

## Southmead Community Association

### Legal and Administrative Information

Southmead Community Association is a Registered Charity, Number 201099. The Association is a Community Centre with the following objects:-

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations, 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.
- (b) To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

#### **Registered office**

Southmead Community Centre  
248 Greystoke Avenue  
Southmead  
Bristol BS10 6BQ

#### **Trustees and advisors**

Advisor - Mr David Bellamy (Acting as Treasurer)  
Advisor - Mrs Sandra Bellamy  
Trustee - Mrs Joan Bennett (resigned 14<sup>th</sup> November 2022)  
Trustee - Mr Alan Bush (from 21<sup>st</sup> March 2022)  
Trustee - Mrs Carol Bush (from 25<sup>th</sup> April 2022)  
Advisor - Mrs Jacqueline Dillon  
Trustee - Mr Richard Duker (from 21<sup>st</sup> March 2022)  
Trustee - Mr Jason Everett (from 5<sup>th</sup> September 2022)  
Advisor - Mrs Cherilyn Hughes  
Trustee - Graham Leighton  
Advisor - Mrs Sue Levick (Acting as Secretary)  
Trustee - Mr Richard Long (from 25<sup>th</sup> April 2022)  
Trustee - Mrs Janice Stenner

#### **Bankers:**

Lloyds TSB  
High Street  
Westbury on Trym  
Bristol, BS9 3BY

#### **Registered Independent Examiner:**

Dick Maule FCA  
The Cross House  
South Woodchester  
GL5 5EL

# Trustee's Annual Report

## Report text for Annual Accounts for the year ended 31<sup>st</sup> December 2022

The Trustees are pleased to present their report, together with the financial statements of the charity, for the year ended 31<sup>st</sup> December 2022. The financial statements have been prepared in accordance with current statutory requirements, the Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Legal and Administrative information, set out on page 1, forms part of this report.

### **1 Principal Activity (Objectives of the Charity)**

- (a) To promote the benefit of the inhabitants of Southmead and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations, 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.
- (b) To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in cooperation with any local authority or person or body) in furtherance of these objects.
- (c) To promote such other charitable purposes as may from time to time be determined.

### **Our Mission**

Southmead Community Association works with and offers support to the local community, to bring about positive social and economic change in Southmead by providing affordable opportunities to develop skills and self-confidence of the local people.

Southmead Community Centre is a place for people to meet, socialise and interact with one another through community engagement and inclusion. As an organisation we are committed to fulfilling the needs of the community providing direct help, advice and support to everyone. The Centre is run by the people, for the people, uniting the community through provision of educational, recreation and leisure time facilities. As an organisation we promote diversity and equality of opportunity in everything that we do.

### **2 Trustees and General Committee**

Members and Honorary Officers are elected to the General Committee at the Annual General Meeting and serve for one year only unless re-elected the following year.

### **3 Review of the Year 2022**

- 3.1 The Coronavirus pandemic forced the charity to close its doors during 2020 and 2021 in line with the government lockdown directives but happily, 2022 was free of all restrictions and the centre continued to get back to normality.
- 3.2 The Trustees have continued to manage the centre on a voluntary basis through the year liaising with the various groups and continuing to follow National guidance in regard to the many Covid regulations to protect the users. Volunteers together with a staff member have been able to front the office one day a week, answer the telephone messages and emails to enable the much-needed hall bookings to take place while the Trustee Board review the staffing requirement for the future. The Social Club bar was able to open at weekends for members and other enquiries dealt with by the staff.
- 3.3 Once again the charity was very grateful to Bristol City Council for continuing to allow the Association to benefit from Business Rate relief for the 20% not covered by the automatic 80% charity relief available to all charities. The trustees are also grateful for the new flood lighting completely financed by a grant from the City Council to improve car parking security and safety at the centre. Some National funding available to the hospitality industry continued for a little while into 2022 and was very welcome.
- 3.4 The John James foundation has supported the Community Association for many years with grants for Christmas parties and 2022 was no exception. The foundation also funded our celebration of the Queen's Platinum Jubilee. Some of our older users were also treated with theatre tickets for the Redgrave Theatre in Bristol that is also supported by the foundation.
- 3.4 The fire that broke out in the cellar cooling system in August 2020 which apart from items in the separate liquor store, also wrote off the entire cellar stock and destroyed the lighting and beer distribution apparatus. The cellar area remained unusable for the whole of the year as the insurance company contractor didn't start the clean-up operation until December 2021. Work continued during 2022 and the cellar was completely rewired and painted. The trustees were concerned that the bar could only rely on selling bottled and canned drinks. It was reassuring to the Trustees that party organisers have accepted using the centre without the draught ale facility. What is clear to the trustees, however, is that the cooling system (which malfunctioned and was the cause of the fire) used a great deal of electricity (running 24/7) and its absence has continued to be reflected in much cheaper electricity bills during 2022 and will not be such a problem with the increased energy bills that have started in 2022. The energy crisis will, however be a concern, no doubt, throughout 2023.
- 3.5 The effect of the various lockdowns on our groups using the Centre was significant but the centre continues to attract new groups although the Bristol Alexander School has closed and Aikido ceased using the centre. These have been replaced by the Baby Ballett and Pakistani Community

