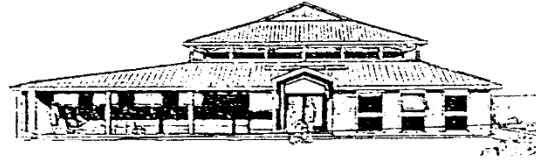


**EAST WORTHING
COMMUNITY ASSOCIATION**

Registered Charity No. 276850



ANNUAL

REPORT

2017/2018

***INCORPORATING THE ANNUAL ACCOUNTS FOR YEAR
ENDING 31ST JULY 2018***

EWCA 2018 AGM

Chairman's Report Ian Richardson

The Fortieth Annual General Meeting

Ian welcomed those attending and then gave his thanks to the Members, Groups, Supporters, Volunteers, Ward Borough and local County Councillors.

He then turned to thank the East Worthing Trustees, Officers, Managers Michelle Smith and Paul Brooker, and assistant Dave and to the Charity's Hon Treasurer Andrew Gardiner for his continued deep commitment and professional support and expertise.

The Chairman then gave a detailed East Worthing Community Association PowerPoint presentation concerning the Charity's history over the 40 plus years since it's formation.

Following this Ian gave a report about the Centre's Neighbourhood Community Panel meetings and their significance.

The Chair spoke about his own meetings of the Surfleet Transport and Historical Groups together which had raised £1300.00 towards the Centre funds since the last AGM.

Ian closed by asking and encouraging the meeting's attendees if they were not already involved with the Community Centre's operation then please consider joining us.

Ian Richardson

East Worthing Community Association

Chair

East Worthing Community Association A G M

20th November 2018

Centre Manager's Report

Welcome, thank you all for coming out this evening. 2018 has been a good year, several new groups have started and the long established ones are still here! Among the newcomers, is a Monday morning yoga class and a chair yoga group for the less able which started in September in room three. For younger children, a train party in the hall has proved popular, the large scale layout has run several times throughout the year, the last one being Halloween themed. Also around that time, Enchanted Cupcakes hired the coffee lounge and children had fun learning how to decorate cakes and took them home to eat!

Over the next few weeks, decorating Christmas cakes for adults will take place on alternate Wednesday evenings. Since the beginning of the month, BAM Fitness have increased their Zumba exercise sessions to three times a week, by adding in a Tuesday morning. A stand-up comedy group has become a regular booking on a Friday evening, rehearsing in room one. JivePlay, modern jive, have been dancing their way through the year on the fourth Friday of the month and are meeting twice a month during 2019 which is great news.

Annual bookings include Downsbrook Primary School using the hall for their wartime evacuation experience, hearing how people survived the war and dressing up as evacuees. Also the South Coast Shimmy was popular again this year, attracting belly dancers from far afield. The local elections in May are also good for attracting new folk and will take place again in 2019.

Due to the introduction of the GDPR (General Data Protection Regulation) legislation earlier in the year, all the groups that use the centre needed to agree to have their details displayed on our noticeboards, brochure and website. This was also an ideal opportunity to update all the groups contact details on one consent form. The website is kept updated and events on Facebook are posted regularly. For people not using social media, the centre brochure has been revamped by Jane, Paul's wife. This smaller A5 size is proving really popular....there is a copy for your perusal.

The centre has seen some major improvements over the past year. In May, the whole of the outside of the centre was painted by Sussex Renovations. The outside lights have been replaced as some of the casings were broken and the emergency lights have been upgraded to LED. More lightning rods were installed around the building in line with current legislation. A large purchase, only last week, was a new cooker which had to be replaced due to a faulty gas

ring. In February, a new water heater was purchased for drinks, the previous one being rather old and letting us down badly on a Surfleet night! The disabled toilet has been improved with a pull-down handle at the side of the toilet and the addition of a full length mirror, also the toilet seats were replaced in the gents. Some new tablecloths have brightened up the coffee lounge and the chairs have been cleaned as they are upholstered.

A Health & Safety review was carried out by David Crook in February which led to some risk assessment training for the staff, this was the only area which needed attention.

The centre often lends out tables and chairs for local events, this may be for a street party, private function or fundraiser. A donation is often all we ask, and in September we received a very generous one in the form of £100, for supplying tables for the pensioners fair in Worthing, the second year running. We would like to thank Tim Loughton for this kind gesture.

The centre now has a recycling bin which is charged at the charity rate.

