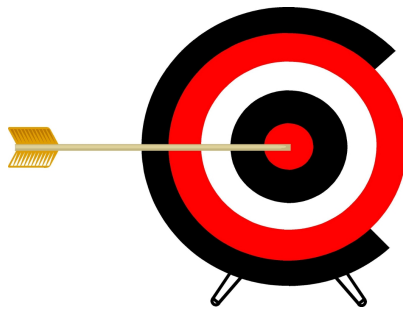


Bourne End
(Buckinghamshire)
Community Association



Annual Report
of the Trustees
2015

BOURNE END (BUCKS) COMMUNITY ASSOCIATION
Trustees' Annual Report for 2015

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 2015 the Managing Trustees were:

Officers:

President:

Secretary: Myra Hurley

Treasurer: Trevor Quantrill

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 M Appleyard, Mrs S Wagner, Mrs K Acres, Mrs H Garland, Mr G Hyde, Mrs L Hutton, Mrs B Penfold, Mr D Jarman, Mrs C Houchin, Ms S Hammerlindl, Mrs P Semon, Mr C Jackson, Mr J Heard, Mr J Marsh, Mrs H Ilic, Ms H Rathbone, Mrs V Clarke, Mr S Hyde, Mr M Judge, Mr D Fergusson, Mrs S Mansfield, Mrs M Carr, Mrs W Keeble, Ms A Arton, Mrs B Stewart, Mr B Allen, Mr R Crouch, Ms M Truelove, Mr K Tomkins, Mr G Parker, Mrs L Robinson, Mrs L Manning, Mr C Gwilliam, Mrs S Little

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, one full time and one part-time, and 2 part-time cleaners 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 2015

In 2015 we installed an air conditioning unit in the office. This supplies both an air cooling system and heating.

The cracked paving stones in front of the Centre have been replaced and this has improved the look of the Centre as well as making it safer for our users.

A new water management system was installed in the gents toilet which has made a saving on the water bill.

Maintenance of Garden

The garden in front of the Centre is being kept in good order by Kevin Riddle. Headway is maintaining the raised garden which is by the external entrance to the

Eghams Room. We thank both of them for making the Centre front look very colourful.

Activities 2015

There were regular weekly and monthly events throughout the year including table top sales, jazz, dance classes, chess, short mat bowls, Petanque, darts, 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 was a regular club meeting or a special occasion we were very pleased that those involved chose to use the facilities at the Centre.

A children's party was held in January 2015, and this was a great success.

The annual orchestral concert which took place in October celebrated its 30th anniversary before a capacity audience. Conductor John Timewell announced that he would be retiring after the concert and we thank John and his wife Judith, along with the Concert committee, for all their hard work in making the concert such a successful event.

The centreTalks, which were started at the end of 2014, provided a variety of topics. Attendance numbers varied but no financial loss was sustained.

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 eight Sections and thirty-two 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 two very successful productions during 2015 including pantomime, called Cinderella, in January and a theatre supper in the spring.

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 £22,000 compared with £16,000 in 2014.

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, the community magazine, continued to be published in its 51st year. It has been very successful in finding local stories. However like all publications that combine advertising and editorial, Target has had some difficulty in encouraging new advertisers due to the increased use of social media. During 2015 Target

recorded a surplus of £3411 (2014 was £3487). Thank you to all who help with producing and delivering Target 6 times a year.

We congratulate the managing editor of Target, Barrie Penfold, on her Lifetime Achievement Award from Wycombe District Council in the autumn of 2015. This award was given for her tireless work for the Bourne End Community Association and Target magazine for almost 35 years.

Changes of personnel 2015

In January 2015 Sally Joseph-Green resigned from her post as a part-time administrator. We appointed Linda Stephenson in her place in February.

During 2015 Michael Moore, our caretaker, reduced his hours to working 3 days a week. We thank him for his hard work and look forward to working with him on this reduced contract in the years to come. We appointed Premier Support Services to provide us with cleaning services for the remaining 4 days and they will also provide us with a continuous service throughout the year and cover when Michael is on leave

Financial Review

2015 saw the Association show a surplus of £26,998 due to the receipt of a legacy of £40,313. Without the legacy there would have been a deficit of £13,315 of which £23,570 is depreciation (compared with a deficit of £15,158 in 2014 of which £22,695 was depreciation). This is an improvement on 2014 but there is a need to generate more income and continue to exercise control of costs to maintain this improvement in 2016 and onwards.

Cash balances were £109,000 at year end with the majority invested in short term fixed interest accounts.

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, boosted by the legacy, represent about 18 months of annual expenditure, if depreciation is not included, at the end of 2015.

