

SOUTH WIMBLEDON
COMMUNITY ASSOCIATION
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST DECEMBER 2018

Charity Registration: 0285705

**SOUTH WIMBLEDON COMMUNITY
ASSOCIATION LEGAL AND ADMINISTRATION
YEAR ENDED 31ST DECEMBER 2018**

Trustees

MR JEFFREY GUNN (CHAIRMAN)
Mr HARRY TODD (VICE CHAIR)
MS JUNE HAYLES (TREASURER)
MR IAN HEPPELL (SECRETARY)
MS PAULINE COWPER
MR BEN BUTLER
MR THANABALASINGAM RATNAVADIVEL
MR MARTIN LAKE
MR BERT KENNEDY
MR PEPE BRENES
MRS PHILOMENA KENNDY
MR SHAUN BUCHANAN

Correspondence Address

33 CHESTER GARDENS
MORDEN
SURREY
SM4 6QL

Principal Bankers

Barclays Bank PLC
Leicester
LE87 2BB

Virgin Money
Jubilee House
Gosforth
Newcastle upon Tyne
NE3 4PL

**SOUTH WIMBLEDON COMMUNITY ASSOCIATION
ANNUAL REPORT
YEAR ENDED 31ST DECEMBER 2018**

The Board of Trustees of the Association has pleasure in presenting their Annual Report and the Financial Statements of the Charity for the year ended 31st December 2018

INTRODUCTION

South Wimbledon Community Association is a registered Charity (No. 0285705).

OBJECTS

To further or benefit the residents of South Wimbledon and the surrounding area, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents 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 objective of improving the conditions of life for the residents.

In the furtherance of this objective the Association hires room facilities, to predominantly local groups, from three locations in South Wimbledon.

The Board of Trustees has considered the Charity Commission's guidance on public benefit & is of the opinion that the Association is fully compliant.

GOVERNANCE

The Association is governed by a written Constitution which has been approved by the Charity Commission. The Board of Trustees are all subject to re-election at the Annual General Meeting. They have control of the charity and its' funds. Potential Trustees with local knowledge &/or expertise along with representatives of user groups are encouraged to seek election to the board. The aim is to achieve a diverse range of individuals who can make a positive contribution.

FINANCES

Income and Expenditure during the year amounted to £99,477 & £92,225 respectively.

RESERVES POLICY

The Board of Trustees believe that the Charity needs Reserves of at least £120,000 to ensure the future smooth running of the charity. This is intended to cover relocation costs in the short to medium term.

The attached financial statements show the current state of the charity's finances. The Charity's bankers are Barclay Plc, Leicester, LE87 2BB and Virgin Money, Newcastle upon Tyne NE3 4PL.

RISK ASSESSMENT

The Trustees are continuing to review the controls and procedures throughout the organisation, in order to minimize external and internal risk. The intention is to develop a more formal approach to this over time.

Thanks

The Board of Trustees would like to thank Merton Council and everyone involved with the Charity for all their support and help throughout the year.

SOUTH WIMBLEDON COMMUNITY ASSOCIATION
78 Victory Road Wimbledon SW19 1HN

Telephone: 020 8540 4539 Charity Number 285705

SWCA CHAIR'S REPORT

WEBSITE www.southwimbledoncommunity.com

E-mail: swcacomunity@btconnect.com

JULY 2019



2018 was a much more settled year with no significant changes to the Management Team and only one new member of the Trustee Board. We continue to offer facilities in 3 locations and have benefitted from increased usage by our members and other users. Careful cost control and the increased usage I have already referred to has meant that we have been able to keep our prices frozen during 2018 and we hope to do the same in 2019.

SWCA continue to invest in our facilities at Victory Road and Pincott Road. At Victory Road we have installed external floodlights to provide safe access to the All Saints School Hall (West site). We manage lettings outside school hours on behalf of the school on an income share basis. We have replaced the ladies toilets and cisterns plus cracked wash hand basins at Victory Road with new units as part of our rolling programme of modernisation. We also have spent on internal decoration to ensure facilities are fit for our user needs.

We continue to look for new opportunities for SWCA to manage other facilities to broaden our offering to our members and users. To date there have been some leads but nothing tangible so far.

There have been no changes in staffing since Mousa Storer, one of our caretakers joined us early in 2018 with Patrick Cotter, our other caretaker having been with us for several years. Kate Holmes our Office Administrator has done a splendid job in building up usage and ensuring users have a good experience when they hire or visit. All of our staff receive at least the London Living Wage. The recent changes in workplace pensions had no impact on staff as when we introduced these pensions a few years ago our board opted for the maximum 5% employers and 5% employees contribution through NEST one of the main government approved providers. Our board took the view that this level was necessary to provide a reasonable pension when staff retire.

