

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

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s Council

24993
0815



West Heath Community Association

Registered Company No: 6570815

Registered Charity: 1124993

Report and Financial Statements

For the Financial Year Ending 31 March 2018

West Heath Community Association

Report and Accounts – 31 March 2018

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Legal and Administrative Information – 31 March 2018

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
Jacqueline Dando
Ashlea Green
Barry Griffin
Marie Henry
Anita Jeskins
Janice Perry
Michael Perry
Graham Routley
Theresa Salmond-Dillworth

Registered Office

West Heath Community Centre
Hampstead House
Condoever 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 2018

The Trustees and Directors present their Report, together with financial statements of West Heath Community Association for the year ending 31 March 2018. The financial statements are set out on the following pages. For the year ending 31 March 2018, 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 31st March 2018.

The year was a great improvement on 2016/17 and with the loss of the Playgroup the finances radically improved, although there were still some residual costs that impacted on Expenditure.

The Day Centre (now the Evergreen Club) has been fully reviewed and is now close to breaking even. The Association was very successful in obtaining grants during the year and this has had a beneficial impact on finances although there remains a balance to be spent during 2018/19. A new Business Plan is due to be produced during 2018/19.

Future Developments

The continued implementation by the Trustees and Directors of the financial strategy and business plan agreed in 2016 and the new plan due to be produced in 2018/19.

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 2018 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 2018, 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 –
02/10/2018**

Notes to the Financial Statements for the Year Ending March 2018

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 2 areas or Divisions during the year. These were Hampstead House, and West Heath Day Centre (Evergreen Club). Both 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 10

3. Grants received and spent 2017 / 18 (Restricted funds)

WHCA - Schedule of Grants received 2017/18										
	Grant from	Purpose	Amount							
			Received	Spent	Balance					
#1	BCC	Job club	£ 10,000.00	£ 4,280.00	£ 5,720.00					
#2	Co-op	New cooker	£ 1,500.00	£ -	£ 1,500.00					
#3	Co-op	Lighting & repairs	£ 496.55	£ 496.55	£ -	offset against Repairs & Maintenance				
#4	BCC Councillors	Pottery	£ 1,000.00	£ 1,000.00	£ -					
		TOTAL	£ 12,996.55	£ 5,776.55	£ 7,220.00					

Grants 2017/18										
	BCC		Co-op		Co-op		BBCC Councillors		TOTALS	
	Job Club		New Cooker		Lighting & repairs		Pottery		Received	Paid
	Rec'd	Spent	Rec'd	Spent	Rec'd	Spent	Rec'd	Spent		
Apr										
May										
Jun										
Jul										
Aug										
Sep	£ 5,000.00								£ 5,000.00	£ -
Oct	£ 5,000.00								£ 5,000.00	£ -
Nov									£ -	£ -
Dec									£ -	£ -
Jan		£ 4,280.00	£ 1,500.00		£ -				£ 1,500.00	£ 4,280.00
Feb					£ -				£ -	£ -
Mar					£ 496.55	£ 496.55	£ 1,000.00	£ 1,000.00	£ 1,496.55	£ 1,496.55
										£ -
Totals	£ 10,000.00	£ 4,280.00	£ 1,500.00	£ -	£ 496.55	£ 496.55	£ 1,000.00	£ 1,000.00	£ 12,996.55	£ 5,776.55
Balance	£ 5,720.00		£ 1,500.00		£ -		£ -			£ 7,220.00

West Heath Community Association

WHCA - Hampstead House							
Income & Expenditure							
2016/17	INCOME			2016/17	EXPENDITURE		
£ 52,146	Room Rents	£ 58,800.57			Staff Costs		
£ 3,113	Hall Bookings	£ 1,992.50	£ 60,793.07	£ 43,903	House Wages	£ 42,303.16	
				£ 6,588	Tax & NI	£ 5,217.04	£ 47,520.20
£ -	Grants rec'd	£ 12,996.55			Running Costs		
	less spent to date	£ 5,776.55	£ 7,220.00	£ 9,088	Utilities	£ 10,666.34	
£ 910	Donations	£ 284.55		£ 1,944	Rates	£ 2,083.65	
£ 3,569	Fund Raising	£ 5,332.37	£ 5,616.92	£ 2,059	Insurance	£ 1,612.48	£ 14,362.47
				£ 5,589	Repairs & Maintenance	£ 3,638.54	
£ 3,277	Admin (Day Centre)		£ 2,400.00		less Grant Received	-£ 496.55	£ 3,141.99
					Office Costs		
£ 320	Canteen	£ 136.12		£ 1,013	Stationery / supplies	£ 821.33	
£ 70	Photocopies	£ 40.29		£ 786	Telephone	£ 847.52	£ 1,668.85
£ 149	Asset Sales	£ 5.00			Miscellaneous		
£ 1	Miscellaneous	£ -	£ 181.41	£ 1,928	Cleaning materials	£ 1,519.20	
£ 26	Bank Interest		£ 1.52		Food	£ 238.98	
£ 20	CAF Cash FR			£ 313	General Expenses	£ 1,710.49	£ 3,468.67
				£ 5	Bank charges		£ 60.00
					Day Centre		
				£ 152	Wages less income	£ 4,878.90	
						£ 4,602.42	£ 276.48
					Playgroup		
				-£ 3,725	Wages less income	£ 2,348.97	£ 2,348.97
£ 63,601	TOTAL		£ 76,212.92	£ 69,643	TOTAL		£ 72,847.63
					Income over expenditure (figure includes grants unspent)		£ 3,365.29
			£ 76,212.92				£ 76,212.92

