

**South Norwood and Woodside
Community Association**

(A company limited by guarantee)

**Report of the Trustees and Unaudited Financial
Statements**

Year ended 31 March 2019

Company no: 7258983

Charity no. 1142735



KINGS MILL PARTNERSHIP
Chartered Accountants
75 Park Lane
Croydon
Surrey
CR9 1XS

South Norwood & Woodside Community Association
Company Number 7258983
Charity Number 1142735

Contents

Company Information	1
Report of the Trustees	2-4
Independent Examiner's report	5
Statement of financial activities	6
Statement of financial position	7
Notes forming part of the financial statements	8-11

South Norwood & Woodside Community Association
Company Number 7258983
Charity Number 1142735

COMPANY INFORMATION

COMPANY REGISTRATION NUMBER

7258983

CHARITY REGISTRATION NUMBER

1142735

TRUSTEES

Robert Elliott

Joanna Freeman

Allison Howe

Patricia Hay-Justice

REGISTERED OFFICE

South Norwood Methodist Church
Suffolk Road,
South Norwood
SE25 6EG

BANKERS

Unity Bank PLC
Nine Brindleyplace
Birmingham
B1 2HB

Independent examiner

Kings Mill Partnership
75 Park Lane
Croydon
Surrey
CR9 1XS

REPORT OF THE TRUSTEES

The trustees who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued January 2015.

Governing Document

The organisation is constituted as a company limited by guarantee ("SNWCA") and is therefore governed by a Memorandum and Articles of Association.

Objectives and Activities

The objects are as follows:

- To promote the benefits of the inhabitants of South Norwood and Woodside and the neighbourhood without distinction of sex or of political, religious or any other opinions by associating the local authorities, voluntary organisations and inhabitants 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.
- To establish or to secure the establishment of a Community Centre and to maintain and manage, and to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

Operational Performance

SNWCA has continued, in a difficult financial environment, to deliver a wide range of services for older people and people with learning disabilities. It is clear that the need for the Association's services is growing and SNWCA has continued to look for ways to develop the service and extend its reach.

SNWCA has continued to be supported tremendously by its volunteers, including a number of new volunteers which has given fresh impetus into the Association.

We are immensely appreciative of the support given by Croydon Council and the Ros Harding Trust, as our two long term funders.

The main costs relate to employment of staff, costs of provision of services, premises costs and necessary administrative costs

In the year to 31 March 2019, SNWCA had a deficit of £8,360 (2018: £5,822).

The net assets of SNWCA are £12,579 of which the majority is in cash or cash equivalents.

Public Benefit

These objectives are pursued by maintaining a Pop-In in the South Norwood Methodist Church focused on providing neighbourhood care principally for older persons but also for persons with learning disabilities. The following activities are run from there: -

- a) A Pop-In / Day Centre where drinks and snacks are available.
- b) A Lunch Club for older people on three days per week.
- c) An activity centre and lunch for adults with learning disabilities.
- d) Transport services with wheelchair access, notably for older/ housebound/ disabled people to a supermarket in a minibus on three days per week and older/ housebound disabled people to and from the centre.
- e) Activities for users of the Centre, including exercise classes, bingo and excursions

Trustees and Officers

The Trustees are as follows:

Robert Elliott	Chair
Joanna Freeman	
Allison Howe	
Patricia Hay-Justice	
Simon Hall	(resigned 25 September 2019)

Going Concern Review

The Trustees have assessed the viability of SNWCA. SNWCA has bid for the Council's Community Fund, for an amount comparable with the amount currently being received (£30,000 of £32,000) and is confident that they will be successful. SNWCA has been successful in increasing the amount of other grant income and donations. Increases in charges have been implemented. Plans are being drawn up to increase the number of users. Costs have been reduced, notably staff costs, and greater controls are now being exercised on expenditure.

Given all of the above, the Trustees are satisfied that the charity is a going concern.

Risk Management

The Trustees have actively examined all major financial risks, as well as other operational and business risks faced by the charity. The Trustees previously identified that the charity is overly reliant on its core funding agreement with Croydon Council. To mitigate this risk, the Trustees have sought to broaden its funding base. Apart from this financial risk, the Trustees believe that they have established systems to alleviate the significant risks as far as is possible.

