

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 August 2020
for
Ringwood and District Community Association

Town & Forest
Chartered Accountants
Cornerways House
School Lane
Ringwood
Hampshire
BH24 1LG

Ringwood and District Community Association

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for the Year Ended 31 August 2020

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Ringwood and District Community Association

Report of the Trustees for the Year Ended 31 August 2020

The trustees present their report with the financial statements of the charity for the year ended 31 August 2020. 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 Constitution provides that the primary object of the Association is to promote the benefit of the inhabitants of Ringwood and the neighbourhood, particularly by bringing together the inhabitants, and the local authorities, and voluntary and other organisations, to provide facilities for education, recreation and leisure-time occupation.

To this end the Association has established, and maintains and manages a Community Centre. The Association is non-party in politics and non-sectarian in religion.

The Association was formed in February 1958 and was given the opportunity to purchase the property known as Greyfriars at a significant undervalue in 1959 on the condition that it should be used for the benefit of the residents of Ringwood as a Community Centre. The Association was registered with the Charity Commission on 6 September 1962. A revised constitution was adopted on 22 March 2000.

Membership of the Association is open to individuals, to other voluntary bodies supporting the objects of the Association (Affiliated Groups), and to the statutory local authorities. With the approval of Council, individuals with common interests may form internal groups (Clubs). All members have one vote in the election of the elected members of Council at the Annual General Meeting. Council comprises the Honorary Officers, up to 12 elected members and one representative appointed by each club, affiliated group and statutory authority. The Council thus elected and appointed may co-opt further members, but co-opted members may not comprise more than a quarter of Council.

Under the Charities Act the members of Council are the Charity 'Trustees'. Council is responsible for the Association's policies, and is the legal body able to enter into contracts on the Association's behalf. It meets at least three times a year. Management of the Association's day to day affairs is delegated to the Association's Executive Committee and that Committee's sub-committees whose recommendations are ratified by the executive committee, and day-to-day management of the community centre and its affairs to two salaried managers, who cannot be members of Council or of its committees, but may attend meetings of both.

Public benefit

The Association's reason for existence, as enshrined in its original objects, is for the benefit of the inhabitants of Ringwood and the neighbourhood. In all the Association's activities, therefore, the Trustees have been able to pay due regard to the Charity Commission guidance on public benefit.

FINANCIAL REVIEW

Financial review, achievement and performance

The Trustees have broadly adopted the Charity Commission's Statement of Recommended Practice on the reporting of charity finances. They hope that their formal Report and Accounts will prove transparent and helpful, enabling the many members and supporters of the Association to understand the service provided to the people of Ringwood and how it is financed.

Reserves policy

The freehold property owned by the Trust is included in the accounts as an investment asset. The Association aims to hold adequate reserves to cover significant maintenance requirements, which could, in view of the age and listed status of the property, be significant. The Trustees keep the upkeep of the building under constant review and take professional advice where appropriate. It is also desirable to have adequate amounts put aside to cover costs in any period of major interruption to the Association's activities. Reserves represents any accumulated surpluses or deficits on the day-to-day operations of the Association. The Trustees seek at least to match income from hire fees and fund raising, including member's subscriptions, to expected costs, to cover short term requirements.

The amounts held within the restricted fund consist of amounts raised and donated specifically for the provision of disabled-access minibuses for the general use of the community.

Ringwood and District Community Association

Report of the Trustees for the Year Ended 31 August 2020

FINANCIAL REVIEW

Unrestricted Funds

Unrestricted funds are those funds available to meet an expenditure within the Association's charitable objects.

The Association's income in the year ended 31 August 2020 was £191,943 (£198,115 previous year). Income from charitable activities has shown a 3% decrease on last year. Due to COVID-19 the Centre was closed for an extended period from March through July. The loss of letting and associated income during this period was offset principally by Grant Income in the form of a Local Authority Support Grant and Furlough Grant income from Central Government. With an increase of Life Memberships, Donations and Organisations continuing to pay room hire charges, while not being able to use the Centre, the level of Income was maintained at an acceptable level. The Trustees are very grateful for the support shown by the Users of the Centre through a very difficult closure period.