West Heath Community Association

WHCA - Hampstead House									
Balance Sheet as at 31st March 2018									
2017	B/fwd 1/4/17				2017				
Bank & Cash (b/fwd)					Bank & Cash (c/fwd)				
£ 898	Barclays	£ 1,825.17			£ 1,825	Barclays	£ 4,357.79		
£ 8,269	CAF Bank	£ 9,496.18			£ 9,496	CAF Bank	£ 13,574.19		
£ 27,617	CAF Gold	£ 3,000.00	£ 14,321.35		£ 3,000	CAF Gold	£ 3,001.25	£ 20,933.23	
£ 33	CAF grants								
£ 262	Cash		£ 363.58		£ 364	Cash		£ 46.63	
	Total		£ 14,684.93			Total		£ 20,979.86	
£ 4,126	Debtors		£ 3,310.43		£ 3,310	Debtors	£ 4,485.13		
	as at 31/3/17					as at 31/3/18			
£ -	Creditors		£ 3,737.86			less bad debts	£ 405.33		
	as at 31/3/18					add adjust 2016/17	£ 38.85	£ 4,118.65	
-£ 6,042	Profit for Year		£ 3,365.29						
-£ 17,168									
£ 17,995	TOTAL		£ 25,098.51		£ 17,995	TOTAL		£ 25,098.51	

West Heath Community Association

WHCA - Day Centre (Evergreen Club)							
Income & Expenditure							
2016/17	INCOME			2016/17	EXPENDITURE		
£ 11,907	Meals	£ 12,365.00			<u>Staff costs</u>		
	add Debtors	£ 630.00					
£ 463	Taxi	£ 318.25	£ 13,313.25	£ 2,428	Wages	£ 2,340.00	
							£ 2,340.00
£ 500	Grants rec'd		£ -				
	less spent to date				<u>Running costs</u>		
				£ 1,177	Food	£ 1,242.98	
£ 1,010	Donations	£ 55.00		£ 3,921	Taxi	£ 2,226.42	
£ 256	Fund Raising	£ 10.00	£ 65.00	£ 2,926	Admin	£ 2,400.00	
				£ 6,440	Rent	£ 5,948.14	£ 11,817.54
					<u>Sundry</u>		
				£ 107	General Expenses	£ 61.76	
							£ 61.76
£ 14,136	TOTAL		£ 13,378.25	£ 16,999	TOTAL		£ 14,219.30
				-£ 2,863	Income over expenditure		-£ 841.05
£ 14,136			<u>£ 13,378.25</u>	£ 14,136			<u>£ 13,378.25</u>

WHCA - Day Centre (Evergreen Club)									
Balance Sheet as at 31st March 2018									
2017		B/fwd 1/4/17				2017			
		Bank & Cash (b/fwd)				Bank & Cash (c/fwd)			
£	5,752	Bank	£	3,071.42		£	3,071	Bank	£ 1,529.90
£	274	Cash	£	92.07	£ 3,163.49	£	92	Cash	£ 162.54 £ 1,692.44
		less							
-£	2,863	Loss for year			-£ 841.05	£	-	Debtors	£ 630.00
								as at 31/3/18	

West Heath Community Association

WHCA Combined							
Income & Expenditure 2017 / 2018							
2017	INCOME			2017	EXPENDITURE		
£ 63,600	Hampstead House	£ 76,212.92		£ 69,642	Hampstead House		£ 72,847.63
£ 14,136	Day Centre	£ 13,378.25		£ 16,999	Day Centre		£ 14,219.30
£ 34,338	Playgroup			£ 45,346	Playgroup		
£ 112,074	TOTAL	£ 89,591.17		£ 131,987	TOTAL		£ 87,066.93
-£ 19,913	Income over Expenditure	£ 2,524.24					
BALANCE SHEET AS AT 31st March 2018							
	B/fwd 2016/17				C/fwd 2017/18		
	HH Barclays	£ 1,825.17			HH Barclays	£ 4,357.79	
	HH CAF Bank	£ 9,496.18			HH CAF Bank	£ 13,574.19	
	HH CAF Gold	£ 3,000.00			HH CAF Gold	£ 3,001.25	
£ 37,079	HH Cash	£ 363.58	£ 14,684.93	£ 14,684	HH Cash	£ 46.63	£ 20,979.86
£ 11,851	Playgroup			£ 842	Playgroup		
	Day Centre Bank	£ 3,071.42			Day Centre Bank	£ 1,529.90	
£ 6,026	Day Centre Cash	£ 92.07	£ 3,163.49	£ 3,163	Day Centre Cash	£ 162.54	£ 1,692.44
£ 54,957	Total cash & bank	£ 17,848.42		£ 18,691	Total cash & bank		£ 22,672.30
£ 4,126	Debtors	£ 3,310.43			Debtors	£ 4,118.65	
			£ 3,310.43	£ 3,310		£ 630.00	£ 4,748.65
£ -	Creditors		£ 3,737.86				
	(as at 31/3/18)						
-£ 19,913	Profit for year	£ 2,524.24					
-£ 17,168	Tfr Reserves						
£ 22,002	TOTAL	£ 27,420.95		£ 22,002	TOTAL		£ 27,420.95

For the year ending 31 March 2018, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- 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.

The financial statements have been approved by the Trustees and Directors on
and signed on their behalf by:

2018

Chair: Michael Bennett

Treasurer: Michael Perry

Financial Statement at 31st March 2018

Approval

We confirm that we have available all relevant records and information for the preparation of the financial statements for the year ending 31st March 2018.

The financial statements have been approved by the Trustees and Directors on 2018
and signed on their behalf by:

Michael Bennett
Chair
Director & Trustee Date:

Michael Perry
Treasurer
Director & Trustee Date: