

Charity registration number: 300236

Bourne End (Buckinghamshire) Community Association

Annual Report and Financial Statements
for the Year Ended 31 December 2020

Bourne End (Buckinghamshire) Community Association

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Bourne End (Buckinghamshire) Community Association

Reference and Administrative Details

Chairman	Mr DG Foster
Honorary Secretary	Mrs M Hurley
Vice Chairman	Mr D J Gibson
Honorary Treasurer	Mr T Quantrill
Principal Office	The Community Centre Wakeman Road Bourne End Buckinghamshire SL8 5SX
Charity Registration Number	300236
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner	Sterling Grove Accountants Limited Thames House Bourne End Business Park Cores End Road Bourne End Buckinghamshire SL8 5AS

Bourne End (Buckinghamshire) Community Association

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2020.

Objectives and activities

Objects and aims

The charity's Objects are to promote such Charitable Purpose or Charitable Purposes as the Trustees shall in their absolute discretion think fit. Such Objects include but are not limited to the following:

- to promote the benefit of the inhabitants of Bourne End and Wooburn and the neighbourhood together defined in the Wooburn and Bourne End parish
- to maintain and manage the Bourne End Community Centre
- to promote such other charitable purposes as may from time to time be determined

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 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.

Objectives, strategies and activities

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 has 3 employees - one full-time and another part time both working in the Centre Office providing administrative and facilities support and a cleaner/janitor. The Association depends upon the continuing support of volunteers from all parts of the community for all other support and management.

The Association's aim has always been to provide first class facilities at affordable prices for voluntary organisations serving the local community. Our halls and meeting rooms are usually 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, a charity helping those who have suffered brain injury.

Bourne End (Buckinghamshire) Community Association

Trustees' Report

Public benefit

We have five halls/rooms which can be hired to groups or individuals from the local community and surrounding area.

In addition to our own events, activities for the local community include three coffee mornings, a visiting podiatrist and Good Neighbours lunches in conjunction with Wye Valley Volunteers. All our activities had to stop abruptly in March and there was little take up later in the year. We look forward to being able to welcome people to these activities sometime in 2021.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

The year started with our regular weekly and monthly events including table top sales, jazz, dance classes, chess, short mat bowls, petanque, darts, badminton, flower arranging, bingo, centreTalks, quizzes and crib. Sadly, all these and private hires had to cease when the first lock-down was announced in March.

The Centre closed on 19th March and reopened on Tuesday 1st September with limited hirings.

During this lock-down period the May Woollerton Hall and the foyer plus corridor were decorated. Also preparations were made to make the Centre COVID-19 secure prior to the reopening of the Centre.

The Forum Players are a friendly drama club who meet at the Community Centre and use our stage facilities. Their only production in January 2020 was the pantomime, Beauty and the Beast, the script of which was written by one of their members.

Our popular centreTalks started in the New Year in the Centre but after lock-down there were two talks on zoom to provide a social outlet. The Cinema put on three films – two full screenings and one with COVID19 social distancing. The monthly bar quiz had one session in October and one online in December. Jazz had three monthly sessions which were very well attended and the Indoor Boot sales were in February and March. All other fund raising events were closed due to COVID-19.

The Centre has been opened, when allowed, for some hirers but there were significantly less hirers than normal.

Target magazine is produced 6 times a year but this year we were unable to distribute it in April and June. We resumed publication in August and published subsequent magazines in October and December. Many thanks to Barrie Penfold, the Editor and the team of distributors – the magazine is very much appreciated especially by those who are unable to mix in the community during this COVID-19 pandemic.

We started an on-line monthly newsletter to communicate to members of the Association and those who are attending/ have attended our events. We plan to continue producing the newsletter for the future.

The bar reopened on 12th August but had to close on 4th November due to restrictions.

Bourne End (Buckinghamshire) Community Association

Trustees' Report

Financial review

The accounts are set out on pages 11 to 25.

The financial position of the charity was significantly affected by the COVID-19 pandemic as the Community Centre was forced to close during the lock-downs.

