economic change in Southmead by providing affordable opportunities to develop skills and self confidence of the local people.

Southmead Community Centre is a place for people to meet, socialise and interact with one another through community engagement and inclusion. As an organisation we are committed to fulfilling the needs of the community providing direct help, advice and support to everyone. The Centre is run by the people, for the people, uniting the community through provision of educational, recreation and leisure time facilities. As an organisation we promote diversity and equality of opportunity in everything that we do.

### **2 Trustees and General Committee**

Members and Honorary Officers are elected to the General Committee at the Annual General Meeting and serve for one year only unless re-elected the following year.

### **3 Review of the Year 2017**

3.1 Whilst 2017 was yet another challenging time for the organisation like other charities the Trustees are pleased to report that further good progress has been made during the year in regenerating the Centre by increasing the number of activities and services for which it provides to the local community. The Centre continues to develop and change the Centre's services and activities to meet the needs and expectations of local people and users as well as identifying new projects for new users to the centre. The Centre has had many highlights and positive developments throughout the year and it continues to go from strength to strength through collaborative partnership working with other organisations, funders and users of the Centre. SCA has reached and even exceeded targets and objectives which were set out for the year and this has created future opportunities for users and organisations involved.

The Centre continues to be a well established facility in the Heart of the Community of Southmead, used by over 800 users a week with 42 weekly activities taking place throughout 2017. Centre Membership increased to a total of 463 members for the year.

Groups and projects set up throughout 2017 continued to focus on social inclusion and community engagement. Groups for older people, children and adults with learning disabilities and younger children operated at the Centre through funding and collaborative working with Bristol City Council. Southmead Young Mum's project, the Over 50's Forum, K-Klub and Knit & Natter ran from the Centre funded by the council's Social Isolation fund together with an additional new weekly Tai Chi session. Other new projects included working with adults with disabilities. New groups included Art and sensory sessions, visual bingo, film afternoons. New weekly groups were set up including arts and crafts, sensory based sessions, walking basketball, cooking sessions, skittles, drumming and music groups. Through partnership working with 3Trees Community Support Service, Silvacare, Milestones and Brandon Trust, individuals are being included and integrated into the main Centre activities. Therefore other Centre users are learning from their experience of attending sessions with Adults with disabilities. This partnership work has therefore allowed service users with disabilities to attend other Centre activities expanding their experiences in a safe, welcoming and friendly environment for all, where they are accepted for who they are. The project work has exceeded all our expectations and has created opportunities for all users of the Centre.

3.2 The Centre received the much needed and appreciated annual grant funding assistance of £8,441 from the Centre for Communities Action Grant from Bristol City Council to fund part of the Centre Managers position until the end of June 2017. From July 2017 the Centre has been able to sustain the staff cost of the Centre Manager's position through income generated by the Centre. Continued support from Bristol City Council has also enabled the Centre to continue to operate with a 20% discretionary Business Rate relief. Funding from John James was awarded to run two Christmas parties for older people,

many of whom who are housebound. 160 users enjoyed the two parties.

- 3.3 The Trustees in managing the finances for the year were also aware of the projected budget for 2017 which indicated another year of possible overspend and so carried out only essential repairs and maintenance including roof repairs and managing staff vacancies accordingly. Throughout 2017 increased crime and vandalism within the community and Centre had a negative and financial impact on the Centre but through increased income generated via additional activities and services, the Centre was able to replace the 2 main refrigerators in the Centre kitchen and prepare a sensory room. Painting and decorating in areas throughout the Centre were also completed to improve the Centre as much as the Centre budgets allowed.
- 3.4 The Centre is represented at local community reference groups, Southmead Community Plan meetings, Southmead Neighbourhood Partnership & Steering Group meetings which are an essential part of the Government's localisation plans. In common with many of the local Community Centres in Bristol, Southmead Community Centre is also a full member of Voscur.
- 3.5 As part of the Centre and Southmead Community Plan, in 2015 the need for a new Community Centre was identified and further work was carried out to produce proposals for developing the current site of the Centre. A grant of £10,000 was received from 'Awards for All' to carry out a feasibility study for a new centre on the present site. Barefoot Architects were appointed to carry out the study for the SCA and this involved a very successful public consultation where 100 people attended and over 200 questionnaires were completed. This project has allowed SCA to explore and progress ideas for a new community centre which would be a modern, fit for purpose building for use by generations to come.
- 3.6 Throughout 2017 further meetings took place to look at future developments and opportunities including working in partnership with Southmead Development Trust on joint funding applications to the Bristol City Council Impact Fund but these were unsuccessful.
- 3.7 The many traditional activities at the Centre, bingo, coffee mornings, sequence dancing, The Good Companions Lunch Club were operated by Volunteers and all had a welcome increase in overall membership numbers during the year despite some losses due to the ageing population of Southmead. The Centre volunteers also organised various coach day trips and other longer holiday opportunities (some abroad) which were enjoyed by members married and single, giving much needed mixed community opportunities in different settings. Much appreciated grant assistance was again received for projects during the year to enable the Centre to offer much more to residents to increase social inclusion and participation. The highest variety of activities and services continue to grow with the introduction of further sessions provided for those with special needs further expanding the use of the community space in the Meeting Rooms.

