

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 Cheryl yn Hughes
Vice Chair - Mrs Jan Stenner
Treasurer Mr David Bellamy
Secretary - Mrs Sue Levick
Events Co-ordinator - Mrs Sandra Bellamy
Trustee – Ms Bron Kucharski
Trustee – Mr Ronald Chaplin
Trustee – Mr David Shearman (part year)
Trustee – Mr Steven Thomas (part year)
Trustee - Mrs Linda Barlow (part year)
Trustee - Mr Bryan Scrase (part year)
Trustee – Mrs Jean Barnes (part year)

Centre Manager – Ms Judith Gardiner

Bankers:

Lloyds TSB
High Street
Westbury on Trym
Bristol BS9 3BY

Registered Independent Examiner:

Dick Maule FCA
3 Penlee View Terrace
Penzance
TR18 4HZ

Trustee's Annual Report

Report text for Annual Accounts for the year ended 31st December 2018

The Trustees are pleased to present their report, together with the financial statements of the charity, for the year ended 31st December 2018. 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 2018

- 3.1 Whilst 2018 was a particularly 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 maintaining the number of activities and services which it provides to the local community and by continuing 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 (particularly in its service to our users with disabilities) 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.
- 3.2 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 a variety of activities taking place throughout 2018. Groups and projects throughout 2018 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 although grant funding and collaborative working with Bristol City Council had ended. The Over 50's Forum, K-Klub and Knit & Natter, Thai Chi and Martial Arts still ran from the Centre although entirely funded by the Association.
- 3.3 Other projects included working with adults with disabilities. Weekly groups set up in 2017 continued 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 were being included and integrated into the main Centre activities. 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 and other Centre users are benefitting, by learning from the experience of attending sessions with Adults with disabilities. The project work has exceeded all our expectations and has created opportunities for all users of the Centre.
- 3.4 Throughout 2018 the Centre has been able to sustain the staff cost of the Centre Manager's position through income generated by the Centre and from its reserves as the funding previously provided from the City Council's Centre for Community Action grant finished in July 2017. Continued support from Bristol City Council has, however, still been available in that it has enabled the Centre to continue to operate with a 20% discretionary Business Rate relief in addition to the 80% mandatory charity relief. Funding from John James was again awarded to run two Christmas parties for older people, many of whom who are housebound.
- 3.5 The Trustees in managing the finances for the year were also aware of the projected budget for 2018 which indicated yet another year of

possible overspend and so carried out only essential repairs and maintenance including roof repairs and managing staff vacancies accordingly. Once again, throughout 2018 increased crime and vandalism within the community and Centre had a negative and financial impact on the Centre but through increased income generated brought a Sensory Room into use.

- 3.6 The Centre is represented at local community reference groups and was invited to take part in meetings of the new Arneside and Glencoyne Square Redevelopment Group, Unfortunately the project plans which were displayed at the various consultation events upset many residents and users of the centre which resulted in a petition to the Council about the siting of the proposed new Community Centre. Users of the Centre were, and still are, clearly of the opinion and have communicated such to the City Council, that any new centre should be on the existing site as recommended in the feasibility study carried out by SCA with the co-operation of the Centre users.
- 3.7 The many traditional activities at the Centre, bingo, coffee mornings, sequence dancing, Good Companions Lunch Club continued to operate staffed 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 both married and single, giving much needed mixed community opportunities in different settings.
- 3.6 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.
- 3.7 The Trustees would like to thank all employees and volunteers for their continuing commitment, enthusiasm and support during 2018 and very much welcome any new volunteers in 2019 as volunteers are key to the overall success of the Centre, and without them, the many activities would not be possible. The Trustees are most grateful for their ongoing contribution to the success and financial viability 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)

Date:

Date:

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

I report on the accounts of the charity for the year ended 31st December 2018 which are set out on the following pages 8-14.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

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

Date:

Southmead Community Association

Statement of Financial Activities [including Income and Expenditure Account]

for the year ended 31st. December 2018

	Unrestricted Fund	Restricted Fund	Total	
	2018	2018	2018	2017
	£	£	£	£
Income from:				
Donations	3,689	-	3,689	4,715
Membership	1,921	-	1,921	1,972
Investment income		-		
Interest	6	-	6	-
Charitable activities				
Grants	-	1,400	1,400	25,685
Hall hire and activities	45,848	-	45,848	40,923
Rent	16,833	-	16,833	17,250
Other income	-	-	-	53
Total	<u>68,297</u>	<u>1,400</u>	<u>69,697</u>	<u>90,598</u>
Expenditure on:				
Charitable activities	<u>80,998</u>	<u>21,593</u>	<u>102,592</u>	<u>89,974</u>
Total	<u>80,998</u>	<u>21,593</u>	<u>102,592</u>	<u>89,974</u>
Net income/(expenditure)	(12,701)	(20,193)	(32,895)	624
Transfers between Funds	-	-	-	-
Total funds brought forward	<u>208,557</u>	<u>20,193</u>	<u>228,750</u>	<u>228,125</u>
Total funds carried forward	<u><u>195,855</u></u>	<u><u>-</u></u>	<u><u>195,855</u></u>	<u><u>228,750</u></u>