Revenue was reduced both in terms of hiring and, with the reduced opening of the bar operated by Bourne End Community Trading Ltd, no revenue was received from this valuable source. Overall, the centre income was £84,495 below budget.

The charity received 2 grants via Wycombe District Council totalling £11,334 as assistance towards the adverse effect on our finances and £17,636 was received under the Coronavirus Job Retention scheme to help with wages costs whilst the centre was closed.

We also received a £10,000 grant from the Parish Council for improvement projects, but these did not take place in the year and so will be carried out at a suitable time in the future.

As the centre was inactive for a substantial part of the year costs were reduced and where possible staff have been furloughed. Due to this, operating costs were below budget by £44,441.

There was a deficit for the year of £18,940 (2019 surplus of £10,109). At the year-end reserves stood at £228,936 (2019 £247,876)

Policy on reserves

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 the Balance sheet by excluding capitalised expenditure on the fabric of the building and on fixtures and fittings which would be worthless should they need to be sold. Our net current assets at the end of 2020 were £171,183. This represents about 20 months of expenditure, excluding depreciation at the end of 2020.

Plans for future periods

Aims and key objectives for future periods

All of our future plans have been put on hold for the moment, due to COVID-19. We planned to have a second Cinema screening each month to provide a wider variety of films and to re-start the annual orchestral concert in October. We intend to implement these when COVID-19 restrictions and public confidence allow. We also plan to bring the centre Talks back to the Centre with additional streaming to homes if required.

Structure, governance and management

Nature of governing document

The charity was constituted on 14th May 1964 and is governed by the constitution last amended on 14th April 2003, it is an unincorporated association.

Bourne End (Buckinghamshire) Community Association

Trustees' Report

Recruitment and appointment of trustees

Trustees are nominated by each Section of the Association, Affiliated Group Member and Statutory Authority. These are appointed each year at the Annual General Meeting. The AGM also elects a number of the individual members as Trustees to represent them. The Trustees can appoint new Trustees to fill vacancies.

The Trustees who served during the year are as shown below. All Trustees give their time freely and no Trustee remuneration was paid in the year. The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Arrangements for setting key management personnel remuneration

The pay review is carried out by the Officers and a recommendation is made to the Management Team for their approval.

Trustees

The following persons served as Trustees in the year:

Bryce Allen	Dave Gibson	Mike Judge	Leigh Robinson
Mike Appleyard	Clive Gwilliam	Jane Cottrell%	Pat Semon
Geoff Bourne	Diane Hall	Karen Larkin	Stuart Smart
Val Clark	Chrissie Hayes	Sarah Little	Adam Smith
Jane Clarke	Bill Hudson	Laura Manning	David Stewart
Pat Clitheroe	Kerry Hudson	John Marsh	Barrie Thomas*
Roger de Coverley	Myra Hurley	Liz Payne	Keith Tomkins
Tony Crossman	Paul Hurley	Barrie Penfold	Sue Wagner
Douglas Fergusson	Liz Hutton	Trevor Quantrell	Sue Weston
Dave Foster	Gary Johnson	Peter Robins	Pete Webb

