

CHARITY REGISTRATION NUMBER: 253170

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St Stephen's Community Association

Unaudited Financial Statements

28 February 2019

BURGESS HODGSON LLP

Chartered accountants
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

St Stephen's Community Association

Financial Statements

Year ended 28 February 2019

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St Stephen's Community Association

Trustees' Annual Report

Year ended 28 February 2019

The trustees present their report and the unaudited financial statements of the charity for the year ended 28 February 2019.

Reference and administrative details

Registered charity name	St Stephen's Community Association
Charity registration number	253170
Principal office	Tenterden Drive Canterbury Kent CT2 7BN

The trustees

S Shipton
B Harris
A Gough
R Gough
A Zinzan
T Terry

Independent examiner	BURGESS HODGSON LLP Camburgh House 27 New Dover Road Canterbury Kent CT1 3DN
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Structure, governance and management

The governing document is the charity's constitution which was originally agreed on 6th July 1981, and was amended on 26th April 2013.

The Management Committee consists of at least six members who are elected at the Annual General Meeting. They have the power to appoint a Chairman, Secretary, Treasurer and other officers as they deem necessary. Trustees are appointed by the Executive Committee, and the number of trustees shall not be less than 2 or more than 5.

The major risks to which the charity is exposed have been reviewed, and systems have been put in place to mitigate this risk.

Public Benefit

In setting the activities and purposes of the Association the Trustees have taken regard to the Charity Commission's guidance on Public Benefit.

St Stephen's Community Association

Trustees' Annual Report *(continued)*

Year ended 28 February 2019

Objectives and activities

St Stephen's Community Association is a charity to promote the benefit of the inhabitants of St Stephens and the neighbourhood by associating with the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation to improve the condition of life for the said inhabitants.

The charity's aims are also to improve the quality of life for the residents of St Stephen's ward in Canterbury and to provide a local community building that can act as a focus for developing services and activities for local residents.

To help meet this aim, the charity has established a Community Centre for activities in furtherance to those outlined above.

St Stephen's Community Association is a non-political, non-religious, unincorporated association.

Achievements and performance

We have had a steady year for Hall Hires as well as having more regular and weekly bookings. There are less Sure Start bookings this year which has made an impact on the hall hire income however this is now covered by new hirers. Expenditure this year is greater than previous years due to most work within the building now being up to date. After the success of our last open day we have agreed more fundraising events need to be organised this year, so we have dates set for an open day as well as quiz nights and Halloween party, along with doing more stalls for Christmas.

Financial review

A summary of the financial performance of the charity for the year ended 28 February 2019 is detailed below.

	2019	2018
	£	£
Income	34,200	34,788
Charitable Expenses	31,963	38,933
Administration Expenses	632	852
Surplus/(Deficit) for the year	1,605	(4,997)

The Hall at the Community Association is let to various parties, which is the charity's main source of income aside from donations from the Bar Club. Additionally, funding is received through Grants from KCC Members Grants and CCC Grants, both of which are included as restricted funds received. All these funds are used to keep operations going through the year to help the charity achieve its aims.

Sufficient levels of reserve funds are maintained each year, the charity opened an additional bank account in 2017 to hold reserves to cover expenses for 6 months. Large items of expenditure are usually paid from the grants in compliance with the restrictions.

St Stephen's Community Association

Trustees' Annual Report *(continued)*

Year ended 28 February 2019

Plans for future periods

The charity will continue its operations to benefit St Stephens ward and continue provide facilities and services in the interest of social welfare in the forthcoming year.

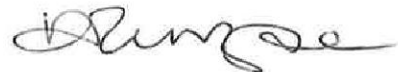
Due to the reduction in Sure Start bookings, at the February meeting the committee decided to increase the cost of the hall hire hourly charge from April for new bookings. We will give notice for the regular hirers for the end of May increase to their hourly rate. We are now awaiting the end of the financial year to see what will be happening with Sure Start in the coming year and how this will affect the Association.

The trustees' annual report was approved on 7/6/2019 and signed on behalf of the board of trustees by:

S Shipton
Trustee



A Zinzan
Trustee



St Stephen's Community Association

Independent Examiner's Report to the Trustees of St Stephen's Community Association

Year ended 28 February 2019

I report to the trustees on my examination of the financial statements of St Stephen's Community Association ('the charity') for the year ended 28 February 2019.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 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 charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of 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 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.



BURGESS HODGSON LLP
Independent Examiner

Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

1/7/2019.