On the regulatory front we continue with the process of reviewing our safeguarding procedures and have already incorporated some aspects of this into our internal staff training. We are encouraging regular user groups to carry out their own internal reviews on an ongoing basis.

We undertook a review of the General Data Protection Regulation & implemented new procedures, tailored to our needs & those of our members & users, in May 2018. My Vice Chair is undertaking risk assessments including fire and emergency evacuation and should be in a position to confirm we have a clean bill of health later this year. There may be some costs associated with using external accredited advisors before this process can be completed.

JEFF GUNN.

CHAIR SWCA

SOUTH WIMBLEDON COMMUNITY ASSOCIATION

ANNUAL REPORT YEAR ENDED 31ST DECEMBER 2018

FINANCIAL OVERVIEW

The overall financial picture for the year ending 31st December 2018 finds SWCA back in a more settled financial situation compared with the end of 2017. As the two-year comparison indicates this last year has seen us regain a comfortable surplus, £7,252 compared to the £1,038 of 2017. At last year's AGM the hope was expressed that once our Pincott Road premises became established, and the continuing financial threads with Merton Hall were cut, our position would strengthen, and this has indeed been the case.

Expenditure:

As last year, we were successful in our application for Business Rates Relief on all our premises. The importance of the continued receipt of this cannot be overstated and we thank the council for its continued support in this regard.

Increases in Utility charges

As can be expected there has been a continued increase in utility charges. However, we also received credits at the beginning of the year for over payments on Merton Hall's 2017 energy and water consumption. So, to some extent the real cost of utilities has not shown in our expenses of 2018. 2019 will show a more accurate picture. There is continued scrutiny however of these costs and with the support of our Kate Holmes the Office Manager our aim is to keep these as low as we possibly can by either re negotiating with or moving suppliers.

Salaries & Pension costs

SWCA continue to honour our pledge to pay salaries at the level of the London Living Wage. The recommended rise in 2018 for LLW was an increase of 4.6%, and on the basis that our funds were showing stability and some up-turn in February 2018, the Trustees agreed on this percentage salary rise for our 3 part time staff. There was a proportionate increase in our contribution to staff pension costs as a result.

At last year's AGM I explained that we had paid 13 months' worth of salaries during that financial year as we moved over to a new salary payment arrangement. This was a one-off accounting change that did not reoccur in 2018 and accounts for most of the seeming drop in salary payments. The use of the BACS payments system does have monthly bank administrative costs, and will continue to do so, but these are minimal at £6.00. The other contributory factor to this year's lower salary bill is the drop-in overtime payments after the loss of Merton Hall.

Building improvements/investment

Working with The All Saints School we have installed floodlighting to illuminate the walk between the School Hall and car park. This has greatly improved safety whilst also allowing us to control the lighting from the Patterson Annex.

This year we to have invested in decorating sites and some refurbishment at Victory Road. The foyer at Victory Road underwent a facelift during the Christmas closure period and Pincott Road rooms have been repainted. It was also our intention to have completed refurbishment of toilet facilities at Victory Road in 2018. In fact, the bill for both the foyer painting and toilets slipped into

2019. These will therefore show up in the SWCA 2019 financial report, though the money has been debited from our 2018/2019 council grant.

It became apparent after opening that there has was the need to add heating to the foyer and disabled toilets at Pincott Road and this was undertaken at the beginning of 2018. We have also had extra locks added at the site after an Ofsted inspection. Though the pre / after school activities group first interested has yet to come to fruition, we undertook the work to be more prepared for future inquiries.

Income:

Income comes into SWCA from Grants successfully applied for, interest on savings, and through the hiring of our premises. We were successful in retaining our grant from the LBM and our Virgin and Barclays savings accounts continued to bring in a modest contribution to our overall income. Revenue from the hiring of the 2 rooms in Victory Road has remained stable again this year. We have many long-standing clients and we continue to find many return more than once after successful first events. This is very gratifying to note and says a lot for the customer care given by Kate Holmes, and her team of caretakers, Patrick Cotter and Mousa Storer.

Last year Pincott road was spoken of in terms of new premises just starting up as the snagging had still to be completed. We are unable with the loss of Merton Hall to offer a large prestigious space for wedding receptions and birthday parties but have begun to find interest in class orientated activities, e.g. a local English Language summer school booked space daily in 2018 and are indeed in discussions with us again this year. The whole space has also been booked as a rehearsal space before theatrical / musical productions. So, it is becoming more established though we are always grateful for more referrals!

Looking forward into 2019

Currently, without being overly optimistic our finances are following much the same pattern as 2018. And from the activity so far this year I would cautiously hope a similar outcome at our AGM next year.

How does this impact on our clients? Well our Board keep hire prices under continual review and at our May Board meeting trustees agreed that prices would remain fixed until the end of 2019. The Board will review things again in November to see if additional custom has been attracted at all our facilities keeping our expenses under control. It would I assure you always be our intention to keep prices as low as possible to remain very competitive in the hall hiring market.

