

Bourne End (Bucks)

Community Association



Annual Report

and Accounts

2014

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

Trustees' Annual Report for 2014

Legal and Administrative Information

Charity Trustees

The Community Association is administered by a Council of Managing Trustees, who are all unpaid, comprising of representatives of Association Sections, Affiliated Group members, local statutory authorities and Association members.

As at 31st December 2014 the Managing Trustees were:

Officers:

President:

Secretary: Myra Hurley

Treasurer: Trevor Quantrell

Chairman: Jeremy Ilic

Vice-Chairman: David Foster

Other Trustees:

Mr R Savin, Mr D Gibson, Mr D Langford, Mr G Johnson, Mrs J Hyde, Mr P Webb, Mr B Hudson, Mrs F Poulsen, Mr B Pollock, Mr M Appleyard, Mrs S Wagner, Mrs K Acres, Mrs H Garland, Mr G Hyde, Mrs L Hutton, Mrs B Penfold, Mrs E Sargeant, Mrs P Hill, Mr D Jarman, Mrs C Houchin, Mrs M Willingham, Mrs J Gould, Mr C Jackson, Mr J Heard, Mrs S Morrison, Mrs H Ilic, Mr B Print, Mr J Spokes, Mrs M Campbell, Mr M Judge, Mr D Fergusson, Mrs S Mansfield, Mrs M Carr, Mrs W Keeble, Ms A Arton, Mrs B Stewart, Mr S Lee, Mr B Madge, Mr D Small, Mr K Tomkins, Mr G Parker, Mrs L Robinson, Mr B Walsh, Mr C Gwilliam

The Managing Trustees meet quarterly. Routine matters are delegated to the Executive Committee which meets monthly (except August and December) and consists of the Officers and up to 18 other Council members.

Address

Bourne End Community Centre, Wakeman Road, Bourne End, Bucks SL8 5SX

Independent Examiners

R J Fordham & Co, 9 Wootton Road, Henley-on-Thames, Oxon, RG9 1QD

Bankers

The Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Status and Administration

The Association is registered in England and Wales with the Charity Commission (No 300236) and governed by constitution which was last amended on 14th April 2003.

The Association owns The Community Centre Ltd, with the shares issued in the company held in trust for the Association by Mr D Foster and Mr J Ilic. This company operates the trading activities of the Association, chiefly a licensed bar.

The Community Centre

The Association manages Bourne End Community Centre which was opened in 1967. The Centre building and land is leased from Buckinghamshire County Council on a 99 year lease at a peppercorn rent. This property is held in trust by the Official Custodian for Charities.

The Association employs two office staff and a part-time cleaner and depends upon the continuing help of volunteers from all parts of the local community.

The Association's aim has always been to provide first class facilities at affordable prices for voluntary organisations serving the local community. Today our halls and meeting rooms are filled with the sound of music, drama, sport, exercise and historical research – undertaken by groups from pre-school age to 'seniors'. We are also delighted to continue to play host to Headway, the charity helping those who have suffered brain injury.

Charitable Objectives

The objects of the Association are to:

- (a) promote the benefit of the inhabitants of Bourne End & Wooburn and the neighbourhood together defined by Wooburn Parish (hereinafter called "the area of benefit") 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) establish, or secure the establishment of, a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- (c) promote such other charitable purposes as may from time to time be determined.

Review of Activities and Achievements

Projects 2014

In 2014 we replaced the emergency lighting with those of a more modern and reliable design and which also brings the Centre up to current health and safety specifications. We also had the doors in the foyer and corridor and the handrails outside the Centre repainted to give the Centre a more welcoming feel. The Small Hall now has additional storage space after we had special cupboards built which also give a tidier feel to the room. We also bought new collapsible tables for both the Small and Main halls

Activities 2014

There were regular weekly and monthly events throughout the year including table top sales, jazz, dance classes, chess, short mat bowls, badminton, scrabble, flower arranging, bingo and crib. Special fund raising events and private hirings for parties, weddings and other celebrations were also held at the Centre. Whether

it is a regular club meeting or a special occasion we are very pleased that those involved chose to use the facilities at the Centre.

A children's party was held in January 2014, and this was a great success. The annual orchestral concert took place in October, for the 29th year, before a capacity audience.

In November the Marketing Committee invited John Dunsterville to give a talk with musical interludes and this was very well received. This was the first of a series of talks which has become a regular event.

The annual Christmas carol concert had a capacity audience and the choir was ably accompanied by a small brass ensemble.

Sections and Affiliated Groups

The Association has nine Sections and thirty-six Affiliated Groups, which all benefit from a reduced charge for hiring our rooms and halls.

