

**Coniston Community
Association**

**Unaudited
Financial Statements**

31 March 2018

ELLIOTT BUNKER LIMITED

Chartered Accountants
61 Macrae Road
Ham Green
Bristol
BS20 0DD

Coniston Community Association

Financial Statements

Year ended 31 March 2018

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Coniston Community Association

Trustees' Annual Report

Year ended 31 March 2018

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

Reference and administrative details

Registered charity name Coniston Community Association

Charity registration number 1036917

Principal office The Parade
Coniston Road
Patchway
Bristol
BS34 5LP

The trustees Mr C E Horton
Mr M W Grotzke
Mrs L M Hamid
Mrs P A Morgan
Mr L Gray
Mrs C Broadbent
Mr E Gordon
Mr S Scott
Mr D Sully
Mr K Walker
Mr E Bathe-Taylor
Mrs W Williams

Accountants Elliott Bunker Limited
Chartered Accountants
61 Macrae Road
Ham Green
Bristol
BS20 0DD

Coniston Community Association

Trustees' Annual Report *(continued)*

Year ended 31 March 2018

Structure, governance and management

The Charity was registered with the Charity Commission in 1994 and it is governed by 12 elected Trustees. The Chairman is Lewis Gray and the other trustees are Michael Grotzke, Lucy Hamid, Charles Horton, Annette Morgan, Claire Broadbent, Eric Gordon, Sam Scott, David Sully, Keith Walker, Edward Bathe-Taylor and Winifred Williams. The trustees have undertaken external training covering all aspects of their work in managing the charity and the Community Association and meet monthly. There is a General Committee of all user groups and member organisations which meets quarterly with the trustees to take into account any matters arising from the use of the building.

New trustees are appointed by the Board of Trustees and are found from the contacts and networks of existing trustees. When recruiting new trustees, the board looks for individuals with skills and experience which are of value to the Trust and which are not represented by existing trustees. New trustees are provided with a pack of information including recent accounts, a copy of the Trust Deed and information regarding finances, governance and charitable objectives including minutes of the previous trustees' meeting.

Objectives and activities

The aims of the charity are to promote the benefit of the inhabitants of Patchway and the neighbourhood without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious or other opinions to advance education and to provide facilities in the interests of social welfare for recreations and leisure-time occupation and to maintain and manage Coniston Community Centre in furtherance of these aims. The Association arranges a varied programme of events through working with other groups and organisations and publicises these on its website and through local posters and leaflets.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives.

Achievements and performance

The Trustees employ a full-time manager to carry out the aims and objectives listed above and other sessional workers as well as caretaking and cleaning staff. The Trustees support and guide the manager and other staff in the performance of their duties and are always looking for new ways to provide a variety of activities which will attract more residents to use the Centre.

Coniston Community Association

Trustees' Annual Report *(continued)*

Year ended 31 March 2018

Financial review

During this financial year, the Association has maintained its tenants in the offices on the second floor and gained more hirers for the community rooms on the first and ground floors. The rent is used to maintain the building and pay for the staff to operate it. This year the income and expenditure for the operation of the building is shown as unrestricted but income and expenditure which is exclusively for particular groups which are members of the Association are shown as restricted. This particularly relates to the Link Group which has raised considerable funds to operate its sessions but to a lesser extent for other small groups using the centre and part of the Association but funded separately. The funds carried forward at the end of the financial year not relating to other groups were £16,349 which is an improvement on the previous financial year.

Reserve policy

The charity's free reserves are represented by the unrestricted funds not committed or invested in tangible fixed assets.

Given the nature of the Trust's funding being mainly by grants and investment income, the trustees believe that the Trust's free reserves should be around six months of the resources expended, which equates to approximately £38,000. At the year-end the Trust's free reserves (net current assets less restricted funds) were £16,349 being around £21,700 below target. The reserve position has improved significantly on the prior year where the shortfall was around £33,000.

The trustees' annual report was approved on 15 March 2019 and signed on behalf of the board of trustees by:

Mr L Gray
Trustee

Coniston Community Association

Statement of Financial Activities

Year ended 31 March 2018

		Unrestricted funds £	2018 Restricted funds £	Total funds £	2017 Total funds £
	Note				
Income and endowments					
Donations and legacies	4	9,784	6,400	16,184	14,290
Other trading activities	5	853	13,244	14,097	10,686
Investment income	6	80,827	–	80,827	63,269
Total income		<u>91,464</u>	<u>19,644</u>	<u>111,108</u>	<u>88,245</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	7	–	–	–	45
Expenditure on charitable activities	8,9	79,352	20,977	100,329	92,916
Total expenditure		<u>79,352</u>	<u>20,977</u>	<u>100,329</u>	<u>92,961</u>
Net income/(expenditure)		<u>12,112</u>	<u>(1,333)</u>	<u>10,779</u>	<u>(4,716)</u>
Transfers between funds		(386)	386	–	–
Net movement in funds		<u>11,726</u>	<u>(947)</u>	<u>10,779</u>	<u>(4,716)</u>
Reconciliation of funds					
Total funds brought forward		4,623	1,349	5,972	10,688
Total funds carried forward		<u>16,349</u>	<u>402</u>	<u>16,751</u>	<u>5,972</u>

