

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2019
for
Shire Way Community Association

Dunkley's
Woodlands Grange
Woodlands Lane
Bradley Stoke
Bristol
BS32 4JY

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for the Year Ended 31 December 2019

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Shire Way Community Association

Reference and Administrative Details
for the Year Ended 31 December 2019

TRUSTEES

R Munro
D Churchill
I Livermore
S Schofield
A Turley

The freehold Property is registered with the Land Registry in the names of a committee of trustees and volunteers acting on behalf of the body of trustees.
The committee consists:

J Marshall
K Maynard

PRINCIPAL ADDRESS

The Centre
Shire Way
Yate
Bristol
Gloucestershire
BS37 8YS

REGISTERED CHARITY NUMBER

0283301

INDEPENDENT EXAMINER

Dunkley's
Woodlands Grange
Woodlands Lane
Bradley Stoke
Bristol
BS32 4JY

BANKERS

HSBC
2 North Walk
Yate
City of Bristol
BS37 4AR

Report of the Trustees
for the Year Ended 31 December 2019

The trustees present their report with the financial statements of the charity for the year ended 31 December 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Objectives of Shire Way Community Association are to promote the benefit of the inhabitants of Dodington, Sodbury, Yate and Westerleigh and the neighbourhood (hereinafter called 'the area of benefit') without distinction of sex or of political, religious or 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 condition of life for the said inhabitants.

Significant activities

To secure the Community Centre by managing and maintaining, and to co-operate with any local enforcing authority in the management and maintenance of the Community Centre.

A specific activity is to continue to develop the working relationship between the two Committees to harmonise working relationships and to develop common goals for the benefit of the Community Centre and those that use it.

The Association has an active Social Club which provides for its members and the wider area, providing support of the Skittles, Darts, Pool and Crib teams, and arranging Quiz Nights and Bingo. There is an active plan for the provision of entertainment which is designed to cover the broad spectrum of users of the Community Centre and in particular to attract more families to the facility.

Members may hire function rooms for activities and private parties.

Public benefit

When reviewing our Aims and Objectives, we refer to the guidance contained in the Charity Commission's general guidance on public benefit.

The trustees are satisfied that the support and management of the Community Centre is for the public benefit.

Volunteers

We strive to encourage more members to become trustees and participate in the management of the centre, especially those of younger years who can bring in new ideas in the interest of the Centre.

Due to the economic situation, we are in a situation of self-help. This means when expert trades-people are required for specific tasks, we will endeavour to ensure the local business's that use the facility have the opportunity of the work before we look beyond the local support.

For a lot of the day-to-day maintenance, we have to rely upon volunteers, who at times are difficult to engage.

We would like to extend our thanks to all those who have supported the charity, through the volunteering of their time and expertise.

We have continued to stabilise the expenditure, the increased efficiency and the cost savings where we are able to. We intend to continue with our policy of maximising income and minimising running costs, and to not be afraid of change.

The Association continues to support Shireway Sports Football Team, and pays their pitch fees. It is still hoped that they will have new facilities in the near future at the centre.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Report of the Trustees
for the Year Ended 31 December 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We are pleased to announce our continued success in maintaining the Community Centre, and keeping it open for its members and the wider public, including the running of various activities in the year, alongside the pre-existing clubs and organisations that use the facilities.

The development plan with a local landfill company are proceeding in line with our expectations.

Fundraising activities

The rental and other trading activities have fallen significantly this year

FINANCIAL REVIEW

Financial position

The financial position remains largely similar to the previous year, with net assets remaining around £480k.

During the period, we have continued to make payments to reduce our CAF financing arrangements.

Our cash reserves have fallen, however this is in part due to our planned refurbishment expenditure.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

This level of reserves has been maintained throughout the financial year.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to these risks.

The Association recognises its responsibilities as a charity and the need to build a sustainable and transparently managed financial platform allowing it to deliver upon its charitable objectives going forward.