The Sections have had a good year and most made good use of the facilities. The Chess, Darts and Petanque sections took part in local leagues with varying degrees of success. The Short Mat Bowls section has continued to play friendly matches with local clubs. Forum Players staged a couple of productions during 2014 including a successful pantomime, called Ali Baba and the forty thieves, in January.

Centre Bar

The Centre Bar under its steward John Randall and his staff continued to provide a welcoming atmosphere for Association members and visitors. The bar sales were up this year, leading to a contribution to the Association's income of approximately £16,000, compared with £10,250 in 2013.

Managing Trustees

The Community Association is run by the Charity Managing Trustees made up of nominated reps from the Sections, Affiliated Groups, Statutory Authorities and the individual members.

We thank our Trustees who have attended Council meetings during the year. We are grateful for their support.

Target Magazine

Target magazine published its 50th volume in 2014. During the year features and highlights recalled those years. Loyal target volunteers were recognised at a celebratory tea party.

During 2014 Target recorded a surplus of £3487. However, during the year concerns were expressed at a noticeable drop in advertising take-up due to competition from digital media such as Facebook. This will be monitored during 2015.

Changes of personnel 2014

During the year Penny Walsh tendered her resignation as President of Bourne End (Bucks) Community Association due to the ill health of her husband Brian. We were very sorry to accept her resignation as she was a great example to us all with her energy and enthusiasm. It is with great sadness that I have to report that Brian has since died. We would like to record our thanks for all the time and effort that both Penny and Brian spent on behalf of the Association.

In January 2014 Sue Ambrose took over as Senior Administrator and has settled into the role very well. Sally Joseph-Green was appointed as a part-time administrator and she joined Sue in the office in early January.

We also welcomed Trevor Quantrill as our new Honorary Treasurer this year and look forward to working with him in the years to come.

Financial Review

2014 saw a slight upturn in the financial performance of the Association. The reported deficit is £15,158, of which £22,695 is depreciation (compared with a deficit of £24,950 in 2013, of which £22,048 was depreciation). This is an improvement on 2013 but there is still a way to go.

Despite the deficit we still retained cash balances of a little under £90,000 at the year end

Reserves Policy

Our existing policy is to hold between six and twelve months annual expenditure as a “real reserve”. We define “real reserves” as net current assets; this differs from the General Reserve appearing on our Balance Sheet by excluding capitalised expenditure on the fabric of the building and on fixtures and fittings, which would be effectively worthless should they need to be sold. Our real reserves represent about 12 months of annual expenditure, if depreciation is not included, at the end of 2014.

Our thanks

Our thanks to everyone who is involved in the Executive committee particularly our chairman, Jeremy Ilic and our Vice Chairman, David Foster, and the sub committees of Activities, Stage, House, Marketing and Finance. Our thanks also to our staff, both full and part time, who provide such excellent support for all who use the Centre.

Future

As can be seen from the Financial Review the Association is presently operating at a loss. While there is no immediate danger of serious financial difficulty – and cash flow has shown an improvement in the past year - the situation cannot be allowed to continue for too long. We are hopeful of an improvement in 2015

In 2015 we need to attract new members to boost our revenues and to refresh the band of dedicated volunteers who have borne the brunt of the management for many years. Willing volunteers are the vital component of any community group and we could not function without them. New younger members offering a range of skills must be found.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2014

BOURNE END (BUCKS) COMMUNITY ASSOCIATION
REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
BOURNE END (BUCKS) COMMUNITY ASSOCIATION

We report on the financial statements of the trust for the year ended 31 December 2014, which are set out on pages 2 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year, under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed. It is our responsibility to examine the financial statements (under section 145 of the 2011 Act); to follow procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act) and; to state whether particular matters have come to our attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:

- i) which gives us reasonable cause to believe that in material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act and to prepare the financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

R J Fordham & Co Ltd
Certified Practising Accountants
9 Wootton Road
Henley-on-Thames
Oxon RG9 1QD

Dated: 21 April 2015

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

BALANCE SHEET
31 DECEMBER 2014

	NOTES	2014		2013	
		£	£	£	£
FIXED ASSETS:					
Tangible assets	2		129,064		143,618
CURRENT ASSETS:					
Debtors and prepayments	3	34,464		19,705	
Deposit account		57,846		83,204	
Bank current account		16,617		5,483	
Cash in hand		265		61	
		<u>109,192</u>		<u>108,453</u>	
CREDITORS: Amounts falling due within one year					
Creditors and accruals	4	16,164		13,521	
Balances held for sections	5	<u>5,910</u>		<u>7,210</u>	
		22,074		20,731	
NET CURRENT ASSETS:					
			<u>87,118</u>		<u>87,722</u>
			<u>£216,182</u>		<u>£231,340</u>
RESERVES:					
General reserve	6		<u>£216,182</u>		<u>£231,340</u>