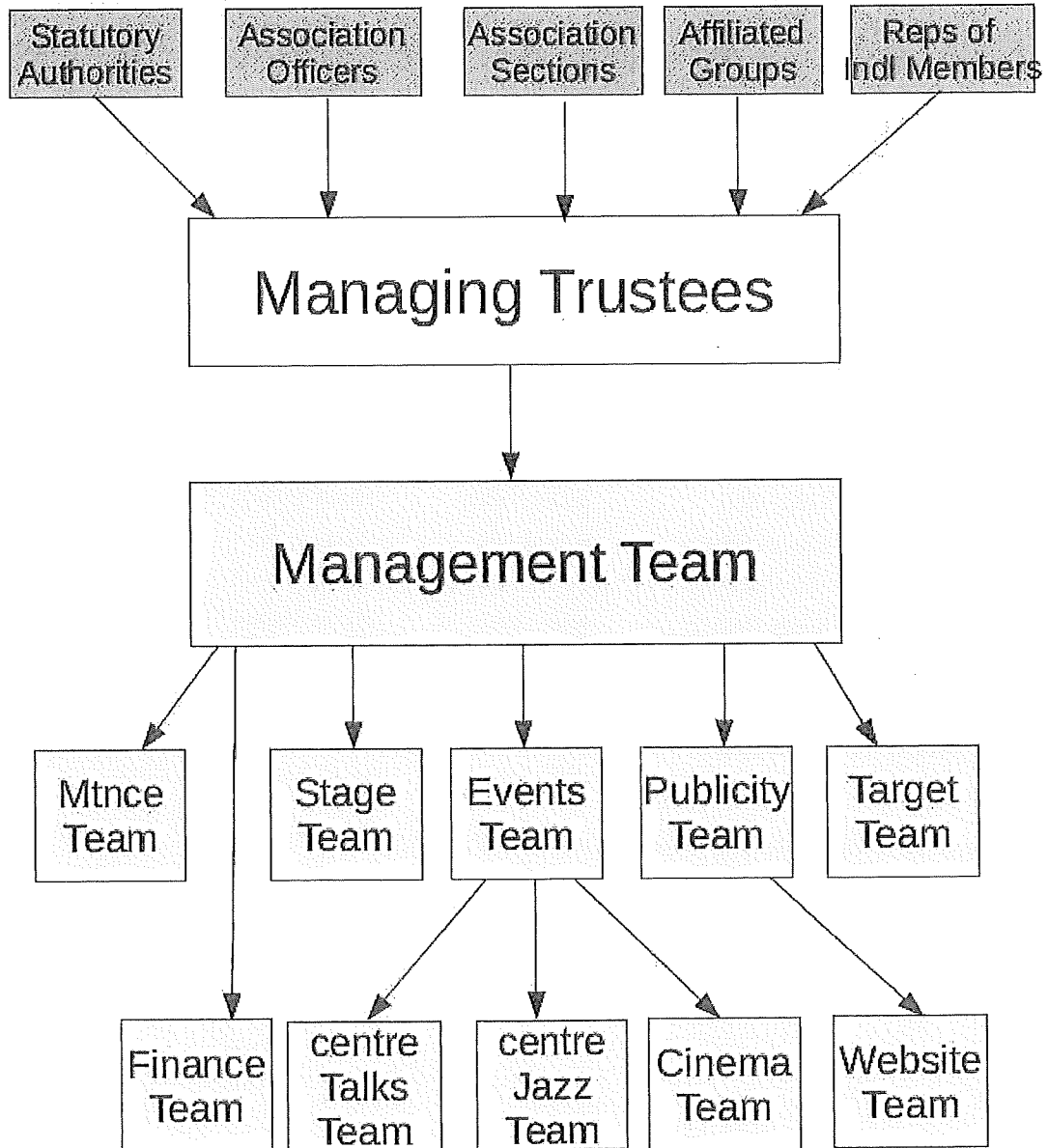
% Jane Cottrell served until 08/08/20 * Barrie Thomas served from 07/10/20

Bourne End (Buckinghamshire) Community Association

Trustees' Report

Organisational structure

The Management of the Charity is as shown below:



Bourne End (Buckinghamshire) Community Association

Trustees' Report

How the charity makes decisions.

The management structure of the charity is as follows:

The Officers consist of Chairman, Vice Chairman, Secretary, and Treasurer

The Management Team, consisting the above plus individuals who have been elected by the trustees to be involved in the running of the centre some of which are involved in the teams mentioned below.

Various Teams such as Publicity, Events, Maintenance, Target who actively develop ideas and proposals to improve and develop the offerings to the local community.

At the regular Management meeting the Officers and Teams report to the Management meeting and proposals are discussed and a decision is made whether to recommend to the Trustees at the next Trustee Meeting.

The day to day running managing of the centre is carried out by the Senior Administrator.

Relationships with related parties

Bourne End Community Trading Ltd

This company runs the bar at the Community centre and the charity charge an occupational licence to the company when a profit is made.