Our savings accounts remain healthy and untouched. We have indeed opened a Nationwide savings account to take monies in our Barclays accounts below the current £85k protection limit.

June Hayles
Treasurer, SWCA
July 2019

E-mail: swcacomunity@btconnect.com

Web: www.southwimbletoncommunity.com

**SOUTH WIMBLEDON COMMUNITY ASSOCIATION
YEAR ENDED 31ST DECEMBER 2018
BOARD OF TRUSTEES RESPONSIBILITIES**

The Board of Trustees are required to prepare a statement of accounts for each financial year that give a true and fair view of the state of affairs of the charity at the end of the financial year and of the income resources and application of resources in the year. In preparing the statement, the Board of Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 'Charity' will continue its operations. The Board of Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the 'Charity' at that time and to enable the Board of Trustees to ensure that any statement of account prepared by them complies with the regulations. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

**SOUTH WIMBLEDON COMMUNITY ASSOCIATION
INDEPENDENT REVIEW
YEAR ENDED 31ST DECEMBER 2018**

Independent review on the Accounts

I report on the accounts for the Charity for the year ended 31st December 2018 which is set out on the following pages.

This review is made solely to the Board of Trustees of South Wimbledon Community Association as a body. My review has been undertaken so that I might state to the Board of Trustees, those matters I am required to state to them in a review and for no other purpose. To the fullest extent permitted by law. I do not accept or assume responsibility to anyone other than the charity and the Board of Trustees as a body for my review, for this report or for the opinions I have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES

As the Board of Trustees you are responsible for the preparation of the financial statements.

BASIS OF INDEPENDENT REPORT.

A review 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 any explanations from you as the Board of Trustees, concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent statement

In connection with my review, no other 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 have not been met. The trustees will meet to review their bookkeeping procedures in order to provide assurance around 'booking deposits'.

and

- to prepare accounts which accord with the accounting records and to comply with the accounting requirements 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.

P Okusi
Independent examiner
Thompson & Co
Vestry Hall
Mitcham
CR4 3UH

Date:

**SOUTH WIMBLEDON COMMUNITY ASSOCIATION
RECEIPTS & PAYMENTS SUMMARY
1ST JANUARY 2018 - 31ST DECEMBER 2018**

	2018 GBP	2017 GBP
Income Received		
Hall Hire	92,343	111,843
LB Merton - Grant	5,660	5,580
Investment - Interest Received	474	437
LB Merton - Improvement	1,000	
	99,477	117,859
Expenditure		
Bank charges	72	25
Building maintenance	1,366	3,151
Cleaning	16,911	18,111
Rent	3,514	1,602
Insurance	801	1,624
Maintenance	6,147	8,837
Office & Sundry	1,454	2,917
Office Equipment		1,288
Petty Cash		793
Professional fees	325	325
Membership & Subscriptions	46	
Volunteer Expenses	186	
Staff	48,168	54,786
Travel		-
Utilities	2,897	8,176
Deposits		14,402
Advertisement		-
Sundry		785
Deposits returned	9,946	
Unpaid cheque	391	
	92,225	116,821
Surplus Income	7,252	1,038

We approve these accounts and confirm that we have made available all records and information necessary for their preparation.

.....
June Hayles
For and on behalf of the Board of Trustees

SOUTH WIMBLEDON COMMUNITY ASSOCIATION
STATEMENT OF ASSETS & LIABILITIES
1ST JANUARY 2018 - 31ST DECEMBER 2018

		<u>2018</u>	<u>2017</u>
		£	£
Income	Rent	92,343	
	Grant	5,660	
	Interest	474	
	improvement	1,000	
Non-Income	Transfers	<u>2,000</u>	
	Deposit Return	<u>4,524</u>	
Total		<u>106,001</u>	
Expenditure		92,225	
Net Income		<u>13,776</u>	
Surplus income		<u><u>7,252</u></u>	

Opening Cash Balance

Current		27,434	84,553
Savings	Barclays	97,792	39,775
Savings	Virgin	84,216	83,796
		<u>209,442</u>	<u>208,124</u>

Surplus Income

7,252

Closing Cash Balance

Current		40,736	27,434
Savings	Barclays	95,984	97,792
Savings	Virgin	84,690	84,216
		<u>221,410</u>	<u>209,442</u>

**SOUTH WIMBLEDON COMMUNITY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2018**

ACCOUNTING POLICIES

1. Basis of accounting

The financial statements have been prepared under Receipts and Payments basis. and in accordance with applicable accounting standards and Statement of Recommended Practice.

2. Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the objectives of the charity. Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

3. Transactions with Trustees

No remuneration was paid to Trustees. Trustees were reimbursed expenses incurred on behalf of the charity in furtherance of the charity's objectives.