The policy of maximising income and minimising the running costs whilst managing the maintenance and repairs is on-going. Additional revenue streams are being sought and existing cost bases challenged.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Charity constitution

The Association's constitution was adopted on 21st May 1981 and it became a registered charity on the 25th September 1981. The Association has two holding trustees (J Marshall and K Maynard) who have the responsibility of overseeing the work of the charity trustees and hold the deeds to the property and land on behalf of the Charity.

Recruitment and appointment of new trustees

The Association is run by the charity trustees, as listed. All trustees are required to retire annually but shall be eligible to be appointed or co-opted on again.

Members of the Association can be appointed or co-opted by the existing trustees.

Trustees are recruited from amongst the Volunteers.

Organisational structure

The Association currently has 10 constituent bodies:

Probus, Lions History Society, Shireway Football Team, Bingo, Skittles, Smile, Senior Citizens, U3A, Frome Valley Ladies and a representative from Dodington parish council.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

New trustees are provided with assistance in understanding their responsibilities as a trustee, together with a copy of the rules and regulations of the Association.

Related parties

The Association has a close link with Midway Social Club Ltd as its trading arm, and with whom it has mutual members and who is also a major licensee of the Association.

Catering is currently an in house activity, managed by Midway Social Club.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

They employ professional organisations to seek the appropriate advice where necessary.

Along with those listed in the Reference and Administrative Details section, these include:

Insurance broker and provider: Club Insure

Stocktaking: Peter Davenport

Health and Safety and Employment Law: Hiscox Underwriting Ltd

HR: Your HR Director

Local Authority: South Gloucestershire Council.

Approved by order of the board of trustees on and signed on its behalf by:

.....

R Munro - Trustee

Independent Examiner's Report to the Trustees of
Shire Way Community Association

Independent examiner's report to the trustees of Shire Way Community Association

I report to the charity trustees on my examination of the accounts of Shire Way Community Association (the Trust) for the year ended 31 December 2019.

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 Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

Michael Dunkley
FCA
Dunkley's
Woodlands Grange
Woodlands Lane
Bradley Stoke
Bristol
BS32 4JY

Date:

Shire Way Community Association

Statement of Financial Activities
for the Year Ended 31 December 2019

		31.12.19 Unrestricted fund £	31.12.18 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		13,093	6,692
Charitable activities			
Community Centre		23,937	27,170
Other trading activities	2	57,804	83,021
Investment income	3	7	-
Total		94,841	116,883
EXPENDITURE ON			
Charitable activities			
Community Centre		106,021	111,174
NET INCOME/(EXPENDITURE)		(11,180)	5,709
RECONCILIATION OF FUNDS			
Total funds brought forward		470,866	472,990
TOTAL FUNDS CARRIED FORWARD		459,686	478,699

The notes form part of these financial statements

Shire Way Community Association

Balance Sheet

31 December 2019

	Notes	31.12.19 Unrestricted fund £	31.12.18 Total funds £
FIXED ASSETS			
Tangible assets	7	608,589	593,892
CURRENT ASSETS			
Debtors	8	40,236	29,819
Cash at bank and in hand		4,747	52,322
		<hr/> 44,983	<hr/> 82,141
CREDITORS			
Amounts falling due within one year	9	(36,439)	(29,737)
		<hr/>	<hr/>
NET CURRENT ASSETS		8,544	52,404
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		617,133	646,296
CREDITORS			
Amounts falling due after more than one year	10	(157,447)	(167,597)
		<hr/>	<hr/>
NET ASSETS		459,686	478,699
		<hr/>	<hr/>
FUNDS	12		
Unrestricted funds		459,686	478,699
		<hr/>	<hr/>
TOTAL FUNDS		459,686	478,699
		<hr/>	<hr/>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
R Munro - Trustee

Notes to the Financial Statements
for the Year Ended 31 December 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit 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 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Contractual income is apportioned appropriately on the accruals concept, in accordance with the Revenue Recognition rules set out in FRS 102 section 23.