- 3.8 The Trustees would like to thank all employees and volunteers for their continuing commitment, enthusiasm and support during 2017 and very much welcome any new volunteers in 2018 as volunteers are key to the overall success of the Centre, as without them the many activities would not be possible. The Trustees are most grateful for their ongoing contribution to the success of the Centre.

#### **4 How our activities deliver public benefit**

- 4.1. Our main activities are described in some detail above and our service delivery is available to all Southmead residents and those in the surrounding areas who have enjoyed attending the Community Centre over the years and appreciate the various services on offer by volunteers and professionals alike. Services are delivered in line with our principle objective without distinction of sex, sexual orientation, race or of political, religious or other opinions.
- 4.2. Every effort is made to network with other service providers in the area including the local authority, voluntary and other organisations in a common effort to both identify and provide those facilities needed in Southmead with the common interest of improving the quality of life for the people of Southmead.

#### **5 Future Developments**

Priorities for the year ahead:

1. Stay committed to our organisation's aims and objectives to continue to make a difference to people's lives within our community.
2. Continue to safeguard the financial viability of the organisation by securing increased activity and financial support from funders.
3. To continue to develop future ideas and proposals for the future redevelopment of the Centre on the "Greystoke Strip" by fully utilising the information and conclusions provided by the feasibility study in seeking to provide a new Community Centre in the very heart of Southmead.
4. To continue to empower local people with decision making and ownership of the Centre. Working to increase training opportunities for future employment as well as increasing volunteer opportunities within the community.
5. To continue to identify gaps in services within Southmead and develop the Centre to meet the needs and expectations of the community by improving our services and facilities the best we can.

## **6 Risk Assessment**

The Executive Committee has conducted a review of the major risks to which the charity is exposed as part of its business plan and satisfied insurers that systems have been established to mitigate any risks. Assessment is reviewed on a continuous basis and section leaders reminded of their responsibilities.

## **7 Reserves Policy**

The charity's policy on unrestricted reserves is to maintain equivalent cash balances:

- To cover three month's budgeted recurrent expenditures.
- To cover planned capital expenditure for the upcoming year.

The level of reserves is monitored and reviewed by the Trustees on a quarterly basis.

## **8 Financial Statements**

Charity law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable body and of the surplus or deficit for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards and statements of recommended practice without any material departures;
- prepared the financial statements on the going concern basis

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable body and to enable them to ensure that the financial statements comply with the relevant Acts.

They are also responsible for safeguarding the assets of the charitable body and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In determining how amounts are presented within items in the Statement of Financial Activities and the Balance Sheet, the Trustees have had regard to the substance of the reported transactions or arrangements, in accordance with generally accepted accounting principles or practice.

So far as the Trustees are aware at the time the report is approved:-

There is no relevant information of which the association's independent examiners are unaware and the Trustees have taken all prescribed steps to ensure awareness of all relevant information and to establish that the independent examiner is aware of the said information.

**Trustees' Charity Report Certified by:-**

.....  
Cherilyn Hughes (Chair)

.....  
David Bellamy (Treasurer)

22<sup>nd</sup> August 2018  
Date: .....

22<sup>nd</sup> August 2018  
Date: .....

**Independent Examiner's report to the trustees of  
Southmead Community Association**

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2017 which are set out on the following pages 9-15.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. 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 my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 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 Acthave 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.