The charity did not charge the company this year as a loss has been made due to the bar being unable to be open at times throughout the year due Covid 19 restrictions.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity maintains a high level of cash reserves to mitigate cash flow risk .

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

Liquidity risk

The charity seeks to manage financial risk by ensuring sufficient liquidity is available to meet foreseeable needs and to invest cash assets safely and profitably.

The annual report was approved by the trustees of the charity on and signed on its behalf by:

Bourne End (Buckinghamshire) Community Association

Trustees' Report



.....
Mr DG Foster
Chair and Managing Trustee

Bourne End (Buckinghamshire) Community Association

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 3/7/21 and signed on its behalf by:


.....
Mr DG Foster
Chair and Managing Trustee

Bourne End (Buckinghamshire) Community Association

**Independent Examiner's Report to the trustees of Bourne End (Buckinghamshire)
Community Association**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 11 to 25.

Respective responsibilities of trustees and examiner

As the charity's trustees of Bourne End (Buckinghamshire) Community Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

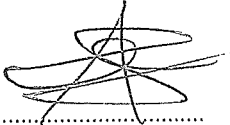
I report in respect of my examination of the Bourne End (Buckinghamshire) Community Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 Bourne End (Buckinghamshire) Community Association 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 accounting 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.



.....
Gianni Pietro Amasanti FCCA
Sterling Grove Accountants Limited
Thames House
Bourne End Business Park
Cores End Road
Bourne End
Buckinghamshire
SL8 5AS

Date: 13 August 2021

Bourne End (Buckinghamshire) Community Association

Statement of Financial Activities for the Year Ended 31 December 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies	2	13,264	27,636	40,900
Charitable activities	3	42,075	2,931	45,006
Investment income	4	1,152	-	1,152
Other income	5	4,945	-	4,945
Total income		<u>61,436</u>	<u>30,567</u>	<u>92,003</u>
Expenditure on:				
Raising funds	6	(5,390)	-	(5,390)
Charitable activities	7	(105,553)	-	(105,553)
Total expenditure		<u>(110,943)</u>	<u>-</u>	<u>(110,943)</u>
Net (expenditure)/income		(49,507)	30,567	(18,940)
Gross transfers between funds		<u>20,567</u>	<u>(20,567)</u>	<u>-</u>
Net movement in funds		(28,940)	10,000	(18,940)
Reconciliation of funds				
Total funds brought forward		<u>247,876</u>	<u>-</u>	<u>247,876</u>
Total funds carried forward	19	<u>218,936</u>	<u>10,000</u>	<u>228,936</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies	2	2,895	-	2,895
Charitable activities	3	144,018	3,141	147,159
Investment income	4	717	-	717
Other income	5	4,212	-	4,212
Total income		<u>151,842</u>	<u>3,141</u>	<u>154,983</u>
Expenditure on:				
Raising funds	6	(5,583)	-	(5,583)
Charitable activities	7	(136,000)	-	(136,000)
Other expenditure		(3,291)	-	(3,291)
Total expenditure		<u>(144,874)</u>	<u>-</u>	<u>(144,874)</u>
Net income		6,968	3,141	10,109
Gross transfers between funds		<u>3,141</u>	<u>(3,141)</u>	<u>-</u>
Net movement in funds		10,109	-	10,109
Reconciliation of funds				
Total funds brought forward		<u>237,767</u>	<u>-</u>	<u>237,767</u>
Total funds carried forward	19	<u>247,876</u>	<u>-</u>	<u>247,876</u>

The notes on pages 14 to 25 form an integral part of these financial statements.

Bourne End (Buckinghamshire) Community Association

Statement of Financial Activities for the Year Ended 31 December 2020


All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2019 is shown in note 19.