We are hoping to put in an application to Rampion for replacement windows. Through the Sussex Foundation Trust the Rampion Fund seeks to support projects that benefit the local community, in particular those with links to the environment and energy. Quotations have been obtained, so the application should be applied for shortly.

Also on the subject of funding, we would like to thank Roger Oakley for his help and support in applying for funding for the continuation of the soft play area around the building. The children's play area has been extended to outside the shed where there is a vegetable patch. The children are having to use the passage down the side to access the garden when room 3 is in use and the hard, uneven surface is not very forgiving when little ones trip up.

The prices were slightly increased for drinks this year by 10p a cup, the hot drinks had been 60p for at least 8 years! Still exceptional value we feel...

Regarding the annual membership, for 2019 we would like to increase an individual's to £3.00 and a group to £30.00. This has not risen for at least seven years. Lastly, I would like to thank Heron Art for displaying their fantastic pictures down the corridor, many are for sale, so please have a look as you leave.

Michelle Smith
Centre Manager

EAST WORTHING COMMUNITY ASSOCIATION
(Registered Charity No. 276850)

REPORT OF TREASURER

ANNUAL GENERAL MEETING – 20th November 2018

1. INTRODUCTION

1.1 I have pleasure in presenting my 38th Treasurer's Report and the Annual Accounts for 2017/2018 for the East Worthing Community Association.

1.2 The Accounts contained in the following pages refer to the various activities of the Association:

Page 3	Community Centre Account
Page 4	Community Centre Equipment and Centre Reserve
Page 5	General Income and Expenditure Account and General Reserve
Page 6	Balance Sheet
Page 7	Independent Examiner's Report.

2. STATEMENT OF ACCOUNTS 2017/2018

2.1 The following paragraphs give a brief explanation of each account for the year 1st August 2017 to 31st July 2018.

2.2 **Community Centre Account (Page 3)** – The largest single cost of running the Centre continues to be employment costs of the staff at the centre, which accounts for over 69% of the total Centre expenditure. A welcome contribution towards reducing the cost of employment is from the Government's Scheme to relieve small employers of the burden of paying Employer's National Insurance contributions. This has saved the Centre £2,391.56 in the tax year ending 31st March 2018.

Expenditure on running the Centre has increased by £4,193 over the year or 6.8%. Much of this increase has resulted from an increase in Employee's pay as the Centre pays its staff for hours worked at the current National Minimum Wage.

It is disappointing to report that, for the first time in a number of years, the receipts derived from Centre bookings fees, showed a slight decrease of £769 or 1.2%, over the previous year. The Centre income is a matter for constant review by the Centre Managers and the Management Committee who regularly monitor bookings and the impact its charging policy has on current and potential users of the Centre. The net surplus from the Coffee Lounge shows a slight reduction of £243 compared to the previous year.

The overall effect of the reduction in receipts, offset by the increase in expenditure during the year, has resulted in the Centre producing a surplus of £3,595.58. When compared with the previous year's trading surplus of £8,791, excluding repairs and maintenance, this shows a reduction of £5,195. This is very much at the lower end of annual surpluses which the Centre must achieve to maintain its viability for the future.

As I have stated on many previous occasions, we must never be complacent. The Centre is an ageing asset, with more and more items requiring maintaining, updating and even replacement. The cumulative effect of this needs to be managed and will continue to command the Management Committee's attention over the coming months and years. The Management Committee spends much time in discussing options for investment in the Centre to maintain or improve on its present standard of operation and condition.

STATEMENT OF ACCOUNTS 2017/18 (continued)

2.3 Community Centre Equipment Account (Page 4) - This account refers to the purchase of equipment which is financed over a period of time by an annual depreciation charge to the Centre Account. The Centre spent £3,746.09 in upgrading its security system and purchasing a new water heater (£509.69) during 2017/2018.

2.4 Centre Reserve (page 4) - the costs of routine maintenance and planned maintenance works are charged to this account. These totalled £2,498.56 in 2017/18. This included a major upgrade to the lighting system. The surplus on the Community Centre account for the year of £3,596 is added to this Account. Once the costs of routine maintenance and planned maintenance are taken into account this reveals a net cumulative increase in the balance on this reserve of £1,097 in 2017/18.

The Centre Reserve now has a balance of £23,625 going forward into 2018/19. I have previously suggested that the Centre really needs to produce an operating surplus of between £4,000 and £5,000 each year to build up sufficient reserves to meet cyclical maintenance liabilities when they fall due. This year, however, we have fallen well below this target.