Our thanks

Our thanks to everyone who is involved in the Executive committee particularly our chairman, Jeremy Ilic, Vice Chairman, David Foster, Treasurer, Trevor Quantrill, and all the members of the Events, Stage, House, Marketing and Finance sub-committees. 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 continuing improvements in 2016

In 2016 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

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 2015, 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(2) of the Charities Act 2011 (the 2011 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: 18 April 2016

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

BALANCE SHEET
31 DECEMBER 2015

	NOTE	2015 £	2014 £
FIXED ASSETS:			
Tangible assets	2	116,980	129,064
CURRENT ASSETS:			
Debtors and prepayments	3	33,914	34,464
Deposit account		98,406	57,846
Bank current account		10,515	16,617
Cash in hand		391	265
		<u>143,226</u>	<u>109,192</u>
CREDITORS: Amounts falling due within one year			
Creditors and accruals	4	9,738	16,164
Balances held for sections	5	<u>7,288</u>	<u>5,910</u>
		17,026	22,074
NET CURRENT ASSETS		<u>126,200</u>	<u>87,118</u>
		<u>£243,180</u>	<u>£216,182</u>
RESERVES:			
General reserve	6	<u>£243,180</u>	<u>£216,182</u>

Signed on behalf of the Association

J.M. Ilic – Chairman

Dated: 18 April 2016

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2015

	NOTE	2015 £	2014 £
Income:			
Room hire		58,476	61,224
The Community Centre Ltd		22,000	16,000
Membership and affiliation fees		2,329	1,890
Target magazine surplus	7	3,411	3,487
Fund raising (net of costs)		4,169	1,277
Donations		1,192	671
Bank interest		595	161
Solar generated electricity		4,005	4,129
Legacy		40,313	-
		<u>136,490</u>	<u>88,839</u>
Expenditure:			
Employment costs	12	36,415	39,851
Property costs			
Business rates		1,500	1,230
Repairs & maintenance		12,366	6,804
Electricity & gas		10,672	13,162
Water		1,745	1,218
Insurance		4,189	3,716
Cleaning & waste removal		10,109	6,616
Security		1,225	1,391
		<u>41,806</u>	<u>34,137</u>
Administration costs			
Stationery & computer facilities		2,164	1,558
Postage & photocopier		1,594	1,254
Telephone & internet access		194	568
Sundries		802	1,051
		<u>4,754</u>	<u>4,431</u>
Licences & affiliation fees		1,883	1,774
Independent examination		970	1,020
Bad and doubtful debts		94	89
		<u>85,922</u>	<u>81,302</u>
Depreciation:			
Improvements to leasehold buildings		8,358	8,357
Fixtures & fittings		15,212	14,338
		<u>23,570</u>	<u>22,695</u>
		<u>109,492</u>	<u>103,997</u>
Excess of Income over Expenditure		<u>£26,998</u>	<u>£(15,158)</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2015

	Unrestricted Funds	2015 Restricted Funds	Total	2014 Total
	£	£	£	£
<u>INCOMING RESOURCES</u>				
Voluntary Income				
Legacy	40,313		40,313	-
Individual subscriptions	1,279		1,279	840
Affiliation fees	1,050		1,050	1,050
Donations	1,192		1,192	671
	43,834		43,834	2,561
Investment Income				
Solar generated electricity	4,005		4,005	4,129
Interest from deposits	595		595	161
Commission	-		-	-
	4,600		4,600	4,290
Charitable Activities				
Room hire	80,476		80,476	77,224
Target magazine	29,581	2,421	32,002	31,942
Events	6,856		6,856	3,700
	116,913	2,421	119,334	112,866
<u>TOTAL OF INCOMING RESOURCES</u>				
	£165,347	£2,421	£167,768	£119,717

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2015

			2015		2014
	NOTE	Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
<u>RESOURCES EXPENDED</u>	8				
Voluntary Income					
Subscriptions		728		728	769
Investment Income					
Solar generated electricity		3,291		3,291	3,291
Charitable Activities					
Room hire		100,368		100,368	94,183
Target magazine		27,357	2,421	29,778	29,864
Events		3,779		3,779	3,683
		131,504	2,421	133,925	127,730
Governance Costs		2,791		2,791	3,085
<u>TOTAL RESOURCES EXPENDED</u>		£ 138,314	£2,421	£140,735	£134,875
NET RESOURCES EXPENDED		27,033	-	27,033	(15,158)
TOTAL FUNDS BROUGHT FORWARD		216,182	-	216,182	231,340
<u>TOTAL FUNDS CARRIED FORWARD</u>		£243,215	£ -	£243,215	£216,182

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

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 January 2015) and the Statement of Recommended Practice – Accounting and Reporting by Charities (FRSSE SORP).