St Stephen's Community Association

Statement of Financial Activities

Year ended 28 February 2019

			2019		2018
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	4	11,705	1,500	13,205	14,638
Charitable activities	5	19,162	—	19,162	19,360
Investment income	6	83	—	83	56
Other income	7	1,750	—	1,750	734
Total income		<u>32,700</u>	<u>1,500</u>	<u>34,200</u>	<u>34,788</u>
Expenditure					
Expenditure on charitable activities	8,9	31,899	696	32,595	39,597
Other expenditure	10	—	—	—	188
Total expenditure		<u>31,899</u>	<u>696</u>	<u>32,595</u>	<u>39,785</u>
Net income/(expenditure) and net movement in funds		<u>801</u>	<u>804</u>	<u>1,605</u>	<u>(4,997)</u>
Reconciliation of funds					
Total funds brought forward		44,478	3,436	47,914	52,911
Total funds carried forward		<u>45,279</u>	<u>4,240</u>	<u>49,519</u>	<u>47,914</u>

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

The notes on pages 8 to 14 form part of these financial statements.

St Stephen's Community Association

Statement of Financial Position

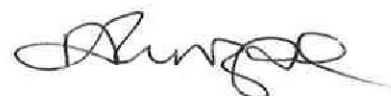
28 February 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible fixed assets	15	26,778	26,770
Current assets			
Debtors	16	3,137	3,110
Cash at bank and in hand		21,595	20,351
		<u>24,732</u>	<u>23,461</u>
Creditors: amounts falling due within one year	17	<u>1,991</u>	<u>2,317</u>
Net current assets		<u>22,741</u>	<u>21,144</u>
Total assets less current liabilities		<u>49,519</u>	<u>47,914</u>
Net assets		<u>49,519</u>	<u>47,914</u>
Funds of the charity			
Restricted funds		4,240	4,013
Unrestricted funds		<u>45,279</u>	<u>43,901</u>
Total charity funds	18	<u>49,519</u>	<u>47,914</u>

These financial statements were approved by the board of trustees and authorised for issue on 7/6/2019, and are signed on behalf of the board by:



S Shipton
Trustee



A Zinzan
Trustee

The notes on pages 8 to 14 form part of these financial statements.

St Stephen's Community Association

Statement of Cash Flows

Year ended 28 February 2019

	2019 £	2018 £
Cash flows from operating activities		
Net income/(expenditure)	1,605	(4,997)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	1,560	1,428
Other interest receivable and similar income	(83)	(56)
Loss on disposal of tangible fixed assets	–	188
Accrued income	(326)	(659)
<i>Changes in:</i>		
Trade and other debtors	(27)	1,049
Cash generated from operations	2,729	(3,047)
Interest received	83	56
Net cash from/(used in) operating activities	2,812	(2,991)
Cash flows from investing activities		
Purchase of tangible assets	(1,568)	(974)
Proceeds from sale of tangible assets	–	188
Net cash used in investing activities	(1,568)	(786)
Net increase/(decrease) in cash and cash equivalents	1,244	(3,777)
Cash and cash equivalents at beginning of year	20,351	24,316
Cash and cash equivalents at end of year	21,595	20,539

The notes on pages 8 to 14 form part of these financial statements.

St Stephen's Community Association

Notes to the Financial Statements

Year ended 28 February 2019

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 St Stephens Community Centre, Tenterden Drive, Hales Place, Canterbury, CT2 7BN.

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 under the historical cost convention, and the requirements of, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities effective 1 January 2015).

Going concern

The accounts have been prepared on a going concern basis. The Trustees continue to monitor the charity's ability to continue as a going concern based on the bank balances held and applications to local authorities for additional funding.

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.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

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:

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2019

3. Accounting policies *(continued)*

Incoming resources *(continued)*

- 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.

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

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

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:

Leasehold Property	-	Over the term of the lease.
Fixtures & Fittings	-	50% straight line
Equipment	-	15% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2019

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Grants			
KCC Grant	—	1,500	1,500
Other donations and legacies			
Contributions from Bar Club	11,705	—	11,705
	<u>11,705</u>	<u>1,500</u>	<u>13,205</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Grants			
KCC Grant	—	1,500	1,500
Other donations and legacies			
Contributions from Bar Club	13,138	—	13,138
	<u>13,138</u>	<u>1,500</u>	<u>14,638</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Letting receipts	19,162	19,162	19,360	19,360

6. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest receivable	83	83	56	56

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2019

7. Other income

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Other income	1,750	1,750	734	734

8. Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	Total Funds 2019
	£	£	£
Education and social welfare	31,267	696	31,963
Support costs	632	—	632
	31,899	696	32,595

	Unrestricted Funds	Restricted Funds	Total Funds 2018
	£	£	£
Education and social welfare	37,822	923	38,745
Support costs	852	—	852
	38,674	923	39,597

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2019	Total fund 2018
	£	£	£	£
Education and social welfare	31,963	—	31,963	38,745
Governance costs	—	632	632	852
	31,963	632	32,595	39,597

10. Other expenditure

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Loss on disposal of tangible fixed assets held for charity's own use	—	—	188	188

11. Net income/(expenditure)

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

	2019 £	2018 £
Depreciation of tangible fixed assets	1,560	1,428
Loss on disposal of tangible fixed assets	—	188
Fees payable for the audit of the financial statements	632	852

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2019

12. Independent examination fees

	2019 £	2018 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>632</u>	<u>852</u>

13. Staff costs

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

	2019 £	2018 £
Wages and salaries	<u>12,559</u>	<u>13,716</u>

The average head count of employees during the year was 3 (2018: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2019 No.	2018 No.
Number of administrative staff	<u>3</u>	<u>3</u>

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

14. Trustee remuneration and expenses

No Trustees received remuneration during the year.