Southmead Community Association

Balance sheet as at 31st. December 2018

		2018		2017
	Notes	£	£	£
Fixed assets				
Tangible assets	(2)		194,035	<u>199,780</u>
Current assets				
Debtors		1,580		6,895
Cash on hand		250		2,621
Cash at bank		<u>2,507</u>		<u>26,654</u>
<i>Total current assets</i>		4,337		36,171
Liabilities				
Creditors: amounts falling due within 12 months	(3)	<u>(2,516)</u>		<u>(7,201)</u>
<i>Net Current assets</i>			<u>1,820</u>	<u>28,970</u>
Net assets			<u><u>195,855</u></u>	<u><u>228,750</u></u>
The funds of the charity:				
Unrestricted funds				
General funds			15,810	26,934
Designated funds			180,045	181,623
Restricted funds			<u>-</u>	<u>20,193</u>
Total charity funds			<u><u>195,855</u></u>	<u><u>228,750</u></u>

..... Cherilyn Hughes Chair

..... David Bellamy Treasurer

Dated:

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2018

(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 2018

(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	106,485	298,022
additions in the year	-	-	-
	<u>191,537</u>	<u>106,485</u>	<u>298,022</u>
Depreciation			
balance brought forward	7,661	90,581	98,242
charge for the year	3,831	1,914	5,745
	<u>11,492</u>	<u>92,495</u>	<u>103,987</u>
Net book value at 31st. December 2018	<u>180,045</u>	<u>13,990</u>	<u>194,035</u>
Net book value at 31st. December 2017	<u>183,875</u>	<u>15,904</u>	<u>199,780</u>

(3) Creditors and accruals

Creditors: amounts falling due within 12 months

	2018 £	2017 £
Loan repayment due within 12 months	-	4,806
Sundry creditors	<u>2,516</u>	<u>2,395</u>
	<u>2,516</u>	<u>7,201</u>

(4) Debtors and prepayments

Sundry debtors	<u>1,580</u>	<u>6,895</u>
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Southmead Community Association

Notes to the accounts for the year ended 31st. December 2018

(5) Expenditure

	Charitable activities	Charitable activities
	2018	2017
	£	£
Salaries	40,882	34,974
Activities	6,598	5,477
Rates and water	5,217	1,297
Repairs and renewals	4,739	317
Telephone	1,740	1,393
Performing rights	1,232	-
Cleaning and laundry	4,444	2,771
Stationery, postage and photocopying	460	818
Light and heat	19,592	16,409
Building maintenance	-	4,542
Non-capitalised equipment	-	1,453
Insurance	2,340	5,673
Bank charges	-	241
Depreciation	5,745	6,083
Reporting accountant's fee	750	750
Miscellaneous expenses	-	1,047
Project expenditure	7,008	4,877
Computer and software	986	960
Equipment hire and maintenance	858	892
	<u>102,591</u>	<u>89,974</u>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2018

(6) Movements in funds

	Balance 1st. January 2018 £	Income £	Expenditure £	Transfers £	Balance 31st. Dec. 2018 £
Unrestricted funds					
Designated Fund	181,623	-	-	(1,578)	180,045
General Fund	26,934	68,297	(80,998)	1,578	15,810
	<u>208,557</u>	<u>68,297</u>	<u>(80,998)</u>	<u>-</u>	<u>195,855</u>
Restricted grants					
Young Mothers	10,234	-	(10,234)	-	-
SCA Project Worker	2,500	1,400	(3,900)	-	-
Bristol City re Manager	-	-	-	-	-
John James	-	-	-	-	-
Wellspring	-	-	-	-	-
Awards for All	3,240	-	(3,240)	-	-
Social Isolation	2,283	-	(2,283)	-	-
Quartet M Dahal	1,936	-	(1,936)	-	-
Other Restricted grants	-	-	-	-	-
	<u>20,193</u>	<u>1,400</u>	<u>(21,593)</u>	<u>-</u>	<u>-</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 2017 comparative

	Balance 1st. January 2017 £	Income £	Expenditure £	Transfers £	Balance 31st. Dec. 2017 £
Unrestricted funds					
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>
Restricted grants					
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>

Southmead Community Association

Notes to the accounts for the year ended 31st. December 2018

(7) Analysis of prior year funds

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	2015
	£	£	£	£
Income from:				
Donations	4,715	-	4,715	883
Membership	1,972	-	1,972	2,142
Investment income				
Interest	-	-	-	14
<i>Charitable activities</i>				
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	-
Total	59,437	25,685	85,121	100,112
Expenditure on:				
Charitable activities	57,264	27,232	84,497	93,265
Total	57,264	27,232	84,497	93,265
Net income/(expenditure)	2,173	(1,547)	624	6,847
Transfers between Funds	-	-	-	-
Total funds brought forward	206,384	21,741	228,125	221,278
Total funds carried forward	208,557	20,193	228,750	228,125