Welfare Organisation which have started meeting at the centre and are very successful.

- 3.6 New procedures which were introduced in 2021 to protect staff, volunteers and users of the centre are still in force. Strict cleaning procedures also remain in place and most users are not allowed to use the kitchen in order to protect kitchen volunteers. The centre kitchen still enjoys its five star health rating awarded by the City Council's Environmental Health Inspectors and the Trustees intend to keep it that way. The expected closure of the Youth Centre in 2022 has still not happened yet but it is still hoped that some of their groups will want to come to the Community Centre.
- 3.7 These remain unprecedented times for the country and particularly for the volunteer trustees most of whom are in their 70s and, whilst we are very grateful to those who have joined the board in 2022, we are anxious to attract and recruit fresh (and perhaps, younger) trustees from the community to ensure that the Centre continues to provide this much needed and much appreciated community asset in Southmead which is an area of social deprivation.
- 3.8 Despite being a difficult year for everyone the Trustees would like to thank all employees and volunteers for their continuing commitment, enthusiasm and support during 2022 and very much welcome any new volunteers in 2023. The Trustees believe that help from volunteers is key to the overall success of the Centre, and without them, the many activities would not be possible. The Trustees are most grateful for their ongoing contribution to the success and financial viability of the Centre.
- 3.9 The Trustees continue to believe that the centre's future attraction for new people to join the board is for the charity to convert to a Charitable Incorporated Organisation (C.I.O.) which will provide personal liability security for individual members which an unincorporated organisation, sadly, does not. To this end, the trustee board has commissioned Burton Sweet, Accountants to take forward our application during 2023 and look forward to the Charity Commission approving our application

#### **4 How our activities deliver public benefit**

- 4.1. Our service delivery is available to all Southmead residents and those in the surrounding areas who have enjoyed attending the Community Centre over the years and appreciate the various services on offer by volunteers and professionals alike. Services are delivered in line with our principle objective without distinction of sex, sexual orientation, ethnic origin or of political, religious or other opinions.
- 4.2. Every effort is made to network with other service providers in the area including the local authority, voluntary and other organisations in a common effort to identify and provide facilities needed in Southmead with the common interest of improving the quality of life for the local community.

## **5 Future Developments**

Priorities for the year ahead:

1. Stay committed to our organisation's aims and objectives to continue to make a difference to people's lives within our community and safeguard the charity and its trustees by becoming a charitable incorporated organisation.
2. Continue to safeguard the financial viability of the organisation by securing increased activity and financial support from funders. To operate safely within any ongoing national health restrictions
3. To continue to develop future ideas and proposals for the future redevelopment of the Centre on the "Greystoke Strip" by fully utilising the information and conclusions provided by the feasibility study in seeking to provide a new Community Centre in the very heart of Southmead.
4. To continue to empower local people with decision making and ownership of the Centre. Working to increase training opportunities for future employment as well as increasing volunteer opportunities within the community.
5. To continue to identify gaps in services within Southmead and develop the Centre to meet the needs and expectations of the community by improving our services and facilities the best we can.

## **6. Risk Assessment**

The Executive Committee has conducted a review of the major risks to which the charity is exposed as part of its business plan and satisfied insurers that systems have been established to mitigate any risks. Assessment is reviewed on a continuous basis and section leaders reminded of their responsibilities.

## **7 Reserves Policy**

The charity's policy on unrestricted reserves is to maintain equivalent cash balances:

- To cover three month's budgeted recurrent expenditures.
- To cover planned capital expenditure for the upcoming year.

The level of reserves is monitored and reviewed by the Trustees on a quarterly basis. As highlighted in 3.2 of this report the reserves were impacted by the lack of funding for a professional manager in post at the centre. Whilst the reserves are now very healthy (thanks to Covid funding), the Trustees will during 2022, continue to carry out the necessary management roles on a voluntary basis and explore different staffing options to ensure the Centre is run efficiently as it gets back on its feet. This will be reviewed at each monthly Trustees' meeting.