2.5 Community Association's General Income and Expenditure Account (Page 5) - this account includes all transactions relating to the general running of the Association. In 2017/18 there has been no major expenditure and the receipts from Affiliation Fees slightly increased to £826.

2.6 The General Reserve (Page 5) - the contribution from the Association's Income and Expenditure Account is carried here. The reserve has also been inflated due to the profit on investments from the annual revaluation of the Association's investments, which are included in the Balance Sheet at their market value at 31st July 2018. The investments have appreciated significantly by £7,426 over the financial year under review.

2.7 Balance Sheet (Page 6) - this is a statement of the closing balances of the Association's assets and liabilities as at 31st July 2018.

2.8 Post Balance Sheet Events - I reported in paragraph 2.6 above the value of the Association's Investments held by COIF (Charities Official Investment Fund) as at 31st July 2018. This is a much better position than expected as the value during the year was influenced by the trading conditions in the world and home financial markets. The value of the investments as at 20th November 2018 is £77,517.32, which shows a decrease in value of £2,276.88 from the July valuation as shown in the Balance Sheet and Accounts.

3. INDEPENDENT EXAMINATION OF ACCOUNTS

3.1 Under the Charities Act 2011 and the General Directions of the Charity Commissioners an Independent Examination of the Accounts has taken place. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. The Independent Examiners Report is attached on page 7.

4. EXPRESSION OF GRATITUDE

4.1 I would like to express my sincere thanks to all the staff and volunteers working at the Centre, and in particular to Michelle Smith and Paul Brooker who manage the day to day operations at the Centre.

4.2 My thanks are also due to the Independent Examiner, Nick Sarjeant, for examining the accounts within the timescale required.

ANDREW D. GARDINER

Hon. Treasurer

20th November 2018

EAST WORTHING COMMUNITY CENTRE

ACCOUNT FOR YEAR 1ST AUGUST 2017 TO 31ST JULY 2018

2016/17

£	EXPENDITURE	£ p	£ p
38,847	Salaries & Overheads - Manager & Assistants		42,670.47
1,000	Accountancy/Payroll Expenses		1,000.00
3,693	Premises - Electricity		3,779.87
2,209	Gas		2,313.17
1,311	Cleaning		1,574.00
649	Business Rates		690.52
531	Waste Collection		441.34
936	Water Rates		1,015.41
3,301	Insurance		3,316.86
110	Security		0.00
0			
0	Routine Maintenance - charged to Centre Reserve		0.00
699	Telephones - Rental/Calls		687.04
1,352	Entertainment Licences		1,274.60
911	Office Expenses		923.82
1,565	Miscellaneous		962.71
-119	Photocopier		-109.98
70	Depreciatio Equipment 12/13		0.00
40	Equipment 13/14		0.00
225	Equipment 14/15		225.00
40	Equipment 15/16		40.00
133	Equipment 16/17		135.00
0	Equipment 17/18		758.09
<u>£57,505</u>	TOTAL EXPENDITURE		<u>£61,697.93</u>
	INCOME		
62,926	Booking Fees		62,157.67
245	Miscellaneous Income		252.85
3,126	Coffee Lounge * (net surplus)		2,882.98
0			
<u>£66,296</u>	TOTAL INCOME		<u>£65,293.50</u>
<u>£8,791</u>	Surplus / (Deficit) for period transferred to Centre Reserve Account		<u>£3,595.58</u>
	COFFEE LOUNGE TRADING STATEMENT		
4,549	*Coffee Lounge: Gross Takings	4,182.00	
(1,424)	- provisions	(1,299.02)	-31.06%
<u>£3,126</u>	Surplus for period	<u>£2,882.98</u>	

EAST WORTHING COMMUNITY CENTRE

**COMMUNITY CENTRE EQUIPMENT ACCOUNT
FOR YEAR 1ST AUGUST 2017 TO 31ST JULY 2018**

2016/17		£ p	£ p
£			
640	Purchase of equipment, crockery, staging, photocopier		1,480.00
<u>1347</u>	Add: new purchases of equipment during year		<u>3,746.09</u>
£1,987			5,226.09
	Less: Depreciation-		
70	Equipment 12/13	-	
40	Equipment 13/14	-	
225	Equipment 14/15	225.00	
40	Equipment 15/16	40.00	
133	Equipment 16/17	135.00	
<u>0</u>	Equipment 17/18	<u>758.09</u>	<u>1158.09</u>
<u>£1,479</u>			<u>£4,068.00</u>