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 2015

2. TANGIBLE FIXED ASSETS

	Leasehold Property	Equipment Fixtures & Fittings	Totals
	£	£	£
COST:			
At 1 January 2015	147,842	143,312	291,154
Additions	<u>-</u>	<u>11,486</u>	<u>11,486</u>
At 31 December 2015	<u>147,842</u>	<u>154,798</u>	<u>302,640</u>
DEPRECIATION:			
At 1 January 2015	71,354	90,736	162,090
Charge for year	<u>8,358</u>	<u>15,212</u>	<u>23,570</u>
At 31 December 2015	<u>79,712</u>	<u>105,948</u>	<u>185,660</u>
NET BOOK VALUE:			
At 31 December 2015	<u>68,130</u>	<u>48,850</u>	<u>116,980</u>
At 31 December 2014	<u>76,488</u>	<u>52,576</u>	<u>129,064</u>

3 DEBTORS AND PREPAYMENTS

	2015 £	2014 £
Trade Debtors		
The Community Centre Ltd	22,000	19,200
Sections	870	921
VAT	886	-
Others	<u>7,599</u>	<u>11,768</u>
	31,355	31,889
Prepayments	<u>2,559</u>	<u>2,575</u>
	<u>33,914</u>	<u>34,464</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

4. CREDITORS AND ACCRUALS

	2015	2014
	£	£
Customer deposits & advertisements in advance	6,097	5,473
Trade creditors	204	447
Social security & other taxes	338	694
Sundry creditors and accruals	3,099	6,065
VAT	-	3,485
	<u>9,738</u>	<u>16,164</u>

5. BALANCES HELD BY THE ASSOCIATION SECTIONS

	2015	2014
	£	£
Angling	106	158
Chess	65	126
Darts	26	26
Forum Players	1,953	1,021
Musical Players	3,056	3,266
Short Mat Bowls	1,921	1,137
Wedmorn Badminton	161	176
Balances per accounts	<u>7,288</u>	<u>5,910</u>
Lettings included in debtors and prepayments	(870)	(921)
Total funds attributable to sections	<u>6,418</u>	<u>4,989</u>

6. GENERAL RESERVE - UNRESTRICTED

	2015	2014
	£	£
Balance as at 1 January 2015	216,182	231,340
Deficit for the year	<u>26,998</u>	<u>(15,158)</u>
Balance as at 31 December 2015	<u>243,180</u>	<u>216,182</u>

BOURNE END (BUCKS) COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

7. TARGET MAGAZINE SURPLUS

	2015	2014
	£	£
Advertisements etc	29,580	30,834
Editor's remuneration	10,800	10,800
Printing, scanning etc	17,340	17,265
Editorial expenses	450	390
Donations	<u>(2,421)</u>	<u>(1,108)</u>
Net costs	<u>26,169</u>	<u>27,347</u>
Surplus for the year	<u>3,411</u>	<u>3,487</u>

8. RESOURCES EXPENDED

	2015	2014
	£	£
<u>Subscriptions</u>		
Support costs	<u>728</u>	<u>769</u>
<u>Investment Income</u>		
Production costs	<u>3,291</u>	<u>3,291</u>
<u>Room hire</u>		
Property costs	64,515	57,972
Support costs	33,970	34,437
Licences	<u>1,883</u>	<u>1,774</u>
	<u>100,368</u>	<u>94,183</u>
<u>Target magazine</u>		
Production costs	28,592	28,455
Support costs	1,092	1,320
Bad and doubtful debts	<u>94</u>	<u>89</u>
	<u>29,778</u>	<u>29,864</u>
<u>Events</u>		
Staging costs	2,687	2,423
Support costs	<u>1,092</u>	<u>1,260</u>
	<u>3,779</u>	<u>3,683</u>
<u>Governance</u>		
Independent examination	970	1,020
Support costs	<u>1,821</u>	<u>2,065</u>
	<u>2,791</u>	<u>3,085</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 2015

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 2015 the company had revenue of £130,127 (2014 - £116,700) and made a loss after tax of £1,202 (2014 - loss £465) after paying the Association an agreed Occupation Licence of £22,000 (2014 - £16,000) as shown in the accounts. At 31 December 2015 the company owed the Association £22,000 (2014 - £19,200).

10. TRUSTEE REMUNERATION

No trustee received any remuneration during the year 2015 or 2014.

11. TRUSTEE EXPENSES

No trustee received any expenses during the year 2015 or 2014.

12. STAFF COSTS

	2015	2014
	£	£
Gross pay	34,652	38,150
Employer's National Insurance	1,763	1,701
	<hr/>	<hr/>
	36,415	39,851
Number of full-time equivalent employees	2	2