A substantial Legacy was received during the Financial Year and being Unrestricted is currently being held on the Balance Sheet pending a decision as to the future Priorities and Investment strategy of the Association.

In line with budgeted expectations the Repair and Renewals expenditure across the Centre rose by 68% (£15,322) which was expended on both essential repairs and improvements to Letting Rooms throughout the Centre. Total Expenditure excluding Repairs and Renewals was maintained at similar levels and with further reviews of staffing levels going forward this should be maintained for the year ending August 2021. The further Closure in 2021 will have an impact of the performance again but with prudent management the Association remains in a satisfactory cash position to withstand the unforeseen impact of COVID-19.

Restricted Funds

Restricted funds have been raised for particular stated purposes and can only be used for those purposes.

There has been no significant activity of this nature in the current year. The negative figure of net incoming resources arises from the depreciation charge on the Minibus.

The Fixed Assets of the Association consist mainly of the Trust Freehold Property. This was last professionally valued at 31 August 2010. The Trustees consider that there will have been no significant variation in the past twelve months, given that the property has a very specialised function, and no amendment is proposed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its constitution.

Risk management

The Trustees have considered the risks faced by the Association which include not only operational risks such as fire and accident, but risks arising from ever-changing legislation and an increasingly litigious society. A detailed assessment of the fire risk covering the whole premises is reviewed annually. There is a comprehensive Health and Safety policy, which is reviewed on a regular basis. It is expected that all users of the centre keep themselves familiarised with this.

The Trustees have also considered the impact of laws on child protection, equal of opportunity and disability access. The ongoing purpose of the building is constantly under review. They believe that they have identified the major risks which the Association faces. Business and operational risks are as far as practicable covered by commercial insurances. Strategic risks are through, potentially to arise from legislative changes and financial challenges at either local or national level, and these are monitored to the extent that the Trustees are able.

The Community Centre continues to be managed by Claire Alexander with help from assistant Manager Anne Melrose. They continue to run the office and the caretakers with great dedication and enthusiasm. As always, the centre was available for local groups and individuals and provided a meeting point at the heart of the Ringwood community.

The Special Events Committee has once again produced a major and essential contribution to the Association's funds. The minibuses continue to be well used, especially during the Lockdown periods recently seen, bringing elderly and disabled local inhabitants to Ringwood for their weekly shopping, social functions and outings, and generally enabling them to maintain wider horizons.

Greyfriars could not operate without the practical help and goodwill of the many volunteers who support the

Ringwood and District Community Association

Report of the Trustees
for the Year Ended 31 August 2020

Association in so many ways, and gratitude is due to them from the Trustees and from the wider community that Greyfriars serves.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

301929

Principal address

Greyfriars Community Centre
44 Christchurch Road
Ringwood
Hampshire
BH24 1DW

Trustees

Mrs M Baldwin
Mrs J Barratt
R B Brockhurst Esq
B Dawson
A Duncan
Mrs G M E Habbin
G Lupton
M J S Osborne
Mrs M A Pedersen
B L Sindall
J Titt
P J Titt
P J West
D P Meany

Independent Examiner

Town & Forest
Chartered Accountants
Cornerways House
School Lane
Ringwood
Hampshire
BH24 1LG

Approved by order of the board of trustees on*28/6/21*..... and signed on its behalf by:


.....

Mrs M A Pedersen - Trustee

**Independent Examiner's Report to the Trustees of
Ringwood and District Community Association**

Independent examiner's report to the trustees of Ringwood and District Community Association

I report to the charity trustees on my examination of the accounts of Ringwood and District Community Association (the Trust) for the year ended 31 August 2020.

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.



