

# STEVINGTON SOCIAL CENTRE

REGISTERED CHARITY: 300071

[treasurer@stevingtonvillagehall.org.uk](mailto:treasurer@stevingtonvillagehall.org.uk)

Stevington Social Centre  
Court Lane  
Stevington  
MK43 7QT  
26/10/2019

## Stevington Social Centre

### Trustees Annual Report for 2018

Version 1.1



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### *Introduction*

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### *Aim and Purposes*

The Stevington Social Centre Charity is responsible for supporting all aspects of the social and community wellbeing of the residents of Stevington.

### *Objectives and Activities*

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- (1) Support the recreational use of the hall and grounds for all ages
- (2) Organise, provide and promote educational and cultural activities throughout the year reflecting the interests of the residents
- (3) Increase and widen the participation for events in the hall
- (4) Ensuring that the hall and grounds comply with all statutory requirements
- (5) Maintaining the assets of the charity
- (6) Providing a safe environment for all users of the hall
- (7) Operating the hall and grounds in a manner which is financially independent from its owner Stevington Parish Council, with the exception of all insurances, which are provided by Stevington Parish Council. This objective is delivered along semi commercial lines by making the assets available for hire to people and organisations who are residents and non-residents while reflecting those differences in the charging structure. The management of the external assets is split between the Stevington Social Centre Charity and Stevington Parish Council.

### *Achievements and Performance*

We have had a number of regular hirers of the hall for clubs and private classes including: the Carpet Bowls Club; the Table Tennis Club; the Football Club; a Pilates Class. Additionally, there were 15 hire events consisting of private hires and individual village organisation events. Some of these hire events included the use of our marquee, which is part owned with the Bedford Sailing Club to provide increased accommodation.



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The Cinema Club is still proving to be very popular with both the local community and people from further afield, showing a film in the first week of each month and providing live streaming events from the Royal Opera House, National Theatre and the Royal Shakespeare Company. The Cinema Club has provided much needed income to enable the Council to continue with improvements to facilities and the fabric of the building. The charging structure is balanced between achieving a profit to feedback into the running costs and improvements while providing social benefits. Most live streaming events are profitable, while we have made losses on showing films. We have sought feedback from film attendees to improve the film programme going forward.

The provision of a licensed bar and other refreshments at all events and for the Cinema Club is welcomed by the community and provides further income.

The 100 Club still provides regular income for the hall through a monthly draw.

We had two burglaries in 2018 which resulted in substantial loss of bar stock. Both events were reported to Bedfordshire Police. As they were unable to find anything to progress the investigation, we decided to improve security at the hall through: changing locks; locking fire exits when the hall is not in use; a member of the team supplying access to the hall and locking it after each event; improved security at the bar with a stronger door; locking the hall car park gates at dusk overnight. We have also installed a CCTV system both inside and outside the hall which can record and remotely monitor movement.

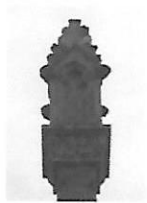
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- Re modelling of the kitchen access and serving area
- Provision of a lockable roller shutter and door to the kitchen serving area.
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- Car park disabled and place marking.
- Hall entrance glazed notice board
- New cooker
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- Replacement of chairs.
- Fusebox update to modern MCB board.





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### *Financial Review*

#### General Notes

The total income in 2018 was just over £36,000 of which over £11,000 came from the Cinema Club ticket sales and over £6,300 from bar sales. There are no paid staff to operate the bar and the mark up is calculated as between 50 and 100% addition to the purchase price of all stock. The accounts for 2018 have been prepared on a cash basis of receipts and payments.

#### Reporting Public Benefit

The objectives of the Stevington Social Centre do not include making donations or providing financial support. Public Benefit is delivered through events and activities and these are listed earlier in this report.

#### Statement of Assets and Liabilities

These are listed in the Financial Statement as fixed and current assets and liabilities. Fixed assets include items such as kitchen, bar equipment, crockery and audio visual lighting equipment. These are valued on a replacement cost basis. Current assets reflect cash held in bank accounts or as cash floats and bar stocks at cost. There are no loans or credit card accounts. While not listed in the accounts there were accruals for Cinema Club expenses incurred in late 2017, paid for in January 2018 of £770.

#### Main changes during the year

These are shown in more detail in the financial statement. The main changes during the year were:

- Net income from the hire of the hall and grounds decreased
- Both the income and costs for the Cinema Club have decreased in 2018 but overall continues to be profitable.
- The reduced number of attendees is reflected in reduced bar turnover
- There has been increased expenditure on improvements, but decreased expenditure on repairs and maintenance
- There have been decreases in utility costs. These are being investigated to reduce future costs



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### Independent Inspection of Accounts

As a small organisation with income of over £25,000, we do not need to have the accounts audited, but they do need to have an independent examination. The Trustees wish to thank Lesley van Kempen for carrying out an inspection of the accounts and making recommendations for improving financial management and her inspection report is attached to this Trustees Report.

### Reserves Policy

A Finance Policy has been developed and was adopted in late 2018. There is a specific policy around reserves for the executive to operate the finances to ensure a minimum bank balance of £1,000 is available to deal with emergency repairs. The balance of any cash reserves is held in current account bank accounts.

### The Management of Cash

Where possible we are managing all our receipts and payments electronically through our bank accounts, typically online and using debit cards with occasional payment via cheques. However, income from events and bar activities involve the management of large amounts of cash. During 2018 we developed better internal control processes particularly around cash handling arrangements, both to protect the volunteers and ensure that our finances are adequately protected. These include better use of receipt books, referencing of receipts back to the accounts, joint handling of cash and better management of cash floats.

