

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

Charity number 1178692

## **FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31st AUGUST 2019**





# BEDFORD HOUSE COMMUNITY ASSOCIATION

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FOR THE PERIOD ENDED 31 AUGUST 2019

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# BEDFORD HOUSE COMMUNITY ASSOCIATION

## LEGAL AND ADMINISTRATION INFORMATION FOR THE PERIOD ENDED 31 AUGUST 2019

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**Registration Number:** 1178692

### **Trustees**

Tony Oliva	Elected Chair 15 May 2019
James Edwards	Resigned 23 March 2019
Shan Ali	
Victoria King MA FRSA	
David Jacob	
Jenn Page	Resigned 5 March 2019
Fiona Wheeler OBE	
Dr Bernard Mooney	
Sylvia Watson	Appointed 20 June 2019
Martin Kramer	Appointed 30 July 2019
Christopher Bennett	Appointed 7 August 2019

### **Charity Offices:**

Bedford House  
4 Westbury Road  
Buckhurst Hill  
Essex  
IG9 5NW

### **Bankers:**

HSBC  
193-195 High Road  
Loughton  
Essex, IG10 4LF

### **Independent Examiners:**

Community360  
Winsley's House  
High Street  
Colchester  
CO1 1UG

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2019**

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The Trustees present their first report together with the financial statements of the Association for the period ended 31 August 2019. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the Association's Constitution and applicable law.

### **Bedford House Community Association-Charitable Incorporated Organisation**

The charity was incorporated in June 2018 as a Charitable Incorporated Organisation to take over the operations of Buckhurst Hill Community Association which was formed in December 1946. Its members had decided to convert to a Charitable Incorporated Organisation and the new charity began trading from September 2018.

The members of Buckhurst Hill Community Association passed a resolution upon its closure to transfer all assets and liabilities to Bedford House Community Association which also agreed to indemnify the trustees of Buckhurst Hill Community Association against any future claims following its dissolution.

The value of the assets transferred was £96,585.

### **Management Structure**

The Association is a Charitable Incorporated Organisation registered charity, number 1178692. The organisation and operation of the Association are primarily governed by its Constitution. The Association employs a Centre Manager who is responsible for all operational activity and for reporting regularly to the Board of Trustees. There are also a number of subcommittees that also report regularly on their area or work.

### **Board of Trustees**

The Board of Trustees is responsible for directing the policy and general management of the affairs of the Association. The Board meets bi-monthly.

The members named on page 1 have served throughout the period unless otherwise stated. Appointment of members to the Board is governed by the Constitution. The Board has the power to fill vacancies arising during the year up to a maximum of 12 trustees.

### **Unpaid Volunteers**

All members of the Board provide their services and support on a voluntary unpaid basis. There are other regular unpaid volunteers involved who assist in the day to day management and activities of the Association and some who may also assist with fund raising, events and other activities of the Association.

### **Investment Powers**

The constitution authorises the trustees to make and hold investments using the general funds of the Association.

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2019**

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### **Constitution, Objects and Policies**

Bedford House Community Association is governed by its Constitution and its objects are to promote benefits to the people in and around Buckhurst Hill, regardless of sex, sexual orientation, race or political, religious or other opinions, by advancing education and providing facilities for recreation and leisure-time occupations with the aim of improving the quality of life for those people and to establish and maintain a Community Centre in the furtherance of the above objectives.

The Association carries out this obligation by providing facilities for education and recreation classes across a wide spectrum of activities including art, handicrafts, yoga and Keep Fit for the Over 60's. Particularly for older students, BHCA provides an invaluable opportunity for them to meet like-minded people and many comment that without BHCA, they would be isolated and cut off from society.

### **Funding**

Essex County Council provides the premises at Bedford House at a peppercorn rent under a thirty-year Lease dated December 1998. All other funding is generated from the activities of the Association.

### **Financial and Management Review**

In the 2018/19 brochure the Association offered 44 courses and 44 1-day workshops over 3 terms covering 33 weeks plus a yoga summer drop-in class during July and August. Almost 600 members attended our classes over the year.