Zara Dunster FCA
Town & Forest
Chartered Accountants
Cornerways House
School Lane
Ringwood
Hampshire
BH24 1LG

Date: 28 June 2021

Ringwood and District Community Association

Statement of Financial Activities
for the Year Ended 31 August 2020

	Notes	Unrestricted fund £	Restricted fund £	31.8.20 Total funds £	31.8.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		48,594	-	48,594	5,389
Charitable activities					
Charitable Activities		142,108	-	142,108	191,000
Investment income	2	<u>562</u>	<u>679</u>	<u>1,241</u>	<u>1,726</u>
Total		191,264	679	191,943	198,115
EXPENDITURE ON					
Raising funds		10,189	-	10,189	11,740
Charitable activities					
Charitable Activities		182,452	3,939	186,391	164,791
Total		<u>192,641</u>	<u>3,939</u>	<u>196,580</u>	<u>176,531</u>
NET INCOME/(EXPENDITURE)		(1,377)	(3,260)	(4,637)	21,584
RECONCILIATION OF FUNDS					
Total funds brought forward		1,128,976	200,915	1,329,891	1,308,307
TOTAL FUNDS CARRIED FORWARD		<u>1,127,599</u>	<u>197,655</u>	<u>1,325,254</u>	<u>1,329,891</u>


The notes form part of these financial statements

Ringwood and District Community Association

**Balance Sheet
31 August 2020**

	Notes	Unrestricted fund £	Restricted fund £	31.8.20 Total funds £	31.8.19 Total funds £
FIXED ASSETS					
Tangible assets	5	1,030,195	157,203	1,187,398	1,191,564
CURRENT ASSETS					
Debtors	6	7,224	29,573	36,797	24,484
Cash at bank and in hand		<u>208,522</u>	<u>42,879</u>	<u>251,401</u>	<u>148,389</u>
		215,746	72,452	288,198	172,873
CREDITORS					
Amounts falling due within one year	7	(118,342)	(32,000)	(150,342)	(34,546)
NET CURRENT ASSETS		<u>97,404</u>	<u>40,452</u>	<u>137,856</u>	<u>138,327</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,127,599</u>	<u>197,655</u>	<u>1,325,254</u>	<u>1,329,891</u>
NET ASSETS		<u>1,127,599</u>	<u>197,655</u>	<u>1,325,254</u>	<u>1,329,891</u>
FUNDS	8				
Unrestricted funds				1,127,599	1,128,976
Restricted funds				<u>197,655</u>	<u>200,915</u>
TOTAL FUNDS				<u>1,325,254</u>	<u>1,329,891</u>

The financial statements were approved by the Board of Trustees and authorised for issue on25.10.21... and were signed on its behalf by:


.....M A Pedersen.....
M A Pedersen - Trustee

The notes form part of these financial statements

Ringwood and District Community Association

Notes to the Financial Statements
for the Year Ended 31 August 2020

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.

The presentation currency of the financial statements is the Pound Sterling (£).

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.

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.

Plant and machinery	- 15% on reducing balance
Motor vehicles	- 15% on reducing balance

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.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Trade debtors

Trade debtors are carried at original net invoice amount less an estimate for doubtful debtors. Bad debts are written off when identified. Specific provisions are made against debts whose recovery is considered doubtful.

Provisions and accruals

Provisions are recognised when there is a present legal or constructive obligation as a result of past events and the amount can be reliably estimated. Provisions are not recognised for future operating losses.

Ringwood and District Community Association

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

2. INVESTMENT INCOME

	31.8.20	31.8.19
	£	£
Interest receivable - trading	<u>1,241</u>	<u>1,726</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2020 nor for the year ended 31 August 2019.

4. STAFF COSTS

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

	31.8.20	31.8.19
Part time employees	<u>9</u>	<u>8</u>

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

5. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Motor vehicles £	Totals £
COST				
At 1 September 2019 and 31 August 2020	<u>1,163,792</u>	<u>83,392</u>	<u>82,669</u>	<u>1,329,853</u>
DEPRECIATION				
At 1 September 2019	-	76,675	61,614	138,289
Charge for year	<u>-</u>	<u>1,008</u>	<u>3,158</u>	<u>4,166</u>
At 31 August 2020	<u>-</u>	<u>77,683</u>	<u>64,772</u>	<u>142,455</u>
NET BOOK VALUE				
At 31 August 2020	<u>1,163,792</u>	<u>5,709</u>	<u>17,897</u>	<u>1,187,398</u>
At 31 August 2019	<u>1,163,792</u>	<u>6,717</u>	<u>21,055</u>	<u>1,191,564</u>

The Trustees have chosen not to provide depreciation on freehold property on the basis that it has a very long useful life.