Name : Dick Maule F.C.A.  
Address : 3 Penlee View Terrace, Penzance TR18 4HZ

Date:



**Southmead Community Association**

**Balance sheet as at 31st. December 2017**

		2017		2016
	Notes	£	£	£
<b>Fixed assets</b>				
Tangible assets	(2)		199,780	<u>205,863</u>
<b>Current assets</b>				
Debtors		6,895		8,260
Cash on hand		2,621		13
Cash at bank		<u>26,654</u>		<u>21,447</u>
<i>Total current assets</i>		36,171		29,720
<b>Liabilities</b>				
Creditors: amounts falling due within 12 months	(3)	<u>(7,201)</u>		<u>(7,458)</u>
<i>Net Current assets</i>			28,970	22,262
Creditors: amounts falling due after more than one year	(3)		<u>-</u>	<u>-</u>
<b>Net assets</b>			<u>228,750</u>	<u>228,125</u>
<b>The funds of the charity:</b>				
<b>Unrestricted funds</b>				
General funds			26,934	18,678
Designated funds			181,623	187,706
<b>Restricted funds</b>			<u>20,193</u>	<u>21,741</u>
<b>Total charity funds</b>			<u>228,750</u>	<u>228,125</u>

..... Cherilyn Hughes Chair

..... David Bellamy Treasurer

Dated:

**Southmead Community Association**

**Statement of Financial Activities [including Income and Expenditure Account]  
for the year ended 31st. December 2017**

	Unrestricted Fund	Restricted Fund	Total	
	2017	2017	2017	2016
	£	£	£	£
<b>Income from:</b>				
Donations	4,715	-	4,715	883
Membership	1,972	-	1,972	2,142
Investment income				
Interest	-	-	-	14
<b>Charitable activities</b>				
Grants	-	25,685	25,685	48,105
Hall hire and activities	35,446	-	35,446	32,301
Rent	17,250	-	17,250	16,667
Other income	53	-	53	-
<b>Total</b>	<u>59,437</u>	<u>25,685</u>	<u>85,121</u>	<u>100,112</u>
<b>Expenditure on:</b>				
Charitable activities	<u>57,264</u>	<u>27,232</u>	<u>84,497</u>	<u>93,265</u>
<b>Total</b>	<u>57,264</u>	<u>27,232</u>	<u>84,497</u>	<u>93,265</u>
<b>Net income/(expenditure)</b>	2,173	(1,547)	624	6,847
Transfers between Funds	-	-	-	-
Total funds brought forward	<u>206,384</u>	<u>21,741</u>	<u>228,125</u>	<u>221,278</u>
<b>Total funds carried forward</b>	<u><u>208,557</u></u>	<u><u>20,193</u></u>	<u><u>228,750</u></u>	<u><u>228,125</u></u>

## Southmead Community Association

### Notes to the accounts for the year ended 31st. December 2017

#### (1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

##### (a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2015, as updated by Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

##### (b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### (c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### (d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

## Southmead Community Association

### Notes to the accounts for the year ended 31st. December 2017

#### (1) Principal Accounting Policies

##### (e) Fixed Assets

Fixed assets are written off over the expected useful life of the asset on the reducing balance basis at 15% per annum for equipment and 2% straight line for the building.

#### (2) Tangible Assets

	Building £	Equipment £	Total £
Cost:			
balance brought forward	191,537	106,486	298,023
additions in the year	-	-	-
	<u>191,537</u>	<u>106,486</u>	<u>298,023</u>
Depreciation			
balance brought forward	3,831	88,329	92,160
charge for the year	3,831	2,252	6,083
	<u>7,661</u>	<u>90,581</u>	<u>98,243</u>
Net book value at 31st. December 2017	<u>183,875</u>	<u>15,905</u>	<u>199,780</u>
Net book value at 31st. December 2016	<u>187,706</u>	<u>18,157</u>	<u>205,863</u>

#### (3) Creditors and accruals

Creditors: amounts falling due within 12 months

	2017 £	2016 £
Loan repayment due within 12 months	4,806	4,806
Sundry creditors	<u>2,395</u>	<u>2,652</u>
	<u>7,201</u>	<u>7,458</u>
Creditors: amounts falling due after 12 months		
Loan repayment due after 12 months	<u>-</u>	<u>-</u>

#### (4) Debtors and prepayments

Sundry debtors	<u>6,895</u>	<u>8,260</u>
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## Southmead Community Association