Additionally, the Association has the following membership clubs:

- Bedford House Bridge Club
- Buckhurst Hill Wine Club

The following organisations were also regular hirers of our facilities:

Leigh Languages, Legends Bridge Group, China Painting Group, National Childbirth Trust (NCT) Hey Diddle Diddle and LAMDA Speech and Drama.

The Association achieved an Unrestricted Surplus of £104,743 for the year. Unrestricted reserves were £104,743.

Total Unrestricted Income for the year was £306,314 however this included an exceptional item of £96,585 from the assets transferred upon the dissolution of Buckhurst Hill Community Association. Excluding this Income was £209,279 for the period.

Due to the dedication of the Trustees, the commitment of its staff, and the support of its students who are enthusiastic for the chance to learn new skills, the Association has overcome many obstacles over the years. The Association provides a valuable and high standard of educational

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2019**

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service. It is the only one of its kind in the area as is demonstrated by the wide geographical area that it serves. Although the majority of students live within the authority of Epping Forest District Council a substantial number come from other areas in Essex and Greater London.

### **Public Benefit**

The Association provides an opportunity for students/members to show their work at the annual Summer Exhibition to which entrance is free for all. The Exhibition is also an opportunity for prospective students to get a taste of the friendly atmosphere at Bedford House, and be inspired by the high standard of work produced here.

The Association is a charitable body committed to upholding the Objects of the Association. Fees for classes are kept as low as possible in order to remain within the reach of everyone in the area and, being independent, the Association has been able to continue with many popular leisure and educational classes which are no longer being provided by local authorities.

The Association aims to cover its annual running costs from membership and tuition fees although it is necessary to utilise its reserves for any deficit and for major items of repair to the Hall for which it is responsible under the terms of the lease from the landlords Essex County Council, and for replacement of equipment used by the classes. The Council is responsible for maintenance of Bedford House and to the Stables (the front part of the Hall).

The facilities are used by outside organisations including the children of Buckhurst Hill Community Primary School who use our well-equipped pottery. The House and Hall were used by a number of organisations including Leigh Languages, NCT, and two musical groups of classes for babies and young children. During term times Bedford House and Hall are used by over 900 people per week. The policy of the Association is to continue to maintain and manage Bedford House and Hall, to organise educational and leisure based courses at that location, and to enable the use of those facilities for other activities commensurate with its Objects.

The Association also worked with other local groups including Buckhurst Hill Parish Council, Buckhurst Hill Residents Society, Buckhurst Hill Horticultural Society, Epping Forest District Museum and St James' United reformed Church.

### **Risk Management**

The trustees actively review on a regular basis the operational risks which the Association faces, and believe that maintaining reserves in accordance with the reserves policy will, as far as the Trustees can reasonably determine, ensure sufficient resources in the event of adverse conditions.

### **Future Developments**

The new charity with CIO (Charitable Incorporated Organisation) status called Bedford House Community Association was registered in June 2018 and took over all the operations at Bedford House from 1st September 2018.



# BEDFORD HOUSE COMMUNITY ASSOCIATION

## TRUSTEE ANNUAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2019

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The Trustees intend that the new charity should continue to develop its programme of education and leisure courses, together with the provision of other facilities and activities for the benefit of the community.

### **Reserves Policy**

It is the policy of the Association to try to maintain unrestricted funds at a level which equates to at least twelve months' unrestricted overhead expenditure, excluding donated services. The unrestricted reserves at the balance sheet date amounted to £104,743 and the unrestricted annual overhead expenditure, excluding the charge for donated services is estimated to be £100,000 for the 12 months ended 31 August 2019.

The balance of the reserves are to be used as a Development Fund to be utilised for improving facilities and operations.

### **Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Association's incoming resources and resources expended during that year and of its state of affairs at the end of the year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements 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 financial statements; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the Association will continue in operation

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 13 November 2019 and signed on their behalf by:

Tony Oliva, Chair of the Board of Trustees ..... 