### *Volunteers*

The Stevington Social Centre does not directly employ any people. All activities are delivered by volunteers or contractors and we need to take steps to ensure that their status as regular contractors are maintained and that they are not classed as employees.

We would like to thank all volunteers for their services in 2018 with a particular mention to Hugo van Kempen for managing the 100 Club and to Jean Blayney for managing the bar.

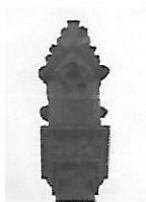
### *Structure Governance and Management*

The structure governance and management of the Stevington Social Centre is set out in "The Stevington Social Centre Charity Administration Rules 2016", which are available on the Charity Commission web site. The Stevington Social Centre is managed by: an Executive (Chair, Treasurer, Secretary); a Council that represents users of the hall; and Trustees who are both Executive and Council members. There were 6 Trustees at the beginning of 2018, two of whom stepped down during the year. The trustees who held office during the year were:-

Mr S Cole

Mrs B Collins

Mr R Penney



## STEVINGTON SOCIAL CENTRE

REGISTERED CHARITY: 300071

Mr G Thomas

Ms S Stapleton (Resigned 24 October 2018)

Mr P Fisher (Resigned 21 June 2018)



## STEVINGTON SOCIAL CENTRE

REGISTERED CHARITY: 300071

All as approved by the Trustees:

Chair – Steve Cole

Signature.....

Dated.....

28/10/2019

Treasurer – Gary Thomas

Signature.....

Dated.....

28/10/2019

Barbara Collins

Signature.....

Dated.....

28/10/2019

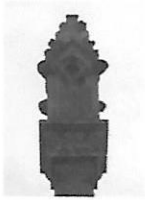
Roger Penney

Signature.....

Dated.....

28.05.19





# STEVINGTON SOCIAL CENTRE

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## Financial Statement for the Year Ended 31<sup>st</sup> December 2018

### Stevington Social Centre Accounts for Year ended 31 December 2018 Income and Expenditure Statement

	2018		2017	
Income	£	£	£	£
Events	6485		4683	
100 Club	4844		5030	
Hire of Hall & Grounds	5750		5391	
Other Income	868		550	
Cinema Club	10929		12216	
Bar Sales	6315		8504	
Donations	883		869	
Total Income		36074		37243
<b>Expenditure</b>				
Events Costs	-2880		-2414	
100 Club Prizes	-1900		-2100	
Hall Hire Costs	-1545		-438	
Cinema Club Costs	-7880		-8869	
Bar Costs	-5597		-5642	
Caretaking & Cleaning	-1910		-1680	
Utility Charges	-3196		-4694	
Licences	-20		-307	
Repairs & Maintenance	-2330		-4323	
Improvements	-8169		-3157	
Other Costs	-103		-487	
Total Expenditure		-35529		-34111
Excess Income over Expenditure		<u>£545</u>		<u>£3,132</u>
	at 31 Dec 2017	at 31 Dec 2018	Net Change	
Cash at Banks	£7,937	£10,292	£2,355	
Cash float	£100	£148	£48	
Bar float	£275	£696	£421	
Total Cash Reserves	<u>£8,312</u>	<u>£11,136</u>	<u>£2,824</u>	



## STEVINGTON SOCIAL CENTRE

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### Stevington Social Centre Accounts for Year ended 31 December 2018

#### Fixed, Current Assets and Current Liabilities Statement

Items	Replacement Value £
<b>Fixed Assets</b>	
Fixtures and Fittings	42423
Equipment	16884
total	<u>£59,307</u>
<b>Current Assets</b>	
Bar stock	740
Cash at bank	10292
Cash float	148
Bar float	696
total	<u>£11,876</u>
<b>Current Liability</b>	
Accruals	<u>£0</u>

#### Notes

(1) Payments include Cinema Club invoice liabilities, generated in 2017, paid in January 2018, of £770.

(2) All expected invoices for 2018 were received and paid before the end of December 2018



## STEVINGTON SOCIAL CENTRE

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Prepared on behalf of the Trustees by:

Gary Thomas (Treasurer) .....  ..... dated 26/10/2019



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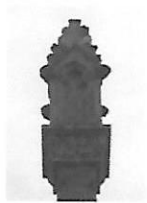
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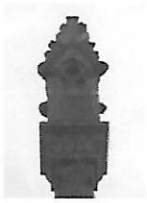
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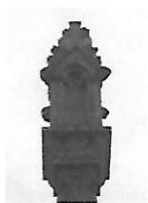
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Prepared on behalf of the Trustees by:

Gary Thomas (Treasurer) .....  ..... dated 26/10/2019



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Stevington Social Centre

On accounts for the year  
ended

December 2018

Charity no  
(if any) 300071

Set out on pages

9 to 10 of the Trustees Report for 2018

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2018.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*L. v. Kempem*

Date: 25/10/2019

Name:

Lesley van Kempem

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

Address:

14 West End, Stevington, Bedford, MK43 7QU



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

The Stevington Social Centre (SSC) may wish to consider whether assets owned by others are properly and consistently reflected in the accounts.

The Stevington Social Centre (SSC) may wish to consider whether separate valuations should be prepared for insurance and the asset statement to reflect depreciated values.

The Stevington Social Centre (SSC) may wish to improve the consolidation of the Bar Sales cash flow, combining purchase receipts, cash received and running float.

The Stripe payments for ticketing income are a significant receipt in the accounts. The Stevington Social Centre (SSC) may wish to consider improving the accounting trail and/or reconciliation for Stripe payments and their classification, for example reference by event, for presentation in these accounts.

The Stevington Social Centre (SSC) may wish to consider improving the controls for tracking individual receipts and invoices back to receipts and payments presented in the accounts.