Bourne End (Buckinghamshire) Community Association

(Registration number: 300236)
Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	14	57,753	62,629
Current assets			
Debtors	15	7,434	45,457
Cash at bank and in hand	16	<u>185,990</u>	<u>165,786</u>
		193,424	211,243
Creditors: Amounts falling due within one year	17	<u>(22,241)</u>	<u>(25,996)</u>
Net current assets		<u>171,183</u>	<u>185,247</u>
Net assets		<u>228,936</u>	<u>247,876</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		10,000	-
Unrestricted income funds			
Unrestricted funds		<u>218,936</u>	<u>247,876</u>
Total funds	19	<u>228,936</u>	<u>247,876</u>

The financial statements on pages 11 to 25 were approved by the trustees, and authorised for issue on ~~31.12.20~~ 31.12.21 and signed on their behalf by:


.....
Mr DG Foster
Chair and Managing Trustee

Bourne End (Buckinghamshire) Community Association

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

1 Accounting policies

Statement of compliance

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Bourne End (Buckinghamshire) Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

Investment income

Interest is recognised on an accruals basis and included in the period in which it relates to.

Bourne End (Buckinghamshire) Community Association

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

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Bourne End (Buckinghamshire) Community Association

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

Asset class	Depreciation method and rate
Fixture, fittings and equipment	10-25% straight line basis
Leasehold improvements	2-10% straight line basis

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

These are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Bourne End (Buckinghamshire) Community Association

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

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from individuals	468	-	468
Grants, including capital grants;			
Government grants	11,334	17,636	28,970
Grants from parish council	-	10,000	10,000
Individual subscriptions and affiliation fees	1,462	-	1,462
Total for 2020	<u>13,264</u>	<u>27,636</u>	<u>40,900</u>
Total for 2019	<u>2,895</u>	<u>-</u>	<u>2,895</u>

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Room hire	22,545	-	22,545
Target magazine	17,550	2,931	20,481
Events	1,980	-	1,980
Total for 2020	<u>42,075</u>	<u>2,931</u>	<u>45,006</u>
Total for 2019	<u>144,018</u>	<u>3,141</u>	<u>147,159</u>

Bourne End (Buckinghamshire) Community Association

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

4 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income; Interest receivable on bank deposits	<u>1,152</u>	<u>1,152</u>
Total for 2020	<u><u>1,152</u></u>	<u><u>1,152</u></u>
Total for 2019	<u><u>717</u></u>	<u><u>717</u></u>

5 Other income

	Unrestricted funds General £	Total funds £
Solar panel generated income	<u>4,945</u>	<u>4,945</u>
Total for 2020	<u><u>4,945</u></u>	<u><u>4,945</u></u>
Total for 2019	<u><u>4,212</u></u>	<u><u>4,212</u></u>

6 Expenditure on raising funds

Other costs of generating donations and legacies

	Note	Unrestricted funds General £	Total funds £
Wages and salaries		5,078	5,078
Social security costs		232	232
Pension costs		<u>80</u>	<u>80</u>
Total for 2020		<u><u>5,390</u></u>	<u><u>5,390</u></u>
Total for 2019		<u><u>5,583</u></u>	<u><u>5,583</u></u>

Bourne End (Buckinghamshire) Community Association

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

7 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Room hire		27,118	27,118
Target magazine		22,944	22,944
Event		1,384	1,384
Depreciation, amortisation and other similar costs		9,207	9,207
Staff costs		26,953	26,953
Allocated support costs		6,332	6,332
Governance costs		11,615	11,615
Total for 2020		<u>105,553</u>	<u>105,553</u>
Total for 2019		<u>136,000</u>	<u>136,000</u>

Bourne End (Buckinghamshire) Community Association

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

8 Analysis of governance and support costs

Support costs allocated to raising funds

	Basis of allocation	Staff costs £	Other support costs £	Total funds £
Subscription	13%	5,390	-	5,390
Total for 2020		<u>5,390</u>	<u>-</u>	<u>5,390</u>
Total for 2019		<u>5,254</u>	<u>3,620</u>	<u>8,874</u>

Support costs allocated to charitable activities

	Basis of allocation	Staff costs £	Administration costs £	Premises costs including depreciation £	Total funds £
Room Hire	40%	16,586	4,135	2,188	22,909
Target magazine	5%	2,074	-	-	2,074
Events	20%	8,293	9	-	8,302
Total for 2020		<u>26,953</u>	<u>4,144</u>	<u>2,188</u>	<u>33,285</u>
Total for 2019		<u>27,913</u>	<u>5,172</u>	<u>1,587</u>	<u>34,672</u>