# BEDFORD HOUSE COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 AUGUST 2019

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	Note	2019 Unrestricted £	2019 Restricted £	2019 Total £
<b>Incoming resources</b>				
Donations and legacies	2	37,048	-	37,048
Income from charitable activities	3	171,955	-	171,955
Other income		660	-	660
Exceptional income	14	96,585	-	96,585
Income from investments		65	-	65
<b>Total incoming resources</b>		<b>306,314</b>	<b>-</b>	<b>306,314</b>
<b>Resources expended</b>				
Charitable activities	4	200,991	-	200,991
Cost of generating funds	5	580	-	580
Other expenditure		-	-	-
<b>Total resources expended</b>		<b>201,571</b>	<b>-</b>	<b>201,571</b>
<b>Net Income/(Expense)</b>		<b>104,743</b>	<b>-</b>	<b>104,743</b>
Previous Year Adjustment		-	-	-
Transfers between funds		-	-	-
<b>As at 7 June 2018</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>As at 31 August 2019</b>		<b>104,743</b>	<b>-</b>	<b>104,743</b>

The notes on page 8 - 12 form part of these financial statements.

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## BALANCE SHEET AS AT 31 AUGUST 2019

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	Note	2019 £
<b>Tangible fixed assets</b>	8	700
<b>Current assets</b>		
Cash at bank and in hand		151,154
Other Debtors	6	7,592
		<u>158,746</u>
<b>Current Liabilities</b>		
Creditors: Due within one year	7	54,704
<b>Total current liabilities</b>		<u>54,704</u>
<b>Net current assets</b>		<u>104,043</u>
<b>Net assets</b>		<u>104,743</u>
Unrestricted funds	11	104,743
Restricted Funds	10 & 11	-
<b>Total funds</b>		<u>104,743</u>

These accounts have been approved by the Trustees on  
and signed on their behalf:

Signed:

A. Oliva  
Tony Oliva

Date:

13/11/19

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 AUGUST 2019

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### 1. Accounting Policies

#### Basis of the preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Incoming resources

All material incoming resources have been included on a receivable basis i.e. they are included if the date receivable falls within the period covered by these accounts.

#### Resources expended

These have been analysed using a natural classification.

#### Accounting Period

The charity was incorporated on the 7th June 2018. These accounts cover the period from 7 June 2018 to 31 August 2019.

#### Tangible fixed assets for use by the Association and depreciation

Tangible fixed assets for use by the Association are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Furniture and Equipment	over 4 to 10 years, on a straight line basis.
Improvements to Premises	over 10 years on a straight line basis.

### 2. Donations and legacies

#### Total

2019

£

Donations and fundraising	1,570
Donated services	35,478
	<b>37,048</b>

### 3. Income from charitable activities

Class Income	132,323
Membership and affiliation fees	6,236
Room and hall hire	29,975
Canteen income	1,195
Winter Craft Fayre and Summer Exhibition	2,227
	<b>171,955</b>

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS (continued) FOR THE PERIOD ENDED 31 AUGUST 2019

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<b>4. Direct Charitable Expenditure</b>	<b>Total 2019</b>
<b>Cost of running classes</b>	
Tutor salaries and expenses	62,869
<b>Management and Administration</b>	
Cost of donated services	35,478
Office salaries	66,992
Insurance	2,769
Rates and water	1,472
Repairs and maintenance	5,718
Light and heat	4,734
Printing	1,842
Postage	167
Stationery	418
Telephone	664
Accountancy & professional fees	5,976
Consultancy fees	2,928
Canteen costs	243
Cleaning and waste disposal	1,128
Sundry expenses and consumables	4,383
Payroll costs	2,218
Equipment	632
Bank charges	259
Depreciation	100
	<b>200,991</b>
<b>5. Cost of generating funds</b>	<b>2019</b>
	<b>£</b>
Advertising & fundraising	580
	<b>580</b>
<b>6. Debtors</b>	<b>2019</b>
	<b>£</b>
Prepayments	94
Debtors	7,498
	<b>7,592</b>
<b>7. Creditors</b>	<b>2019</b>
	<b>£</b>
Accruals	5,414
Trade Creditors	7,824
Tax and social security	674
Deferred income	40,792
	<b>54,704</b>

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# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS (continued) FOR THE PERIOD ENDED 31 AUGUST 2019

### 8. Tangible fixed assets

	Improvement to premises £	Furniture & Equipment £	Total £
<b>Cost</b>			
At 7 June 2018	-	-	-
Transferred Assets		1,000	
Additions	-	-	-
At 31 August 2019	-	1,000	1,000
<b>Depreciation</b>			
At 1 June 2018	-	-	-
Transferred Depreciation		200	
Charge for the year	-	100	100
At 31 August 2019	-	300	300
<b>Net book values</b>			
At 31 August 2019	-	700	700

Assets were transferred from Buckhurst Hill Community Association (301268) to Bedford House Community Association (1178692) upon closure.