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

Coniston Community Association

Statement of Financial Position

31 March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	14	263	422
Current assets			
Debtors	15	6,360	562
Cash at bank and in hand		11,382	6,330
		<u>17,742</u>	<u>6,892</u>
Creditors: amounts falling due within one year	16	<u>1,254</u>	<u>1,342</u>
Net current assets		<u>16,488</u>	<u>5,550</u>
Total assets less current liabilities		<u>16,751</u>	<u>5,972</u>
Net assets		<u>16,751</u>	<u>5,972</u>
Funds of the charity			
Restricted funds		402	1,349
Unrestricted funds		<u>16,349</u>	<u>4,623</u>
Total charity funds	17	<u>16,751</u>	<u>5,972</u>

These financial statements were approved by the board of trustees and authorised for issue on 15 March 2019, and are signed on behalf of the board by:

Mr L Gray
Trustee

Coniston Community Association

Notes to the Financial Statements

Year ended 31 March 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 The Parade, Coniston Road, Patchway, Bristol, BS34 5LP.

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 on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. We confirm that there are no critical judgements or estimates to note.

Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of support costs.

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.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

Coniston Community Association

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Incoming resources *(continued)*

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

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

All fixed assets are initially recorded at cost.

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:

Fixtures & Fittings	-	33% reducing balance
Equipment	-	20% reducing balance

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations			
Donations	314	—	314

Coniston Community Association

Notes to the Financial Statements (continued)

Year ended 31 March 2018

4. Donations and legacies (continued)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Grants			
Sobell Foundation	–	5,000	5,000
Quartet Foundation	–	–	–
Patchway Town Council - General	6,000	–	6,000
South Glos Council	2,170	–	2,170
Wellspring Healthy Living	800	–	800
Almondsbury Charity	500	–	500
Patchway Town Council - Watercolour Group	–	700	700
Patchway Town Council - Friendship Group	–	700	700
	<u>9,784</u>	<u>6,400</u>	<u>16,184</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Donations			
Donations	–	–	–
Grants			
Sobell Foundation	–	5,000	5,000
Quartet Foundation	1,000	–	1,000
Patchway Town Council - General	6,000	–	6,000
South Glos Council	1,390	–	1,390
Wellspring Healthy Living	–	400	400
Almondsbury Charity	–	–	–
Patchway Town Council - Watercolour Group	–	500	500
Patchway Town Council - Friendship Group	–	–	–
	<u>8,390</u>	<u>5,900</u>	<u>14,290</u>

5. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Fundraising events	208	–	208
Other income	645	–	645
Income from activities	–	13,244	13,244
	<u>853</u>	<u>13,244</u>	<u>14,097</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Fundraising events	414	–	414
Other income	–	–	–
Income from activities	–	10,272	10,272
	<u>414</u>	<u>10,272</u>	<u>10,686</u>

Coniston Community Association

Notes to the Financial Statements (continued)

Year ended 31 March 2018

6. Investment income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Rent and subscriptions	80,822	80,822	63,268	63,268
Bank interest receivable	5	5	1	1
	<u>80,827</u>	<u>80,827</u>	<u>63,269</u>	<u>63,269</u>

7. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Fundraising costs	—	—	45	45
	<u>—</u>	<u>—</u>	<u>45</u>	<u>45</u>

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Rent, rates and water	1,176	—	1,176
Depreciation	159	—	159
Insurance	2,161	—	2,161
Activities expenditure	1,408	2,780	4,188
Maintenance	14,418	—	14,418
Wages, Salaries and NI	46,818	18,197	65,015
Light and heat	8,883	—	8,883
Telephone and internet	1,053	—	1,053
Printing, postage and stationery	627	—	627
Sundries	142	—	142
Support costs	2,507	—	2,507
	<u>79,352</u>	<u>20,977</u>	<u>100,329</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Rent, rates and water	2,205	—	2,205
Depreciation	851	—	851
Insurance	2,660	—	2,660
Activities expenditure	2	3,590	3,592
Maintenance	11,116	—	11,116
Wages, Salaries and NI	43,139	19,520	62,658
Light and heat	7,216	—	7,216
Telephone and internet	1,039	—	1,039
Printing, postage and stationery	211	—	211
Sundries	463	—	463
Support costs	904	—	905
	<u>69,806</u>	<u>23,110</u>	<u>92,916</u>