Support costs allocated to other expenditure

	Basis of allocation	Staff costs £	Other support costs £	Total funds £
Governance	22%	9,123	-	9,123
Total for 2020		<u>9,123</u>	<u>-</u>	<u>9,123</u>
Total for 2019		<u>9,447</u>	<u>1,229</u>	<u>10,676</u>

Basis of allocation

Reference	Method of allocation
Staff costs	Employment costs have been allocated by the Honorary Treasurer on the basis of time spent.
Administration costs	Administration costs have been allocated by where costs attributed.

Bourne End (Buckinghamshire) Community Association

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

Governance costs

	Unrestricted funds General £	Total funds £
Staff costs		
Wages and salaries	8,594	8,594
Social security costs	393	393
Pension costs	136	136
Independent examiner fees		
Examination of the financial statements	500	500
Other fees paid to examiners	749	749
Legal fees	1,175	1,175
Other governance costs	68	68
Total for 2020	11,615	11,615
Total for 2019	11,452	11,452

9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2020 £	2019 £
Depreciation of fixed assets	9,207	13,233

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

11 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	39,059	39,859
Social security costs	1,788	-
Pension costs	619	554
	41,466	40,413

Bourne End (Buckinghamshire) Community Association

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

The monthly average number of persons (including senior management team) employed by the charity during the year

	2020 No	2019 No
Administration	3	3

No employee received emoluments of more than £60,000 during the year

12 Independent examiner's remuneration

	2020 £	2019 £
Examination of the financial statements	500	526
Other fees to examiners		
All other services	749	250

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 January 2020	147,842	177,753	325,595
Additions	-	4,331	4,331
At 31 December 2020	147,842	182,084	329,926
Depreciation			
At 1 January 2020	106,998	155,968	262,966
Charge for the year	2,038	7,169	9,207
At 31 December 2020	109,036	163,137	272,173
Net book value			
At 31 December 2020	38,806	18,947	57,753
At 31 December 2019	40,844	21,785	62,629

Included within the net book value of land and buildings above is £Nil (2019 - £Nil) in respect of freehold land and buildings and £38,806 (2019 - £40,844) in respect of leaseholds.

Bourne End (Buckinghamshire) Community Association

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

15 Debtors

	2020	2019
	£	£
Trade debtors	552	-
Bourne End Community Trading Limited	-	31,000
Prepayments	6,050	4,033
VAT recoverable	802	2,723
Other debtors	30	7,701
	7,434	45,457
	7,434	45,457

16 Cash and cash equivalents

	2020	2019
	£	£
Cash on hand	38	525
Cash at bank	185,952	165,261
	185,990	165,786
	185,990	165,786

17 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	2,796	2,620
Other taxation and social security	-	448
Other creditors- Section balances	12,889	11,781
Accruals	2,159	6,251
Deferred income	4,397	4,896
	22,241	25,996
	22,241	25,996
	2020	2019
	£	£
Deferred income at 1 January 2020	4,896	5,885
Resources deferred in the period	4,397	4,896
Amounts released from previous periods	(4,896)	(5,885)
	4,397	4,896
	4,397	4,896

The deferred income held at the year end relates to money received in relation to advertising fees in future editions of Target magazine.

18 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £619 (2019 - £554).

Bourne End (Buckinghamshire) Community Association

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

19 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
Unrestricted funds					
<i>General</i>					
General fund	247,876	61,436	(110,943)	20,567	218,936
Restricted funds					
Target magazine	-	2,931	-	(2,931)	-
Parish Council grants	-	10,000	-	-	10,000
Coronavirus job retention scheme	-	17,636	-	(17,636)	-
	<u>-</u>	<u>30,567</u>	<u>-</u>	<u>(20,567)</u>	<u>10,000</u>
Total funds	<u>247,876</u>	<u>92,003</u>	<u>(110,943)</u>	<u>-</u>	<u>228,936</u>
	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2019 £
Unrestricted funds					
<i>General</i>					
General fund	237,767	151,842	(144,874)	3,141	247,876
Restricted funds					
Target magazine	<u>-</u>	<u>3,141</u>	<u>-</u>	<u>(3,141)</u>	<u>-</u>
Total funds	<u>237,767</u>	<u>154,983</u>	<u>(144,874)</u>	<u>-</u>	<u>247,876</u>

The specific purposes for which the funds are to be applied are as follows:

Target magazine

The Target magazine fund is where donations are received and restricted to be used on the running of the magazine.