Donations including grants received and legacies are recognised upon receipt, unless formal notification is received in advance of that, in which case, the formal communication is deemed to create entitlement, in accordance with Charities SORP section 5.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Short leasehold	- not provided
Improvements to property	- 2% on cost
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Donated goods

Donated goods or services (excluding volunteers time) are recognised in the financial statements at an appropriate market value of the goods or services received, in accordance with Charities SORP section 6.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2019

2. OTHER TRADING ACTIVITIES

	31.12.19	31.12.18
	£	£
Rents received	57,804	83,021
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	31.12.19	31.12.18
	£	£
Deposit account interest	7	-
	<u> </u>	<u> </u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2019 nor for the year ended 31 December 2018.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.19	31.12.18
Community centre employees	-	1
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

The comparative information in the Statement of Financial Activities was entirely made against the General Unrestricted Fund.

No restricted or endowment funds were in use, in either of the current or the previous financial periods.

7. TANGIBLE FIXED ASSETS

	Freehold property £	Short leasehold £	Improvements to property £
COST			
At 1 January 2019	430,667	2,673	405,209
Additions	-	-	41,149
	<u> </u>	<u> </u>	<u> </u>
At 31 December 2019	430,667	2,673	446,358
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 January 2019	146,432	-	113,907
Charge for year	8,614	-	13,270
	<u> </u>	<u> </u>	<u> </u>
At 31 December 2019	155,046	-	127,177
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31 December 2019	275,621	2,673	319,181
	<u> </u>	<u> </u>	<u> </u>
At 31 December 2018	284,235	2,673	291,302
	<u> </u>	<u> </u>	<u> </u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2019

7. TANGIBLE FIXED ASSETS - continued

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2019	86,583	90,639	-	1,015,771
Additions	2,600	4,976	180	48,905
	<u>89,183</u>	<u>95,615</u>	<u>180</u>	<u>1,064,676</u>
DEPRECIATION				
At 1 January 2019	82,439	86,945	-	429,723
Charge for year	2,407	2,038	35	26,364
	<u>84,846</u>	<u>88,983</u>	<u>35</u>	<u>456,087</u>
NET BOOK VALUE				
At 31 December 2019	<u>4,337</u>	<u>6,632</u>	<u>145</u>	<u>608,589</u>
At 31 December 2018	<u>4,144</u>	<u>3,694</u>	<u>-</u>	<u>586,048</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.19 £	31.12.18 £
Trade debtors	10,049	26,424
No description	26,792	-
Prepayments	3,395	3,395
	<u>40,236</u>	<u>29,819</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.19 £	31.12.18 £
Bank loans and overdrafts (see note 11)	10,150	10,150
Trade creditors	12,567	2,651
Taxation and social security	4,461	597
Other creditors	9,261	16,339
	<u>36,439</u>	<u>29,737</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2019

10. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.19 £	31.12.18 £
Bank loans (see note 11)	<u>157,447</u>	<u>167,597</u>

11. LOANS

An analysis of the maturity of loans is given below:

	31.12.19 £	31.12.18 £
Amounts falling due within one year on demand:		
Bank loans	<u>10,150</u>	<u>10,150</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>157,447</u>	<u>167,597</u>

12. MOVEMENT IN FUNDS

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	470,866	(11,180)	459,686
	<u>470,866</u>	<u>(11,180)</u>	<u>459,686</u>
TOTAL FUNDS	<u>470,866</u>	<u>(11,180)</u>	<u>459,686</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	94,841	(106,021)	(11,180)
	<u>94,841</u>	<u>(106,021)</u>	<u>(11,180)</u>
TOTAL FUNDS	<u>94,841</u>	<u>(106,021)</u>	<u>(11,180)</u>

Comparatives for movement in funds

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	472,990	5,709	478,699
	<u>472,990</u>	<u>5,709</u>	<u>478,699</u>
TOTAL FUNDS	<u>472,990</u>	<u>5,709</u>	<u>478,699</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2019

12. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	116,883	(111,174)	5,709
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>116,883</u>	<u>(111,174)</u>	<u>5,709</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.18 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	472,990	(5,471)	467,519
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>472,990</u>	<u>(5,471)</u>	<u>467,519</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	211,724	(217,195)	(5,471)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>211,724</u>	<u>(217,195)</u>	<u>(5,471)</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2019.