CENTRE RESERVE FOR YEAR 1ST AUGUST 2017 TO 31ST JULY 2018

£		£
15,949	Balance brought forward 1st August	22,528.00
<u>8,791</u>	Contribution from / to () Centre Account	<u>3,595.58</u>
24,740		26,123.58
420	Less: Routine Maintenance	289.68
1,793	Less: Planned Maintenance Works (listed)	2,208.88
<u>22,528</u>	Surplus / (Deficit) for year	<u>2,498.56</u>
0	Major works funded by EWCA	0.00
<u>£22,528</u>	Surplus / (Deficit) for year	<u>£23,625.02</u>
	<u>Planned Maintenance Works 2017/2018</u>	£
	Fire Alarm System maintenance	211.20
	Annual Maintenance Security System	152.40
	Fire Alarm System maintenance	414.00
	Cleaning Coffe Lounge Chairs	108.00
	Health and Safety / Security review	250.00
	Electrical Works	888.00
	Annual Boiler Service and safety insp	185.28
		<u>£2,208.88</u>

EAST WORTHING COMMUNITY ASSOCIATION

GENERAL INCOME AND EXPENDITURE ACCOUNT
FOR YEAR 1ST AUGUST TO 31ST JULY 2018

2016/17

£ p	INCOME	£ p
710	Membership and Affiliation Fees	825.95
0	Donations	0.00
2	Interest on Investments	1.71
<u>£712</u>		<u>£827.66</u>
	EXPENDITURE	
0	Subscriptions	0.00
220	Miscellaneous	230.00
<u>£220</u>		<u>£230.00</u>
<u>£492</u>	SURPLUS/(DEFICIT) FOR PERIOD CARRIED TO GENERAL	<u>£597.66</u>

GENERAL RESERVE FOR YEAR 1ST AUGUST TO 31ST JULY 2018

£ p		£ p
87,700	Balance brought forward 1st August	96,531.97
8,340	Profit / (Loss) on Revaluation of Investments	7,426.29
0	Write-off of Shed disposed of in year	0.00
492	Contribution/(Deficit) from General Account	597.66
<u>£96,532</u>	Balance carried forward	<u>£104,555.92</u>

EAST WORTHING COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 31ST JULY 2018

2016/17 £		£ p	£ p
	FIXED ASSETS		
14,014	Building Extension - Construction/Fees	14,014.15	
5,000	Less: Grant (W.B.C.)	5,000.00	9,014.15
<u>£9,014</u>			
577	Purchase & Installation of Storage Shed (net of grant)		577.00
1,480	Equipment		4,068.00
<u>£11,071</u>			<u>£13,659.15</u>
	CURRENT ASSETS		
72,368	**Investments	79,794.20	
6,147	Sundry Debtors	7,013.11	
4,161	Payments in Advance	2,755.91	
27,154	Bank Current Accounts	25,926.49	
933	Cash and Stock in Hand	993.87	116,483.58
<u>£110,764</u>			
	LESS: CURRENT LIABILITIES		
2,775	Sundry Creditors	1,961.79	
-	Receipts in Advance	0.00	1,961.79
<u>£2,775</u>			
<u>£107,989</u>	NET CURRENT ASSETS		<u>£114,521.79</u>
<u>£119,060</u>			<u>£128,180.94</u>
	REPRESENTED BY:		
96,532	General Reserve		104,555.92
22,528	Centre Reserve		23,625.02
<u>£119,060</u>			<u>£ 128,180.94</u>

	2016/17 £ p	2017/18 £ p
Investment with Charities Official Investment Fund		
Valuation at close of business on 31st July 2018	66,755	£79,794.20
Valuation at close of business on 31st July 2017	-64,028	72,367.91
Less Cost Price of Investments sold	0	0.00
Change in value of investment in 2017/18	<u>2,727</u>	<u>£7,426.29</u>
Reconciliation of Shares sold:		
Profits taken on shares sold in 2017/18	0	-
Cost Price of Investments sold in 2017/18	0	-
	<u>0</u>	<u>£0.00</u>

Prepared by: **A. D. Gardiner**

A. D. Gardiner, Hon. Treasurer

Audited and found correct: **N. Sarjeant**

N.Sarjeant



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name East Worthing Community Association		
On accounts for the year ended	31 st July 2018	Charity no (if any)	276850
Set out on pages	7 to 10		

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
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 (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination was carried out in accordance with 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:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - 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.

Signed: *N.Sarjeant* **Date:** 11th October 2018

Name: N. Sarjeant

Relevant professional qualification(s) or body (if any):

Address: 21 Graham Road, Worthing, BN11 1TL