Signed on behalf of the Association

J.M. Ilic – Chairman

Dated: 21 April 2015

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2014

	NOTE	2014		2013	
		£	£	£	£
Income:					
Room hire			61,224		59,047
The Community Centre Ltd			16,000		10,250
Membership and affiliation fees			1,890		1,961
"Target" magazine surplus/ deficit	7		3,487		2,258
Fund raising (net of costs)			1,277		874
Donations			671		2,597
Bank interest			161		130
Solar generated electricity			4,129		3,852
			<u>88,839</u>		<u>80,969</u>
Expenditure:					
Employment costs	12		39,851		46,404
Property costs					
Business rates		1,230		521	
Repairs & maintenance		6,804		5,349	
Electricity & gas		13,162		12,820	
Water		1,218		1,457	
Insurance		3,716		3,605	
Cleaning & waste removal		6,616		5,124	
Security		1,391		901	
			<u>34,137</u>		<u>29,777</u>
Administration costs					
Stationery & computer facilities		1,558		1,775	
Postage & photocopier		1,254		1,321	
Telephone & internet access		568		721	
Sundries		1,051		849	
			<u>4,431</u>		<u>4,666</u>
Licences & affiliation fees			1,774		1,963
Independent examination			1,020		1,020
Bad and doubtful debts			89		41
			<u>81,302</u>		<u>83,871</u>
Depreciation:					
Improvements to leasehold buildings		8,357		8,358	
Fixtures & fittings		14,338		13,690	
			<u>22,695</u>		<u>22,048</u>
			<u>103,997</u>		<u>105,919</u>
Excess of Expenditure over Income			<u>£(15,158)</u>		<u>£(24,950)</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2014

	Unrestricted Funds	2014 Restricted Funds	Total	2013 Total
	£	£	£	£
<u>INCOMING RESOURCES</u>				
Voluntary Income				
Individual subscriptions	840		840	881
Affiliation fees	1,050		1,050	1,080
Donations	671		671	2,597
	<u>2,561</u>		<u>2,561</u>	<u>4,558</u>
Investment Income				
Solar generated electricity	4,129		4,129	3,852
Interest from deposits	161		161	130
Commission	-		-	-
	<u>4,290</u>		<u>4,290</u>	<u>3,982</u>
Charitable Activities				
Room hire	77,224		77,224	69,297
"Target" magazine	30,834	1,108	31,942	32,465
Events	3,700		3,700	3,422
	<u>111,758</u>	<u>1,108</u>	<u>112,866</u>	<u>105,184</u>
<u>TOTAL OF INCOMING RESOURCES</u>	<u>£118,609</u>	<u>£1,108</u>	<u>£119,717</u>	<u>£113,724</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2014

		2014		2013
	NOTE	Unrestricted Funds	Restricted Funds	Total
		£	£	£
<u>RESOURCES EXPENDED</u>	8			
Voluntary Income				
Subscriptions		769		895
Investment Income				
Solar generated electricity		3,291		3,291
Charitable Activities				
Room hire		94,183		95,323
"Target" magazine		28,756	1,108	31,785
Events		3,683		3,955
		126,622	1,108	131,063
Governance Costs		3,085		3,425
<u>TOTAL RESOURCES EXPENDED</u>		£ 133,767	£1,108	£134,875
NET RESOURCES EXPENDED		(15,158)	-	(24,950)
TOTAL FUNDS BROUGHT FORWARD		231,340	-	256,290
<u>TOTAL FUNDS CARRIED FORWARD</u>		£216,182	£ -	£231,340

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

1. ACCOUNTING POLICIES

a) Accounting convention

The financial statements have been prepared on an accruals basis (subject to c and d) below under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005), issued in March 2005.

b) Tangible fixed assets

All assets acquired for less than £100 are written off immediately. Otherwise depreciation is provided, after taking into account any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Equipment, fixtures & fittings	10% - 33.3%	straight line
Building improvements	2% - 10%	straight line

c) Legacies

Legacies are accounted for when received rather than when the Association becomes aware of them.

d) Fund Structure

With the exception of donations to defray the cost of producing "Target" magazine and towards the cost of specific items of expenditure, all income of the Association is deemed part of the General Fund.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

2. TANGIBLE FIXED ASSETS

	<u>Leasehold Property</u>	<u>Equipment Fixtures & Fittings</u>	<u>Totals</u>
	£	£	£
COST:			
At 1 January 2014	147,842	135,171	283,013
Additions	<u>-</u>	<u>8,141</u>	<u>8,141</u>
At 31 December 2014	<u>147,842</u>	<u>143,312</u>	<u>291,154</u>
DEPRECIATION:			
At 1 January 2014	62,997	76,398	139,395
Charge for year	<u>8,357</u>	<u>14,338</u>	<u>22,695</u>
At 31 December 2014	<u>71,354</u>	<u>90,736</u>	<u>162,090</u>
NET BOOK VALUE:			
At 31 December 2014	<u>76,488</u>	<u>52,576</u>	<u>129,064</u>
At 31 December 2013	<u>84,845</u>	<u>58,773</u>	<u>143,618</u>