Ringwood and District Community Association

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
		31.8.20	31.8.19
		£	£
Trade debtors		4,474	14,753
Other debtors		29,877	6,938
Prepayments		<u>2,446</u>	<u>2,793</u>
		<u>36,797</u>	<u>24,484</u>
7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
		31.8.20	31.8.19
		£	£
Taxation and social security		1,030	-
Other creditors		<u>149,312</u>	<u>34,546</u>
		<u>150,342</u>	<u>34,546</u>
8. MOVEMENT IN FUNDS			
		Net movement in funds	At
	At 1.9.19		31.8.20
	£	£	£
Unrestricted funds			
General fund	1,128,976	(1,377)	1,127,599
Restricted funds			
Restricted Fund	200,915	(3,260)	197,655
	<u>1,329,891</u>	<u>(4,637)</u>	<u>1,325,254</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	191,264	(192,641)	(1,377)
Restricted funds			
Restricted Fund	679	(3,939)	(3,260)
	<u>191,943</u>	<u>(196,580)</u>	<u>(4,637)</u>

Ringwood and District Community Association

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.9.18 £	Net movement in funds £	At 31.8.19 £
Unrestricted funds			
General fund	1,100,180	28,796	1,128,976
Restricted funds			
Restricted Fund	208,127	(7,212)	200,915
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>1,308,307</u>	<u>21,584</u>	<u>1,329,891</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	197,391	(168,595)	28,796
Restricted funds			
Restricted Fund	724	(7,936)	(7,212)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>198,115</u>	<u>(176,531)</u>	<u>21,584</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2020.

Ringwood and District Community Association

Detailed Statement of Financial Activities
for the Year Ended 31 August 2020

	31.8.20	31.8.19
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	6,726	4,639
Grants	<u>41,868</u>	<u>750</u>
	48,594	5,389
Investment income		
Interest receivable - trading	1,241	1,726
Charitable activities		
Room hire	82,048	112,613
Minibus hire	14,888	14,782
minibus fuel rebate	139	347
Members subscriptions	10,433	9,666
Members life subscriptions	1,806	331
Gift aid	139	1,527
Affiliation fees	1,670	1,701
Special activities	13,717	11,602
Greyfriars study groups	5,204	9,967
Books	4,935	5,692
Canteen receipts	3,409	5,820
Photocopying	371	911
Advertising	260	405
Miscellaneous	6,992	10,228
Minibus mileage charge	-	1,505
Minibus management charge	<u>(3,903)</u>	<u>3,903</u>
	<u>142,108</u>	<u>191,000</u>
Total incoming resources	191,943	198,115
EXPENDITURE		
Other trading activities		
Special events	601	11,001
Investment management costs		
Special events	9,588	-
Charitable activities		
Light and heat	13,481	15,546
Telephone	1,918	1,510
Insurance	7,371	7,681
Caretaking and cleaning	7,630	4,561
Repairs and renewals	32,552	17,230
Garden expenses	2,271	2,520
Licence and PRS	570	509
Carried forward	65,793	49,557

This page does not form part of the statutory financial statements

Ringwood and District Community Association

Detailed Statement of Financial Activities
for the Year Ended 31 August 2020

	31.8.20	31.8.19
	£	£
Charitable activities		
Brought forward	65,793	49,557
Printing, postage, stationery	202	1,052
Photocopying	976	1,935
Advertising and website	488	644
Canteen	1,259	1,859
Miscellaneous	2,610	3,361
Minibus running expenses	8,445	8,485
Newsletter	800	1,650
Fixtures and fittings depreciation	1,008	1,185
Motor vehicles depreciation	<u>3,158</u>	<u>7,018</u>
	84,739	76,746
Support costs		
Management		
Wages	98,500	83,281
Social security	1,152	3,795
Pensions	460	-
Independent examiner's fees	1,440	1,608
Professional fees	<u>100</u>	<u>100</u>
	<u>101,652</u>	<u>88,784</u>
Total resources expended	<u>196,580</u>	<u>176,531</u>
Net (expenditure)/income	<u>(4,637)</u>	<u>21,584</u>

This page does not form part of the statutory financial statements