### 9. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees' expenses reimbursed. No trustee is reimbursed for any reason for such things as parking costs, train or bus fares, or stationery, nor are they paid by the Association directly. Trustees always pay for any such expenses themselves for which the Association is extremely grateful.

	<b>2019</b>
Wages and salaries	129,861
National insurance	-
	<u>129,861</u>
Employee numbers are as follows:	
Tutor	26
Office and other administration	5
	<u>31</u>

### Key Management Personnel

For 2019, a total of £21,846.17 was paid to key management personnel.

# BEDFORD HOUSE COMMUNITY ASSOCIATION

## NOTES TO THE ACCOUNTS (continued) FOR THE PERIOD ENDED 31 AUGUST 2019

<b>10. Other income and expenditure</b>			
<b>Funds</b>	<b>Buckhurst Hill Wine Club £</b>	<b>Bedford House Bridge Club £</b>	<b>Total £</b>
<b>Other Income</b>			
Subscription fees and table money	1,550	1,108	2,658
<b>Total Income</b>	<b>1,550</b>	<b>1,108</b>	<b>2,658</b>
<b>Other Expenditure</b>			
Room and hall hire	237	1,220	1,457
Wine, food and refreshments	1,149	-	1,149
<b>Total Expenditure</b>	<b>1,386</b>	<b>1,220</b>	<b>2,606</b>
 Total brought forward	 <b>618</b>	 <b>287</b>	 <b>905</b>
 <b>Total carried forward</b>	 <b>782</b>	 <b>175</b>	 <b>957</b>

Buckhurst Hill Wine Club and Bedford House Bridge as member organisations use the centre at reduced rates. If either or both organisation close, any moneys left will be donated to Bedford House Community Association. The trustees of Bedford House Community Association have no control of income or expenditure for either organisation.

<b>11. Analysis of net assets between funds</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total £</b>
Fixed assets	700	-	700
Current assets (excluding cash)	7,592	-	7,592
Current assets - cash at bank	151,154	-	151,154
Current liabilities	54,704	-	54,704
	<b>104,743</b>	<b>-</b>	<b>104,743</b>

## 12. Financial commitments and contingencies

There were no commitments to capital expenditure as at 31 August 2019.

The Association has an operating lease in respect of its photocopier, with quarterly rental of £178.74.

The trustees consider that there are no material identifiable contingent liabilities that may impact upon the Association within the foreseeable future.

## 13. Donated services

The association has the use at a peppercorn rent of the premises at Bedford House under a lease granted by Essex County Council. In accordance with Statement of Recommended Practice "Accounting and Reporting by Charities" issued in 2005, the financial statements include the estimated value of this donated service under Income Resources, with an equivalent expense included under Resources Expended. The value has been estimated by the trustees by reference to prevailing commercial rental levels in the surrounding area.

# **BEDFORD HOUSE COMMUNITY ASSOCIATION**

## **NOTES TO THE ACCOUNTS (continued) FOR THE PERIOD ENDED 31 AUGUST 2019**

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### **14. Exceptional Income**

This is income from the closure of Buckhurst Hill Community Association (301268). All assets and liabilities were transferred to the charity of Bedford House Community Association (1178692).

The trustees have also agreed, following the transfer, to indemnify the Trustees of Buckhurst Hill Community Association against any future claims against the Charity after its Dissolution.



# BEDFORD HOUSE COMMUNITY ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 AUGUST 2019

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I report on the accounts of Bedford House Community Association for the year ended 31 August 2019 which are set out on pages 6 to 12.

### **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 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed. The charities gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Accounting Technicians.

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 Commissioners (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 the General Directions given by the Charity Commissioners. 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 considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 examiner's statement**

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Shelley-Marie Rudling FMAAT MIP AATQB for and on behalf of:

Community360

Winsley's House, High Street, Colchester, Essex



Date 20<sup>th</sup> November  
2019