3 DEBTORS AND PREPAYMENTS

	2014	2013
	£	£
Trade Debtors		
The Community Centre Ltd	19,200	6,220
Sections	921	778
Others	11,768	10,092
	<u>31,889</u>	<u>17,090</u>
Prepayments	2,575	2,615
	<u>34,464</u>	<u>19,705</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

4. CREDITORS AND ACCRUALS

	2014	2013
	£	£
Customer deposits & advertisements in advance	5,473	5,613
Trade creditors	447	999
Social security & other taxes	694	989
Sundry creditors and accruals	6,065	5,137
VAT	<u>3,485</u>	<u>783</u>
	<u>16,164</u>	<u>13,521</u>

5. BALANCES HELD BY THE ASSOCIATION SECTIONS

	2014	2013
	£	£
Angling	158	314
Chess	126	516
Darts	26	56
Forum Players	1,021	1,627
Musical Players	3,266	3,237
Short Mat Bowls	1,137	1,335
Wedmorn Badminton	176	125
Balances per accounts	<u>5,910</u>	<u>7,210</u>
Lettings included in debtors and prepayments	(921)	(778)
Total funds attributable to sections	<u>4,989</u>	<u>6,432</u>

6. GENERAL RESERVE - UNRESTRICTED

	2014	2013
	£	£
Balance as at 1 January 2014	231,340	256,290
Deficit for the year	<u>(15,158)</u>	<u>(24,950)</u>
Balance as at 31 December 2014	<u>216,182</u>	<u>231,340</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

7. "TARGET" MAGAZINE DEFICIT/SURPLUS

	2014	2013
	£	£
Advertisements etc	30,834	31,689
Sponsorship	<u>-</u>	<u>150</u>
	<u>30,834</u>	<u>31,839</u>
Editor's remuneration	10,800	10,800
Printing, scanning etc	17,265	18,993
Editorial expenses	390	414
Donations	<u>(1,108)</u>	<u>(626)</u>
Net costs	<u>27,347</u>	<u>29,581</u>
Surplus/(deficit) for the year	<u>3,487</u>	<u>2,258</u>

8. RESOURCES EXPENDED

	2014	2013
	£	£
<u>Subscriptions</u>		
Support costs	<u>769</u>	<u>895</u>
<u>Investment Income</u>		
Production costs	<u>3,291</u>	<u>3,291</u>
<u>Room hire</u>		
Property costs	57,972	48,534
Support costs	34,437	44,826
Licences	<u>1,774</u>	<u>1,963</u>
	<u>94,183</u>	<u>95,323</u>
<u>Target magazine</u>		
Production costs	28,455	30,207
Support costs	1,320	1,537
Bad and doubtful debts	<u>89</u>	<u>41</u>
	<u>29,864</u>	<u>31,785</u>
<u>Events</u>		
Staging costs	2,423	2,548
Support costs	<u>1,260</u>	<u>1,407</u>
	<u>3,683</u>	<u>3,955</u>
<u>Governance</u>		
Independent examination	1,020	1,020
Support costs	<u>2,065</u>	<u>2,405</u>
	<u>3,085</u>	<u>3,425</u>

Support costs chiefly represent employment costs which have been allocated on the basis of time spent by the Centre Manager.

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014

9. RELATED PARTY TRANSACTIONS

Apart from the payment of any travel expenses to trustees as disclosed elsewhere the only related party transactions were with The Community Centre Ltd. The company, which operates the trading activities of the Association, has a share capital of £2 which is held in trust for the Association by Messrs J.M. Ilic and D.G. Foster. In 2014 the company had revenue of £116,698 (2013 - £115,534) and made a loss after tax of £465 (2013 - profit £1,884) after paying the Association an agreed Occupation Licence of £16,000 (2013 – £10,250) as shown in the accounts. At 31 December 2014 the company owed the Association £19,200 (2013 - £6,220).

10. TRUSTEE REMUNERATION

No trustee received any remuneration during the year 2014 or 2013.

11. TRUSTEE EXPENSES

One (2013 – one) trustee received travel expenses of £nil (2013 - £nil) during the year.

12. STAFF COSTS

	2014	2013
	£	£
Gross pay	38,150	44,010
Employer's National Insurance	1,701	2,394
	<hr/>	<hr/>
Number of full-time equivalent employees	2	2