### Notes to the accounts for the year ended 31st. December 2017

#### (5) Expenditure

	Charitable activities	Charitable activities
	2017	2016
	£	£
Salaries	34,974	30,653
Rates and water	1,297	3,251
Repairs and renewals	317	-
Telephone	1,393	1,081
Costs of events and activities	-	11,385
Cleaning and laundry	2,771	4,434
Stationery, postage and photocopying	818	818
Light and heat	16,409	14,472
Building maintenance	4,542	6,244
Non-capitalised equipment	1,453	-
Insurance	5,673	4,906
Bank charges	241	299
Depreciation	6,083	7,035
Reporting accountant's fee	750	750
Miscellaneous expenses	1,047	1,717
Grant funded project expenditure	4,877	4,000
Computer and software	960	760
Meeting room	-	-
Equipment hire and maintenance	892	1,459
	<u>84,497</u>	<u>93,265</u>

## Southmead Community Association

### Notes to the accounts for the year ended 31st. December 2017

#### (6) Movements in funds

	Balance 1st. January 2017 £	Income £	Expenditure £	Transfers £	Balance 31st. Dec. 2017 £
<b>Unrestricted funds</b>					
Designated Fund	187,706	-	-	(6,083)	181,623
General Fund	18,678	59,437	(57,264)	6,083	26,934
	<u>206,384</u>	<u>59,437</u>	<u>(57,264)</u>	<u>-</u>	<u>208,557</u>
<b>Restricted grants</b>					
Young Mothers	11,968	3,588	(5,322)	-	10,234
SCA Project Worker (14 fund)	-	5,000	(2,500)	-	2,500
Bristol City re Manager	-	8,441	(8,441)	-	-
John James	100	1,430	(1,530)	-	-
Wellspring	1,194	-	(1,194)	-	-
Awards for All	4,040	-	(800)	-	3,240
Social Isolation	1,420	3,420	(2,557)	-	2,283
Quartet M Dahal	-	3,806	(1,870)	-	1,936
Other Restricted grants	3,019	-	(3,019)	-	-
	<u>21,741</u>	<u>25,685</u>	<u>(27,232)</u>	<u>-</u>	<u>20,193</u>

Designated Fund: an amount has been set aside to reflect the amount of reserves tied up in the original costs of building the centre.

#### Movements in funds 2016 comparative

	Balance 1st. January 2016 £	Income £	Expenditure £	Transfers £	Balance 31st. Dec. 2016 £
<b>Unrestricted funds</b>					
Designated Fund	191,537	-	-	(3,831)	187,706
General Fund	18,678	57,946	(57,308)	5,331	24,647
	<u>210,215</u>	<u>57,946</u>	<u>(57,308)</u>	<u>1,500</u>	<u>212,353</u>
<b>Restricted grants</b>					
Young Mothers	3,544	12,854	(4,430)	-	11,968
Visible Audit	1,500	-	-	(1,500)	-
Bristol City re Manager	-	16,881	(16,881)	-	-
John James	100	1,610	(1,610)	-	100
Wellspring	-	2,000	(806)	-	1,194
Awards for All	-	9,920	(5,880)	-	4,040
Social Isolation	626	3,000	(2,206)	-	1,420
Other Restricted grants	1,817	1,840	(638)	-	3,019
	<u>7,587</u>	<u>48,105</u>	<u>(32,451)</u>	<u>(1,500)</u>	<u>21,741</u>

**Southmead Community Association**

**Notes to the accounts for the year ended 31st. December 2017**

**(7) Analysis of prior year funds**

**Southmead Community Association**

**Statement of Financial Activities [including Income and Expenditure Account]  
for the year ended 31st. December 2016**

	Unrestricted Fund	Restricted Fund	Total	
	2016	2016	2016	2015
	£	£	£	£
<b>Income from:</b>				
Donations	883	-	883	2,064
Membership	2,142	-	2,142	2,113
Investment income				
Interest	14	-	14	11
<i>Charitable activities</i>				
Grants	-	48,105	48,105	25,584
Hall hire and activities	32,301	-	32,301	30,757
Rent	16,667	-	16,667	13,639
Other income	-	-	-	50
<b>Total</b>	<b>52,007</b>	<b>48,105</b>	<b>100,112</b>	<b>74,219</b>
<b>Expenditure on:</b>				
Charitable activities	60,813	32,451	93,265	76,896
<b>Total</b>	<b>60,813</b>	<b>32,451</b>	<b>93,265</b>	<b>76,896</b>
<b>Net income/(expenditure)</b>	<b>(8,806)</b>	<b>15,654</b>	<b>6,847</b>	<b>(2,677)</b>
<b>Transfers between Funds</b>	1,500	(1,500)	-	-
Total funds brought forward	213,691	7,587	221,278	223,955
<b>Total funds carried forward</b>	<b>206,384</b>	<b>21,741</b>	<b>228,125</b>	<b>221,278</b>