15. Tangible fixed assets

	Land and buildings £	Fixtures and fittings £	Equipment £	Total £
Cost				
At 1 March 2018	42,831	3,858	9,032	55,721
Additions	<u>—</u>	<u>—</u>	<u>1,568</u>	<u>1,568</u>
At 28 February 2019	<u>42,831</u>	<u>3,858</u>	<u>10,600</u>	<u>57,289</u>
Depreciation				
At 1 March 2018	19,028	3,858	6,065	28,951
Charge for the year	<u>472</u>	<u>—</u>	<u>1,088</u>	<u>1,560</u>
At 28 February 2019	<u>19,500</u>	<u>3,858</u>	<u>7,153</u>	<u>30,511</u>
Carrying amount				
At 28 February 2019	<u>23,331</u>	<u>—</u>	<u>3,447</u>	<u>26,778</u>
At 28 February 2018	<u>23,803</u>	<u>—</u>	<u>2,967</u>	<u>26,770</u>

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2019

16. Debtors

	2019 £	2018 £
Trade debtors	1,176	—
Prepayments and accrued income	1,791	1,940
Contributions owed by Bar Club	—	1,000
Other debtors	170	170
	<u>3,137</u>	<u>3,110</u>

17. Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	<u>1,991</u>	<u>2,317</u>

18. Analysis of charitable funds

Unrestricted funds

	At 1 March 2018 £	Income £	Expenditure £	At 28 February 2019 £
General funds	<u>44,478</u>	<u>32,700</u>	<u>(31,899)</u>	<u>45,279</u>

Restricted funds

	At 1 March 2018 £	Income £	Expenditure £	At 28 February 2019 £
Restricted Funds	<u>3,436</u>	<u>1,500</u>	<u>(696)</u>	<u>4,240</u>

The club has received restricted grants from Kent County Council during the year totalling £1,500 (2018: £1,500).

St Stephen's Community Association

Notes to the Financial Statements *(continued)*

Year ended 28 February 2019

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	<u>24,391</u>	<u>2,387</u>	<u>26,778</u>

St Stephen's Community Association

Management Information

Year ended 28 February 2019

The following pages do not form part of the financial statements.

St Stephen's Community Association

Detailed Statement of Financial Activities

Year ended 28 February 2019

	2019 £	2018 £
Income and endowments		
Donations and legacies		
KCC Grant	1,500	1,500
Contributions from Bar Club	11,705	13,138
	<u>13,205</u>	<u>14,638</u>
Charitable activities		
Letting receipts	19,162	19,360
	<u>19,162</u>	<u>19,360</u>
Investment income		
Bank interest receivable	83	56
	<u>83</u>	<u>56</u>
Other income		
Other income	1,750	734
	<u>1,750</u>	<u>734</u>
Total income	<u>34,200</u>	<u>34,788</u>
Expenditure		
Expenditure on charitable activities		
Wages and salaries	12,559	13,716
Rates and water	2,129	4,885
Light and heat	6,178	6,354
Repairs and maintenance	6,019	9,100
Insurance	1,655	1,446
Legal and professional fees	752	977
Telephone	964	835
Other office costs	607	650
Depreciation	1,560	1,428
Sundry	172	206
	<u>32,595</u>	<u>39,597</u>
Other expenditure		
Loss on disposal of tangible fixed assets held for charity's own use	—	188
	<u>—</u>	<u>188</u>
Total expenditure	<u>32,595</u>	<u>39,785</u>
Net income/(expenditure)	<u>1,605</u>	<u>(4,997)</u>

St Stephen's Community Association

Notes to the Detailed Statement of Financial Activities

Year ended 28 February 2019

	2019 £	2018 £
Expenditure on charitable activities		
Education and social welfare		
<i>Activities undertaken directly</i>		
Wages/salaries	12,559	13,716
Rates & water	2,129	4,885
Light & heat	6,178	6,354
Repairs & maintenance	6,019	9,100
Insurance	1,655	1,446
Legal and professional fees	120	125
Telephone	964	835
Printing, postage, stationery	607	650
Depreciation	1,560	1,428
Sundry expenses	172	206
	<u>31,963</u>	<u>38,745</u>
Governance costs		
Independent examiners fees	632	852
	<u>632</u>	<u>852</u>
Expenditure on charitable activities	<u><u>32,595</u></u>	<u><u>39,597</u></u>