Reserves policy

The Trustees' consider the ideal level of reserves for the new year would be the balance representing two month's expenditure and are confident that at this level the charity would be able to continue the existing activities in the event of a significant drop in funding. Income, expenditure and cash flow are monitored regularly, and the Trustees remain committed to achieving and maintaining this level of reserves.

Trustees' Responsibilities in relation to the financial statements

The Trustees are required by company law to prepare financial statements for each financial year, which give a true and fair view of the financial activities of the company and its financial position at the end of the year. In preparing those statements the Trustees are required to:

- a) select suitable accounting policies and apply them consistently
- b) make judgments and estimates that are reasonable and prudent
- c) state whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements.
- d) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in operation.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the company and enable them to ensure that the financial statements comply with S419(2) of the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

South Norwood & Woodside Community Association
Company Number 7258983
Charity Number 1142735

Approval

This report was approved by the Board of Trustees and signed on its behalf.

Signed for and on behalf of the Trustees

A handwritten signature in dark ink, appearing to read 'Robert Elliott', written in a cursive style.

Robert Elliott, Chair

20th December 2019

South Norwood & Woodside Community Association
Company Number 7258983
Charity Number 1142735

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF SOUTH NORWOOD AND WOODSIDE COMMUNITY ASSOCIATION

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity's 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 charity'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:

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



Romit Basu FCA
Kings Mill Partnership
75 Park Lane
Croydon
Surrey
CR9 1XS

Date: 20th December 2019

Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 March 2019

	Notes	2019			2018
		Restricted	Unrestricted	Total	Total
		£	£	£	£
INCOMING RESOURCES					
Resources from generated funds					
Donations and gifts		-	1,227	1,227	5,184
Fundraising		-	3,326	3,326	3,683
Activities for generating funds:					
Investment income	2	-	-	-	30
Resources from charitable activities					
Grants and Commissioned Services	3	-	36,000	36,000	35,200
Other Income		-	18,805	18,805	21,099
Total Incoming Resources		-	59,358	59,358	65,196
RESOURCES EXPENDED					
Cost of generating funds:					
Charitable activities		-	66,836	66,836	70,118
Governance costs		-	882	882	900
Total Outgoing Resources	4,5	-	67,718	67,718	71,018
Net movement in Funds		-	(8,360)	(8,360)	(5,822)
Funds brought forward		-	20,939	20,939	26,761
Funds carried forward	12	-	12,579	12,579	20,939

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

**Statement of changes in resources applied
for fixed assets for charity use for the year ended 31 March 2019**

	2019			2018
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Net movement in funds for the year	-	(8,360)	(8,360)	(5,822)
Resources used for net acquisitions of tangible fixed assets	-	-	-	-
Net movement in funds available for future activities	-	(8,360)	(8,360)	(5,822)

Statement of Financial Position as at 31 March 2019

	Note	2019		2018	
		£	£	£	£
Fixed Assets					
Investments	6	4,000		4,000	
Tangible Assets	7	-		-	
		<u>4,000</u>		<u>4,000</u>	
Current Assets					
Debtors	8	954		8,048	
Cash in bank and at hand		15,889		14,419	
		<u>16,843</u>		<u>22,467</u>	
Creditors: amounts falling due within one year	9	<u>(8,264)</u>		<u>(5,528)</u>	
Net current assets		<u>8,579</u>		<u>16,939</u>	
Net Assets		<u>12,579</u>		<u>20,939</u>	
Funds:					
Unrestricted Funds		12,579		20,939	
Restricted Funds		-		-	
Net Assets	12	<u>12,579</u>		<u>20,939</u>	

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2016.

The Trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with section 386 and 387 of the Companies Act 2016; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies. The financial statements were approved by the Board of Trustees on 20th December 2019 and were signed on its behalf by:



Robert Elliott
Trustee

Notes forming part of the financial statements for the period to 31 March 2019

1. Accounting policies

1.1 Basis of preparation

The financial statements of the charitable company, which is a public entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market values, as modified by the revaluation of certain assets.

The financial statements are prepared in sterling which is also the functional currency of the company and rounded to the nearest pound.

1.2 Company status

SNWCA is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers.

1.4 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

1.5 Deferred Income

In accordance with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts

1.6 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. These funds are held to finance both working capital and capital investment.