Parish Council

The Parish Council fund was established this year when specific grants were received for specific projects- new chairs and outdoors seating, however these projects have not yet been completed.

Coronavirus job retention scheme

This fund was set up during the global pandemic when the charity was entitled to claim grants from the government for employees who were unable to work whilst the centre was closed.

Bourne End (Buckinghamshire) Community Association

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

The transfers in the year relate to:

Target magazine

These are restricted donations which were received to help with the running of the Target magazine. These donations have been used towards the running costs of the magazine during the year.

Coronavirus job retention scheme

This grant is restricted as is required to be used to pay employees salaries whilst they have been furloughed. The grant has been used to pay for employees wages during the year.

20 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2020 £
Tangible fixed assets	57,753	-	57,753
Current assets	183,424	10,000	193,424
Current liabilities	<u>(22,241)</u>	-	<u>(22,241)</u>
Total net assets	<u>218,936</u>	<u>10,000</u>	<u>228,936</u>
		Unrestricted funds General £	Total funds at 31 December 2019 £
Tangible fixed assets		62,629	62,629
Current assets		211,243	211,243
Current liabilities		<u>(25,996)</u>	<u>(25,996)</u>
Total net assets		<u>247,876</u>	<u>247,876</u>

21 Related party transactions

During the year the charity made the following related party transactions:

Bourne End Community Trading Limited

(The share capital of this company is held in trust for the charity by Messrs DG Foster and T Quantrell)
This company operates the trading activities of the charity. During the year the company had revenue of £35,886 (2019: £133,015) and made a loss of £3,737 (2019: Profit £976) after paying the Charity a Occupation Licence in the year of £nil (2019: £31,000). At the balance sheet date the amount due to/from from Bourne End Community Trading Limited was £Nil (2019 - £31,000).

Bourne End (Buckinghamshire) Community Association

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

		2020		2019
	£	£	£	£
Income:				
Room hire		22,545		69,451
The Community Centre Ltd		-		31,000
Membership & affiliation fee		1,462		1,801
Target magazine income		20,481		31,715
Fundraising income		1,980		14,993
Donations		468		1,094
Government grants		28,970		-
Parish council grants		10,000		-
Bank interest received		1,152		717
Solar generated electricity		4,945		4,212
		92,003		154,983
Expenditure:				
Target magazine costs		22,944		30,276
Fundraising costs		1,384		6,295
Employment costs		41,466		42,943
Property costs				
Business rates	369		1,481	
Repairs & maintenance	9,157		14,700	
Electricity & gas	6,677		11,400	
Water	455		4,259	
Insurance	3,025		2,991	
Cleaning & waste disposal	5,230		7,891	
Security	370		640	
		25,283		43,362
Administration costs				
Stationery and computer facilities	784		2,299	
Postage & photocopier	1,165		1,058	
Telephone & internet access	492		391	
Bank charges	380		354	
Advertising & publicity	9		125	
Covid costs	1,835			
Sundries	1,383		945	
		6,048		5,172

This page does not form part of the statutory financial statements.

Bourne End (Buckinghamshire) Community Association

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

Licences & affiliation fees	3,362	2,816
Independent examination	1,249	776
	<u>101,736</u>	<u>131,640</u>
Depreciation		
Improvements to leasehold buildings	2,038	2,230
Fixtures & fittings	7,169	11,004
	<u>9,207</u>	<u>13,234</u>
Excess of income over expenditure	<u>(18,940)</u>	<u>10,109</u>