## 8 Financial Statements

Charity law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable body and of the surplus or deficit for that period. In preparing those financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards and statements of recommended practice without any material departures;
- prepared the financial statements on the going concern basis

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable body and to enable them to ensure that the financial statements comply with the relevant Acts.

They are also responsible for safeguarding the assets of the charitable body and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In determining how amounts are presented within items in the Statement of Financial Activities and the Balance Sheet, the Trustees have had regard to the substance of the reported transactions or arrangements, in accordance with generally accepted accounting principles or practice.

So far as the Trustees are aware at the time the report is approved:-  
There is no relevant information of which the association's independent examiners are unaware and the Trustees have taken all prescribed steps to ensure awareness of all relevant information and to establish that the independent examiner is aware of the said information.

### Trustees' Charity Report Certified by:-

.....  
Bryan Scrase (Chair)

.....  
David Bellamy (Treasurer)

Date: .....

Date: .....

**Independent Examiner's report to the trustees of  
Southmead Community Association**

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2022 which are set out on pages 8 to 14

**Responsibilities and basis of report**

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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 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.

Name : Dick Maule F.C.A.  
Address : The Cross House, The High Street ,South Woodchester GL5 5EL  
Date:

## Southmead Community Association

### Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. December 2022

	Unrestricted Fund	Restricted Fund	Total	
	2022	2022	2022	2021
	£	£	£	£
<b>Income from:</b>				
Donations	1,852	-	1,852	1,013
Membership	1,218	-	1,218	1,028
Investment income				
Interest	15	-	15	3
<b>Charitable activities</b>				
Grants	7,817	-	7,817	34,388
Hall hire and activities	21,203	-	21,203	12,088
Rent	21,000	-	21,000	12,000
Other income	-	-	-	3,579
<b>Total</b>	<u>53,105</u>	<u>-</u>	<u>53,105</u>	<u>64,099</u>
<b>Expenditure on:</b>				
Charitable activities	<u>51,447</u>	<u>-</u>	<u>51,447</u>	<u>59,093</u>
<b>Total</b>	<u>51,447</u>	<u>-</u>	<u>51,447</u>	<u>59,093</u>
<b>Net income/(expenditure)</b>	1,658	-	1,658	5,006
Transfers between Funds	-	-	-	-
Total funds brought forward	<u>206,914</u>	<u>-</u>	<u>206,914</u>	<u>201,908</u>
<b>Total funds carried forward</b>	<u><u>208,572</u></u>	<u><u>-</u></u>	<u><u>208,572</u></u>	<u><u>206,914</u></u>



**Southmead Community Association**

**Balance sheet as at 31st. December 2022**

		2022		2021	
	Notes	£	£	£	
<b>Fixed assets</b>					
Tangible assets	2		172,314	<u>177,485</u>	
<b>Current assets</b>					
Debtors	4	1,041		333	
Cash on hand		941		648	
Cash at bank		<u>35,600</u>		<u>33,529</u>	
<i>Total current assets</i>		37,582		34,510	
<b>Liabilities</b>					
Creditors: amounts falling due within 12 months	3	<u>(1,325)</u>		<u>(5,081)</u>	
<i>Net Current assets</i>			<u>36,257</u>	<u>29,429</u>	
<b>Net assets</b>			<u>208,571</u>	<u>206,914</u>	
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>					
General funds	7		43,850	38,362	
Designated funds			164,721	168,552	
<b>Restricted funds</b>			<u>-</u>	<u>-</u>	
<b>Total charity funds</b>			<u>208,571</u>	<u>206,914</u>	

.....

Brian Scrase

Chair

.....

David Bellamy

Treasurer

Dated:

## Southmead Community Association

### Notes to the accounts for the year ended 31st. December 2022

#### (1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

##### (a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) 2nd edition and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

##### (b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### (c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### (d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

## Southmead Community Association

### Notes to the accounts for the year ended 31st. December 2022

#### (1) Principal Accounting Policies

##### (e) Fixed Assets

Fixed assets are written off over the expected useful life of the asset on the reducing balance basis at 15% per annum for equipment and 2% straight line for the building.