Designated funds are unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each such fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund, where permitted by the relevant agreements. The aim and use of each such fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

1.7 Tangible fixed assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives.

Minibus	20% straight line basis
Equipment	25% straight line basis
Computers	25% straight line basis

At each statement of financial position date, the company reviews the carrying amount of its tangible fixed assets to determine whether there is any indication that any items have suffered an impairment loss. If any such indication exists, the recoverable amount of an asset is estimated in order to determine the extent of the impairment loss, if any. Where it is not possible to estimate the recoverable amount of the asset, the company estimates the recoverable amount of the cash-generating unit to which the asset

Notes forming part of the financial statements for the year ended 31 March 2019 (cont.)

belongs.

However, consumables and similar that may or may be usable for more than one year are taken direct to the Income and Expenditure Account.

1.8 Taxation

The charitable company is exempt from corporation tax on all its charitable activities.

1.9 Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

2. Investment income

This is made up of interest receivable from the charity's bank accounts and investments.

3. Grants and Commissioned Services

	2019	2018
	£	£
London Borough of Croydon	32,000	32,000
Ros Harding Trust	3,000	3,200
Grants from ward budgets	1,000	-
	<u>36,000</u>	<u>35,200</u>

4. Charitable expenditure including management and administration

	2019			2018
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Staff Costs	-	36,572	36,572	39,220
Direct Charitable Operating Costs	-	16,695	16,695	16,677
Support costs: Premises Costs	-	6,545	6,545	7,741
Support costs: Administrative Costs	-	4,754	4,754	4,037
Fundraising Costs	-	2,270	2,270	2,443
Governance Costs	-	882	882	900
	<u>-</u>	<u>67,718</u>	<u>67,718</u>	<u>71,018</u>

Other direct costs include:

	2019	2018
	£	£
Independent Examiners' fees (including VAT)	882	900
Operating lease rentals – Land and Buildings	4,800	6,000

Notes forming part of the financial statements for the year ended 31 March 2019 (cont.)

5.1 Staff costs

	2019	2018
	£	£
Wages and salaries	36,177	38,919
Employer Pension costs	395	301
	<u>36,572</u>	<u>39,220</u>

There were no employees whose emoluments as defined for taxation purposes amounted to over £60,000 in either year.

The average number of full-time equivalent employees was 1.9 (2018 – 2), all working on charitable activities and general management.

5.2 Trustees' remuneration

The trustees neither received nor waived any emoluments for services as trustees during the year (2018: Nil).

6. Investments

	2019	2018
	£	£
National Savings Income Bonds	<u>4,000</u>	<u>4,000</u>

7. Tangible fixed assets

	Computer	Minibus	Total
	£	£	£
Cost			
As at 1 April 2018 and 31 March 2019	476	29,071	38,244
Depreciation			
As at 1 April 2018 and 31 March 2019	476	29,071	38,244
Net Book Value			
As at 31 March 2018 & 2019	<u>-</u>	<u>-</u>	<u>-</u>

8. Debtors

	2019	2018
	£	£
Prepayments and accrued income	954	8,048

9. Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade Creditors	208	313
Sundry Creditors	6,503	3,341
Accruals and deferred income	1,553	1,874
	<u>8,264</u>	<u>5,528</u>

Notes forming part of the financial statements for the year ended 31 March 2019 (cont.)

10. Capital commitments

The capital commitments are £nil (2018: £nil)

11. Operating Lease Commitments

There are operating lease commitments of £4,800 per annum for land & buildings on a rolling tenancy.

12. Funds

	As at 1 April 2018	Income	Expenditure	Transfers	As at 31 March 2019
	£	£	£	£	£
Unrestricted Funds					
Contingency Reserve	17,755	-	-	(6,996)	10,759
Total designated funds	17,755	-	-	(6,996)	10,759
General Reserve	3,184	59,358	(67,718)	6,996	1,820
Total unrestricted funds	20,939	59,358	(67,718)	-	12,579

The designated reserve represents two months' expenditure (but limited to the actual total reserves).

13. Contingent Liabilities

The trustees are not aware of any contingent liabilities.

14. Related party transactions

The trustees neither received nor waived any emoluments for services as trustees during the period. Related party transactions only included paying for bills, for which reimbursements were made.

As at the year end, the company owed £6,503 (2018: £3,341) to Simon Hall, a former trustee for expenses paid on the company's behalf.

15. Ultimate Controlling Party

SNWCA does not consider it has an ultimate controlling party.