Coniston Community Association

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2018	Total fund 2017
	£	£	£	£
Rent, rates and water	1,176	—	1,176	2,205
Depreciation	159	—	159	851
Insurance	2,161	—	2,161	2,660
Activities expenditure	4,188	—	4,188	3,592
Maintenance	14,418	—	14,418	11,116
Wages, Salaries and NI	65,015	—	65,015	62,658
Light and heat	8,883	—	8,883	7,216
Telephone and internet	1,053	—	1,053	1,039
Printing, postage and stationery	627	—	627	211
Sundries	142	—	142	463
Governance costs	—	2,507	2,507	905
	<u>97,822</u>	<u>2,507</u>	<u>100,329</u>	<u>92,916</u>

10. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2018 £	2017 £
Depreciation of tangible fixed assets	<u>159</u>	<u>851</u>

11. Independent examination fees

	2018 £	2017 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,440</u>	<u>1,140</u>

12. Staff costs

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

	2018 £	2017 £
Wages and salaries	<u>65,015</u>	<u>62,658</u>

The average head count of employees during the year was 16 (2017: 18).

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

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £21,627 (2017: £18,126).

Coniston Community Association

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

13. Trustee remuneration and expenses

No member of the committee received remuneration during the year either directly or indirectly.

No member of the committee was reimbursed for expenses during the year.

14. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
Cost			
At 1 April 2017 and 31 March 2018	<u>4,684</u>	<u>10,295</u>	<u>14,979</u>
Depreciation			
At 1 April 2017	4,356	10,201	14,557
Charge for the year	65	94	159
At 31 March 2018	<u>4,421</u>	<u>10,295</u>	<u>14,716</u>
Carrying amount			
At 31 March 2018	<u>263</u>	<u>—</u>	<u>263</u>
At 31 March 2017	<u>328</u>	<u>94</u>	<u>422</u>

15. Debtors

	2018 £	2017 £
Prepayments and accrued income	4,418	222
Other debtors	1,942	340
	<u>6,360</u>	<u>562</u>

16. Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals and deferred income	595	—
Social security and other taxes	—	682
Professional fees	659	660
	<u>1,254</u>	<u>1,342</u>

Coniston Community Association

Notes to the Financial Statements (continued)

Year ended 31 March 2018

17. Analysis of charitable funds

Unrestricted funds

	At 1 April 2017	Income	Expenditure	Transfers	At 31 March 2018
	£	£	£	£	£
General funds	<u>4,623</u>	<u>91,464</u>	<u>(79,352)</u>	<u>(386)</u>	<u>16,349</u>

	At 1 April 2016	Income	Expenditure	Transfers	At 31 March 2017
	£	£	£	£	£
General funds	<u>3,438</u>	<u>72,073</u>	<u>(69,851)</u>	<u>(1,037)</u>	<u>4,623</u>

Restricted funds

	At 1 April 2017	Income	Expenditure	Transfers	At 31 March 2018
	£	£	£	£	£
Friendship Group	579	2,915	(3,211)	–	283
Tai Chi	–	130	(180)	50	–
Link Centre	118	12,541	(12,541)	–	118
Watercolour Group	652	4,058	(4,757)	48	1
L.G.B.T	–	–	(288)	288	–
	<u>1,349</u>	<u>19,644</u>	<u>(20,977)</u>	<u>386</u>	<u>402</u>

	At 1 April 2016	Income	Expenditure	Transfers	At 31 March 2017
	£	£	£	£	£
Friendship Group	1,135	1,693	(2,249)	–	579
Tai Chi	(889)	377	(523)	1,035	–
Link Centre	5,850	9,649	(15,381)	–	118
Watercolour Group	868	4,453	(4,669)	–	652
L.G.B.T	286	–	(288)	2	–
	<u>7,250</u>	<u>16,172</u>	<u>(23,110)</u>	<u>1,037</u>	<u>1,349</u>

18. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2018
	£	£	£
Tangible fixed assets	263	–	263
Current assets	17,340	402	17,742
Creditors less than 1 year	(1,254)	–	(1,254)
Net assets	<u>16,349</u>	<u>402</u>	<u>16,751</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
Tangible fixed assets	422	–	422
Current assets	5,543	1,349	6,892
Creditors less than 1 year	(1,342)	–	(1,342)
Net assets	<u>4,623</u>	<u>1,349</u>	<u>5,972</u>

Coniston Community Association

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

19. Related parties

Coniston Community Association rent the building in which they reside (The Parade, Coniston Road, Patchway) for a peppercorn rent of £1 from Patchway Town Council.