#### (2) Tangible Assets

	Building £	Equipment £	Total £
Cost:			
balance brought forward	191,537	106,485	298,022
additions in the year	-	-	-
	<u>191,537</u>	<u>106,485</u>	<u>298,022</u>
Depreciation			
balance brought forward	22,984	97,553	120,537
charge for the year	3,831	1,340	5,171
	<u>26,815</u>	<u>98,893</u>	<u>125,708</u>
Net book value at 31st. December 2022	<u>164,722</u>	<u>7,592</u>	<u>172,314</u>
Net book value at 31st. December 2021	<u>168,552</u>	<u>8,932</u>	<u>177,485</u>

#### (3) Creditors and accruals

Creditors: amounts falling due within 12 months

	2022 £	2021 £
Sundry creditors	<u>1,325</u>	<u>5,081</u>
	<u>1,325</u>	<u>5,081</u>

#### (4) Debtors and prepayments

Sundry debtors	<u>1,041</u>	<u>333</u>
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#### (5) Employee information

Number of employees	Average monthly head count	2022 1	2021 2
No employee received emoluments of more than £60,000.			

	£	£
Salaries and wages	8,810	12,154
Social security costs	-	-
	<u>8,810</u>	<u>12,154</u>

## Southmead Community Association

### Notes to the accounts for the year ended 31st. December 2022

#### (6) Expenditure

	Charitable activities	Charitable activities
	2022	2021
	£	£
Salaries	8,810	12,154
Activities	742	749
Rates and water	2,125	985
Telephone	576	1,442
Performing rights	483	1,337
Cleaning and laundry	2,439	2,064
Stationery, postage and photocopying	126	-
Light and heat	10,239	5,354
Consultancy fees and pension contributions	161	14,685
Insurance	1,951	1,591
Building maintenance	16,324	11,709
Depreciation	5,171	5,407
Reporting accountant's fee	775	750
Miscellaneous expenses	-	-
Computer and software	478	468
Equipment hire and maintenance	1,047	397
	<u>51,447</u>	<u>59,093</u>

**Southmead Community Association**

**Notes to the accounts for the year ended 31st. December 2022**

**(7) Movements in funds**

	Balance 1st. January 2022 £	Income £	Expenditure £	Transfers £	Balance 31st. Dec. 2022 £
<b>Unrestricted funds</b>					
Designated Fund	168,552	-	-	(3,831)	164,721
General Fund	<u>38,362</u>	<u>53,105</u>	<u>(51,447)</u>	<u>3,831</u>	<u>43,851</u>
	<u>206,914</u>	<u>53,105</u>	<u>(51,447)</u>	<u>-</u>	<u>208,572</u>

Designated Fund: an amount has been set aside to reflect the amount of reserves tied up in the original costs of building the centre.

	Balance 1st. January 2021 £	Income £	Expenditure £	Transfers £	Balance 31st. Dec. 2021 £
<b>Unrestricted funds</b>					
Designated Fund	172,383	-	-	(3,831)	168,552
General Fund	<u>29,525</u>	<u>64,099</u>	<u>(59,093)</u>	<u>3,831</u>	<u>38,362</u>
	<u>201,908</u>	<u>64,099</u>	<u>(59,093)</u>	<u>-</u>	<u>206,914</u>

**Southmead Community Association**

**Notes to the accounts for the year ended 31st. December 2022**

**(8) Analysis of prior year funds**

**Statement of Financial Activities [including Income and Expenditure Account]  
for the year ended 31st. December 2021**

	Unrestricted Fund	Restricted Fund	Total	
	2021	2021	2021	2020
	£	£	£	£
Income from:				
Donations	1,013	-	1,013	317
Membership	1,028	-	1,028	146
Investment income				
Interest	3	-	3	9
Charitable activities				
Grants	34,388	-	34,388	31,791
Hall hire and activities	12,088	-	12,088	12,675
Rent	12,000	-	12,000	5,700
Other income	<u>3,579</u>	<u>-</u>	<u>3,579</u>	<u>1,622</u>
Total	<u>64,099</u>	<u>-</u>	<u>64,099</u>	<u>52,260</u>
Expenditure on:				
Charitable activities	<u>59,093</u>	<u>-</u>	<u>59,093</u>	<u>48,272</u>
<b>Total</b>	<u>59,093</u>	<u>-</u>	<u>59,093</u>	<u>48,272</u>
Net income/(expenditure)	5,006	-	5,006	3,988
Transfers between Funds	-	-	-	-
Total funds brought forward	<u>201,908</u>	<u>-</u>	<u>201,908</u>	<u>197,920</u>
Total funds carried forward	<u>206,914</u>	<u>-</u>	<u>206,914</u>	<u>201,908</u>